

1. **Click** on Cataloging Wizard.
2. **Click** on Global Item Modify Wizard.
3. In Item Values to Modify, **select** correct item value changes. To reset item values, **select** Reset.
4. In Item ID box, **scan or type** each item that you want to modify.
5. Call number, copy and item ID will appear in list; change takes place immediately.
6. Continue scanning in items to be modified. (*See full documentation for details*)