

## Batch modify records in DB/TextWorks

Sometimes you need to alter a term in a field in a collection of items in the database

Search for the items to be modified

Go to the Records Menu

Choose Batch Modify



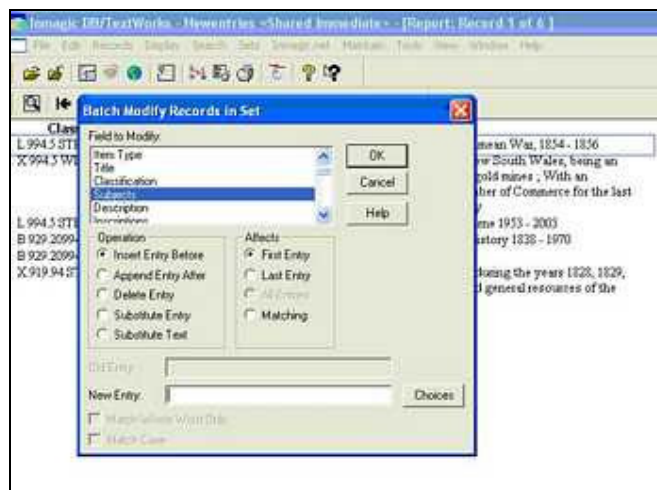
Select the field to be modified

Select how the field is to be modified

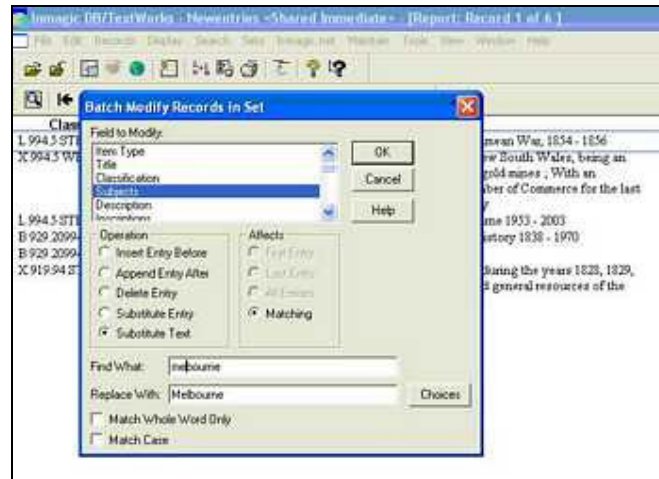
Type required modification in box or boxes (depending on modification required)

Click OK

Example One



## Example Two



A box appears confirming the modifications  
Click Yes button if you wish to proceed

