1. **Transfer bibliographic records**

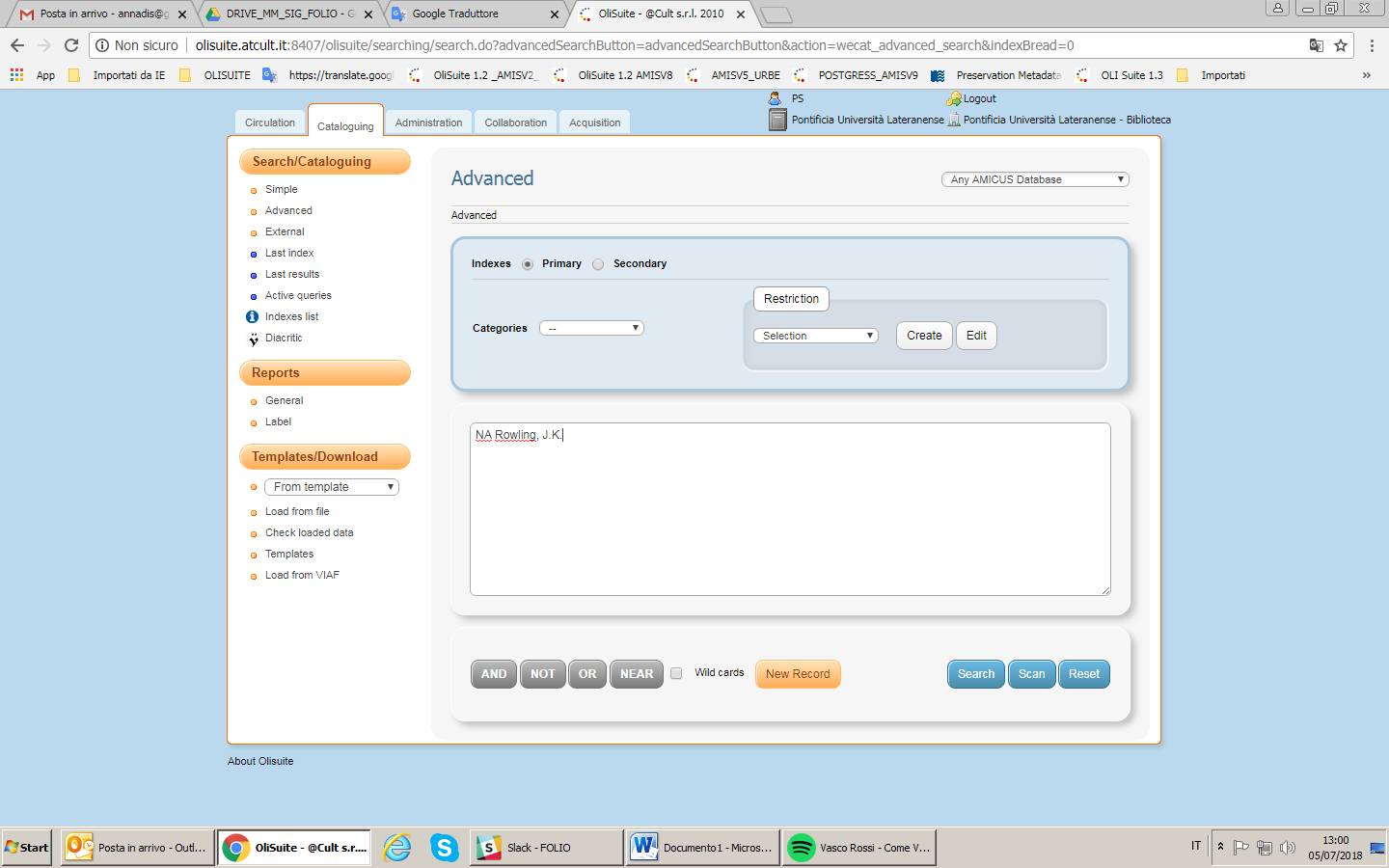
You can transfer bibliographic records from one heading to another.

**1.1 Transfer of bibliographic records starting from a NAME heading**

To transfer record, from the Advanced Search window, scan the Index of the appropriate heading (Name, Title, Subject, Publisher and so on). So start from the heading from which you wish record are to be removed:

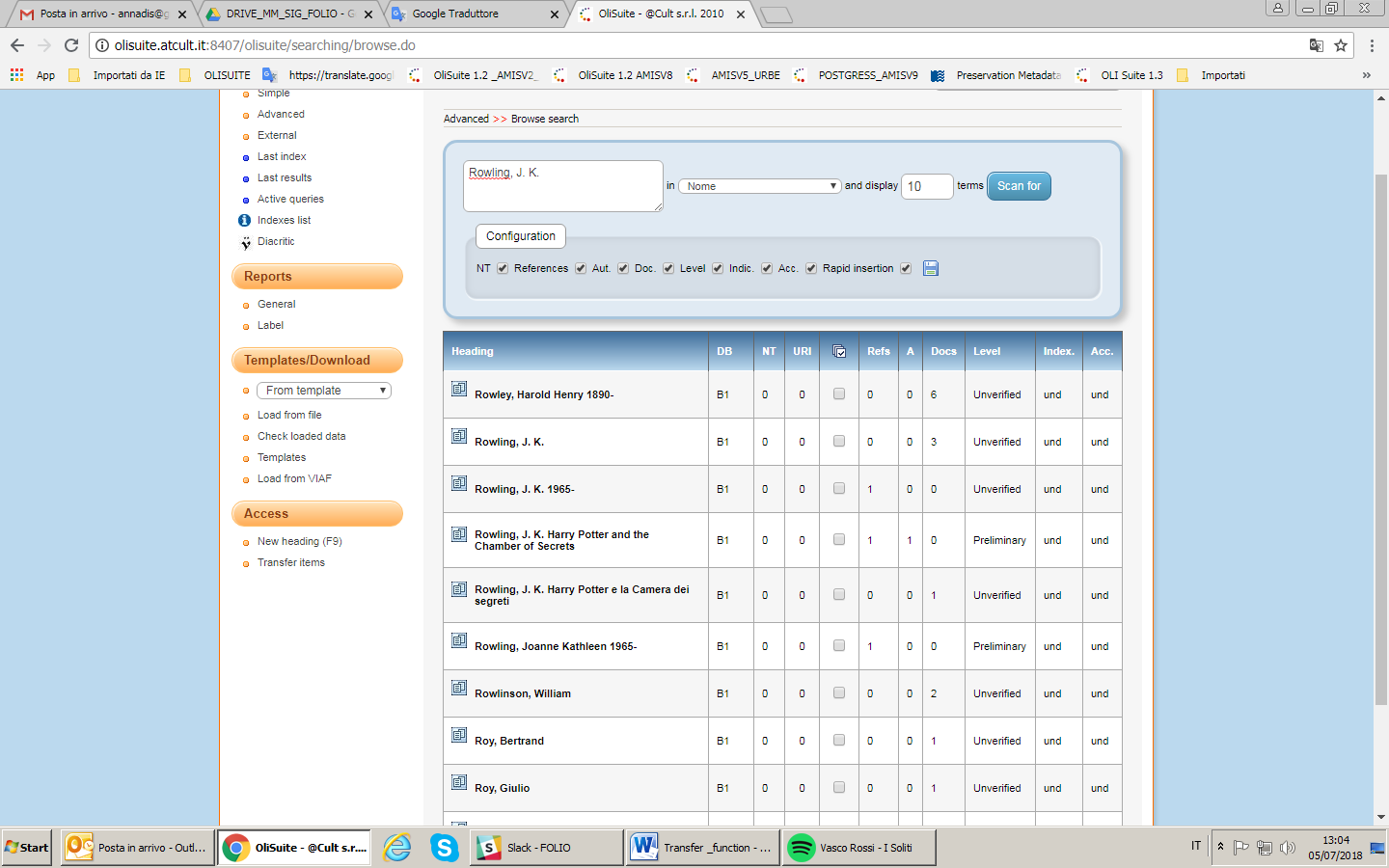
for example **NA** Rowling, J. K. + SCAN button

**Fig.1.**

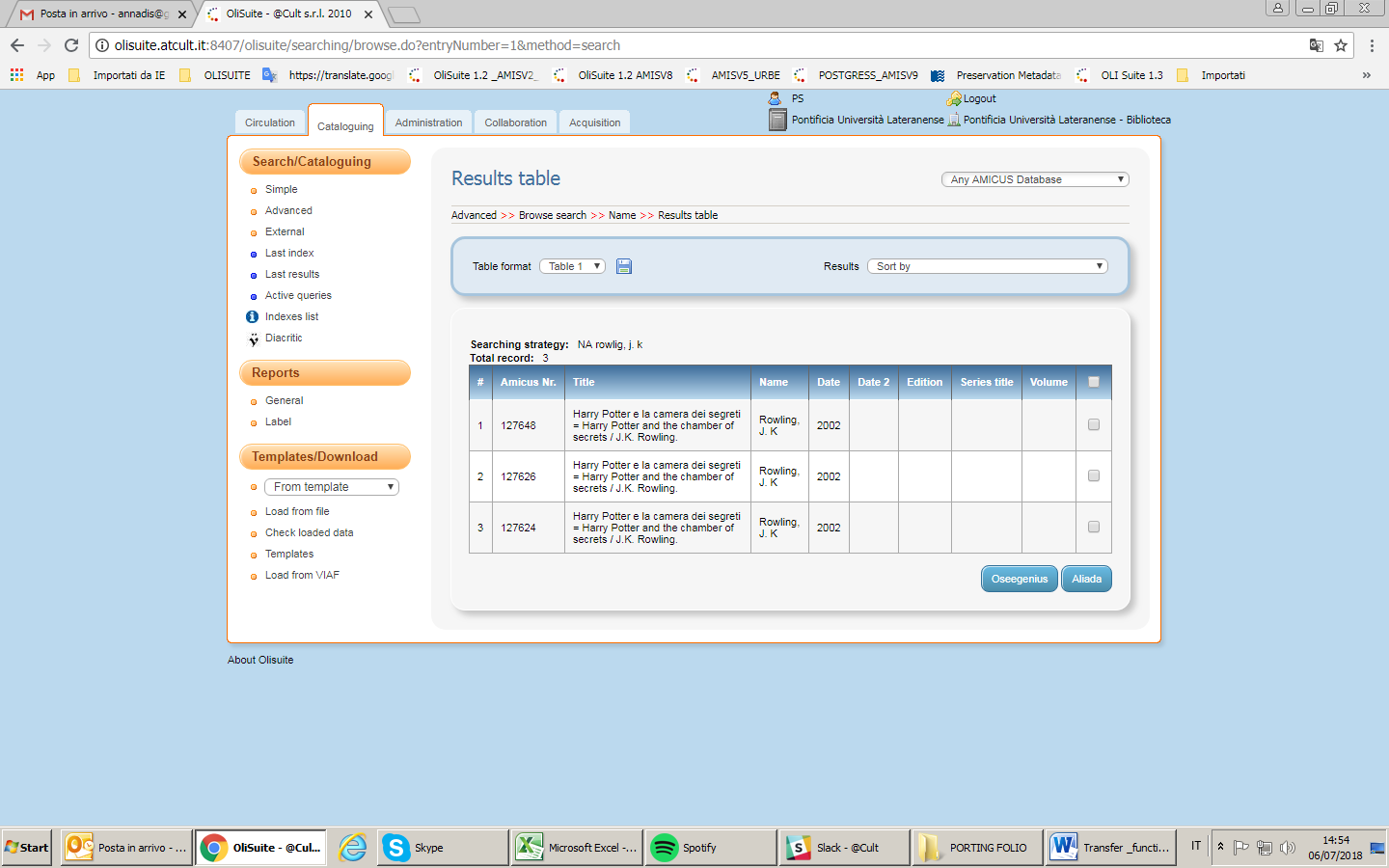


The application will display the heading scanned in second position in the Index of the Name, click on it

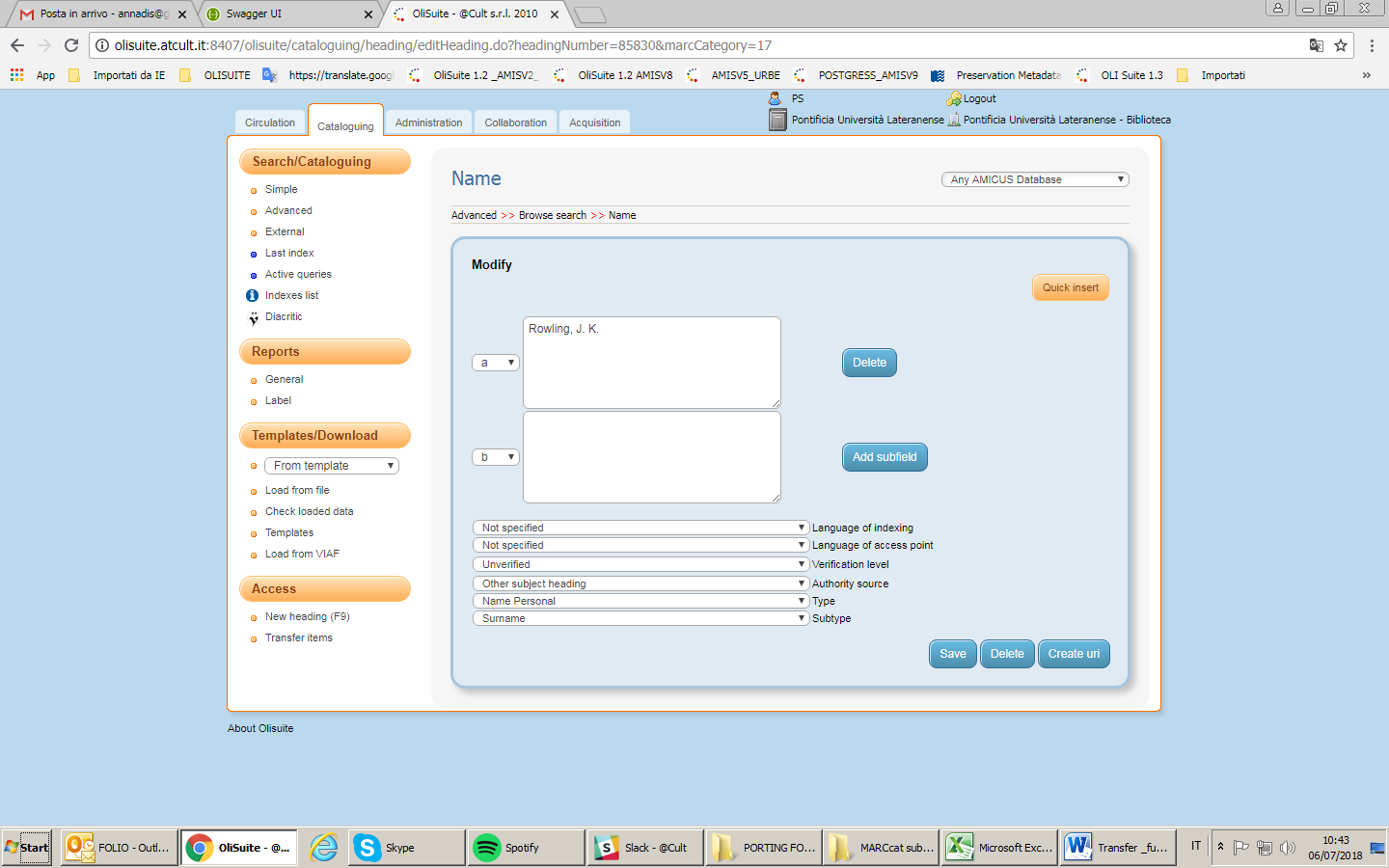
**Fig.2.**



**Fig.2.1.**

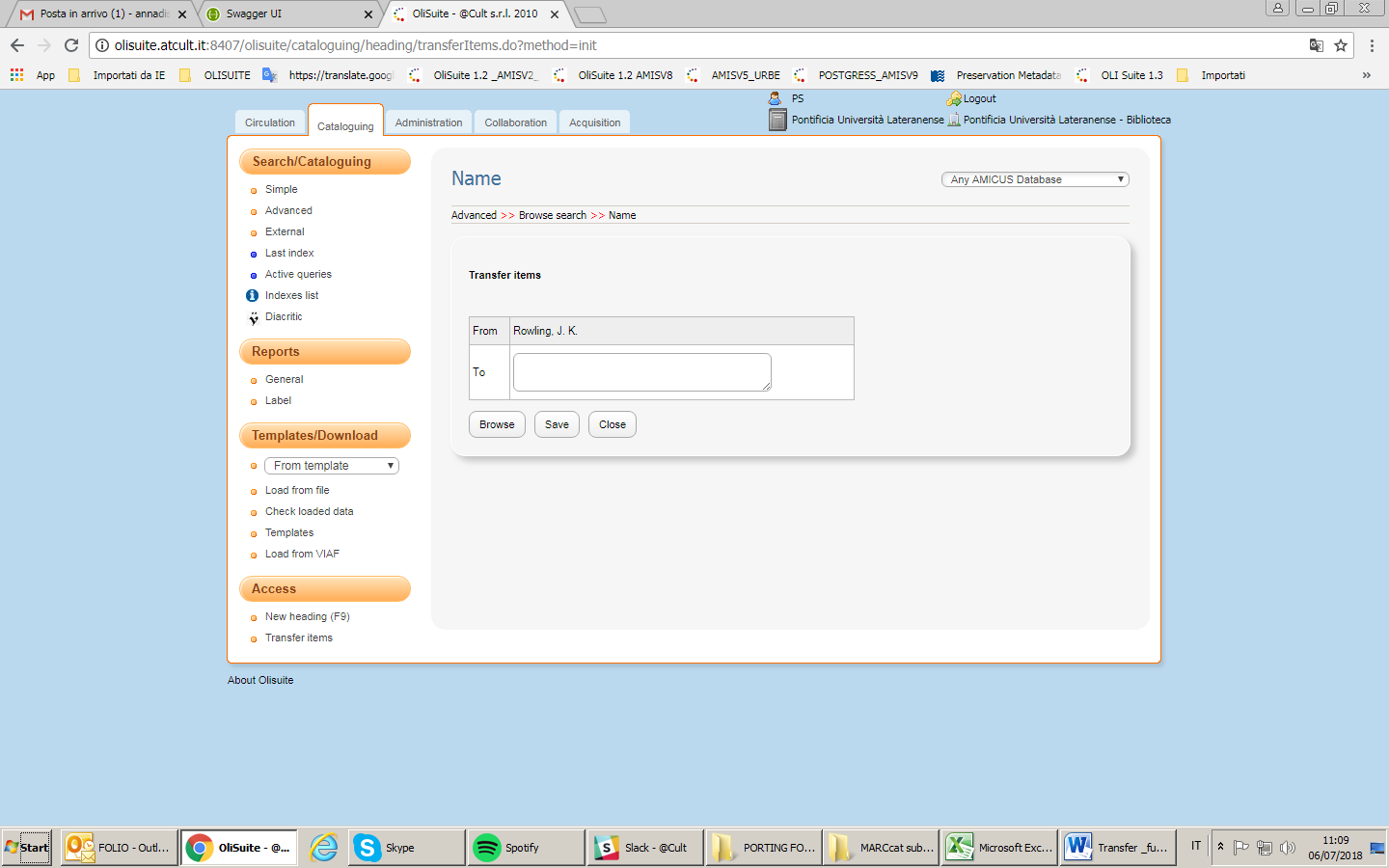


**Fig.3.**



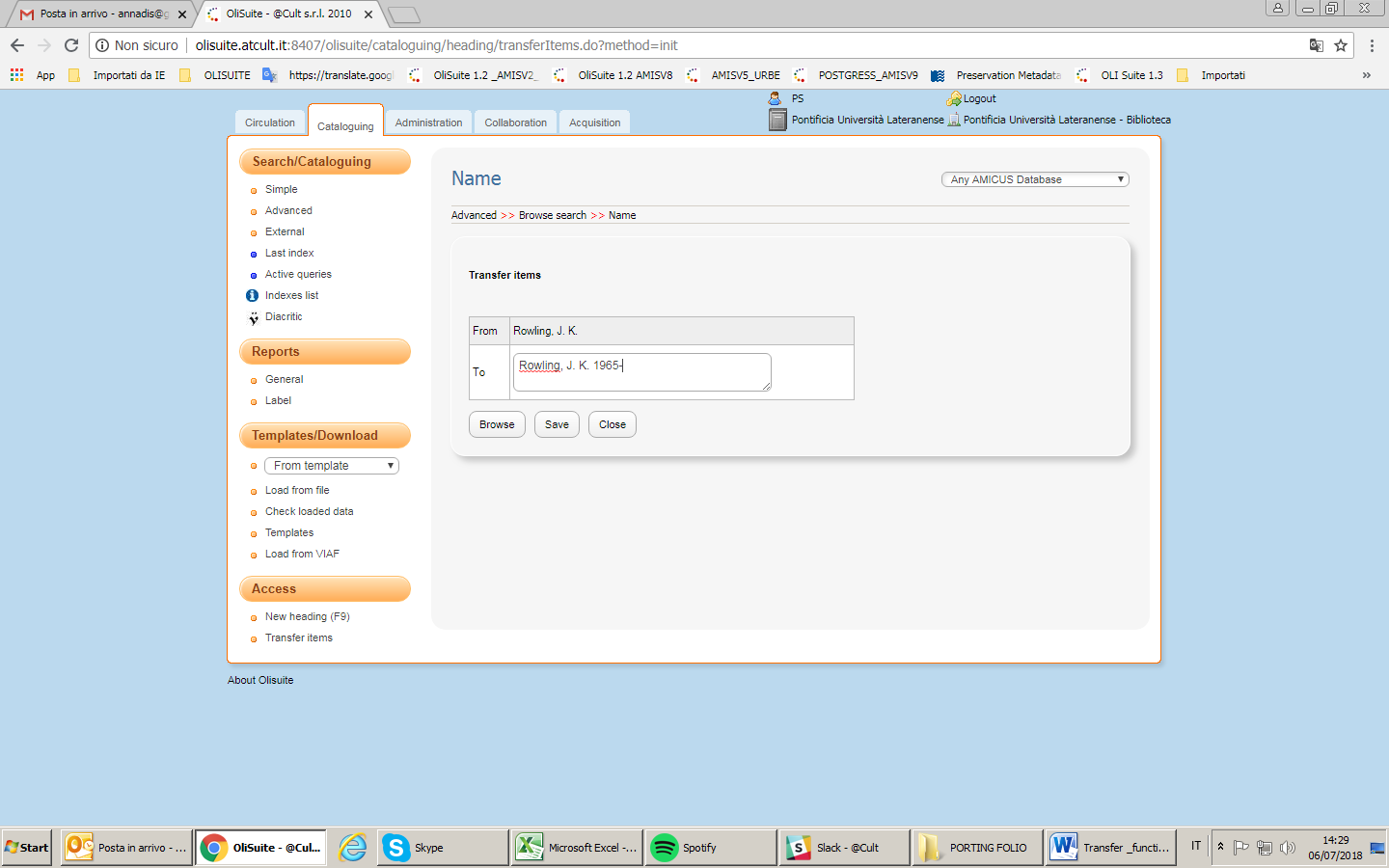
Select “Transfer items”

**Fig.4.**



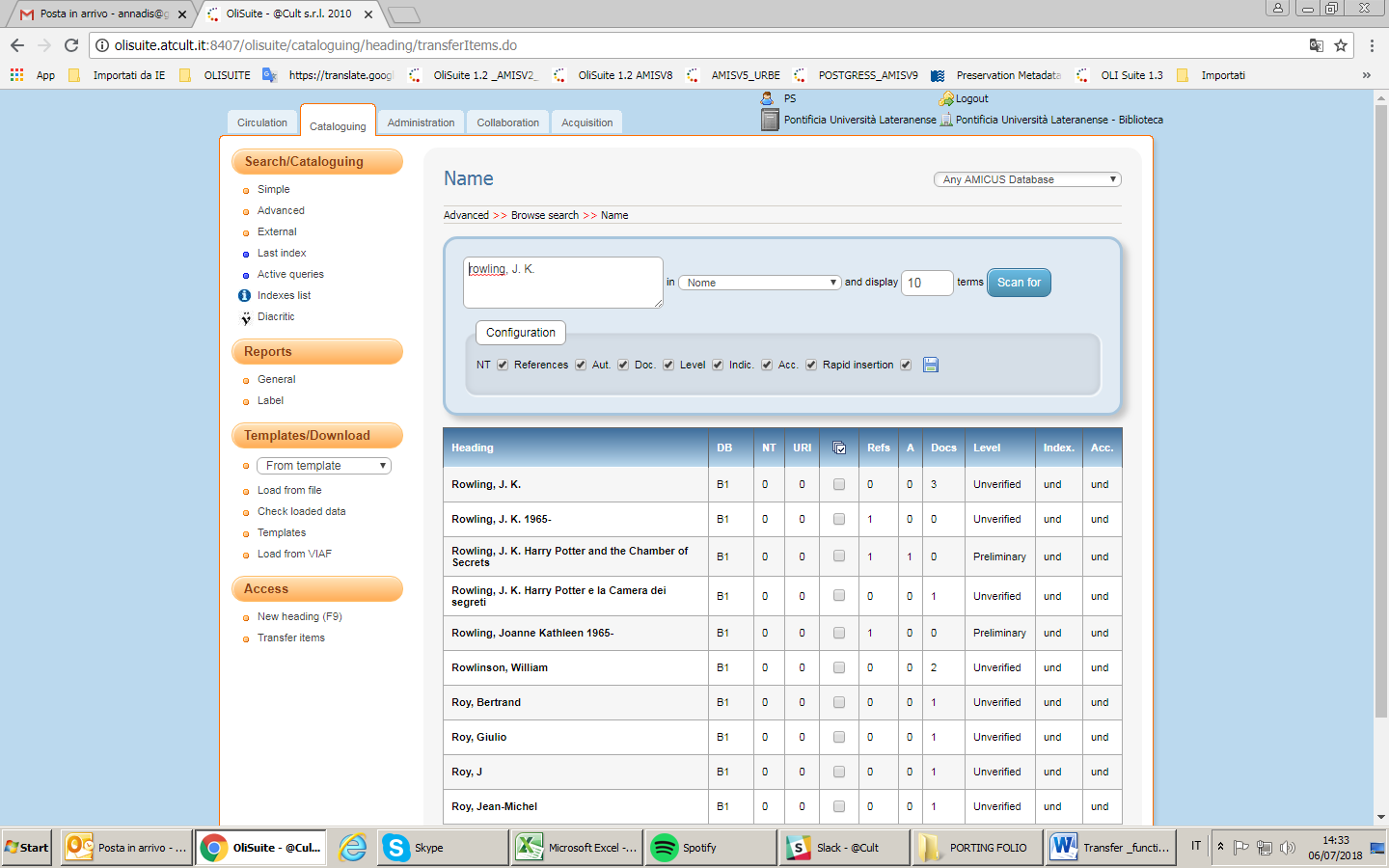
Type the heading name “To” which bibliographic records are to be transferred

**Fig.5.**

.

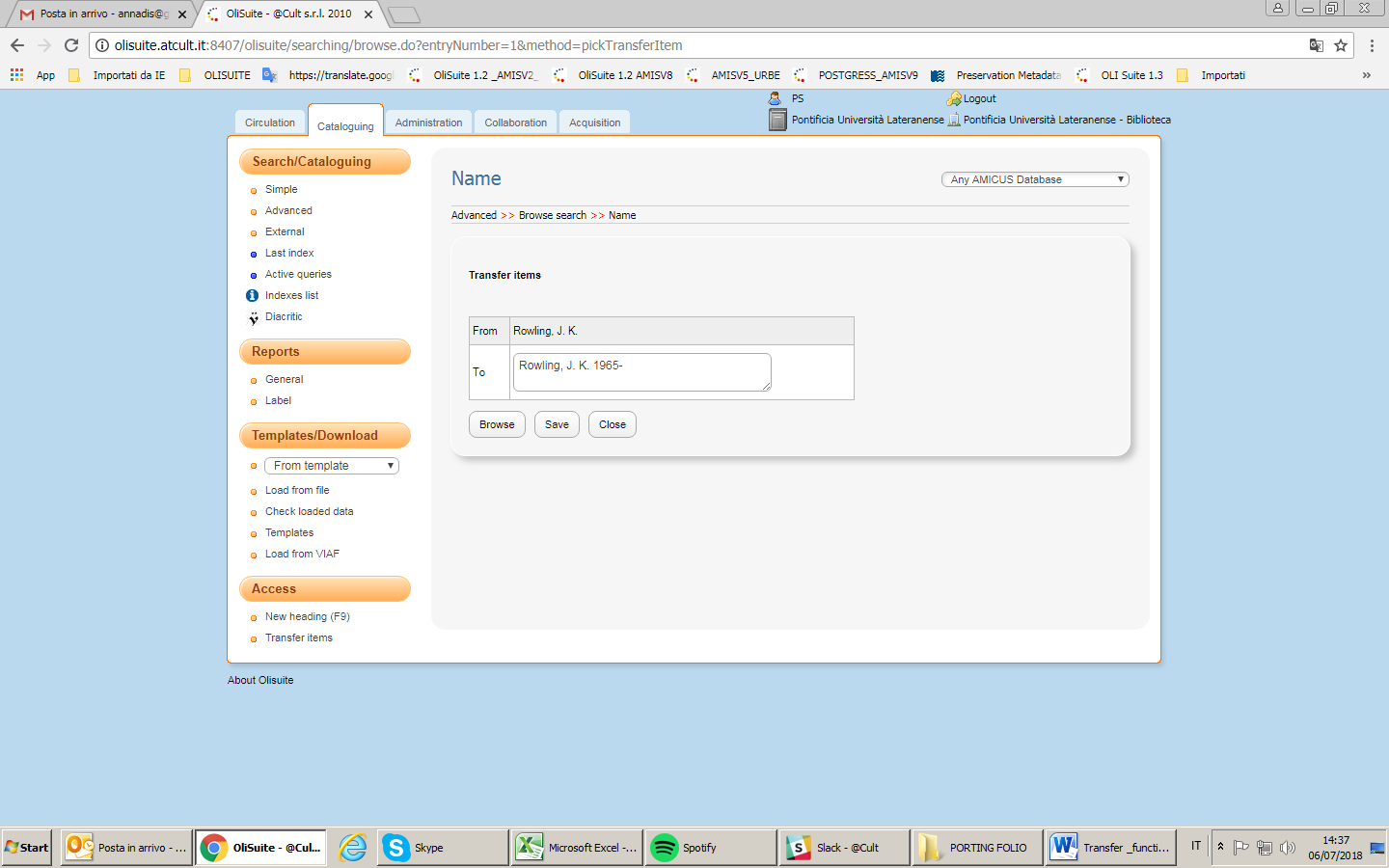
Select “Browse” button

**Fig.6.**



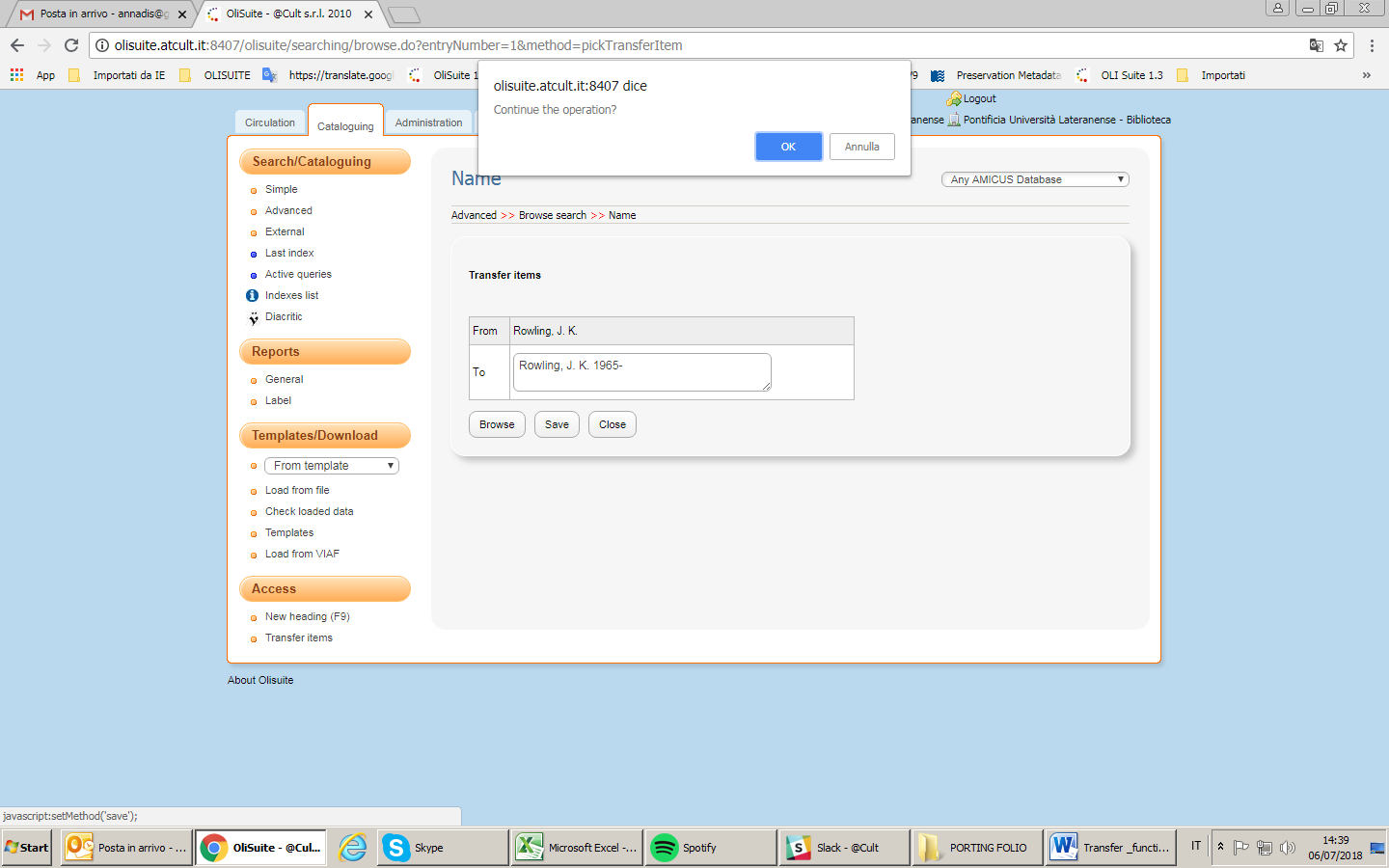
Click on the desired heading

**Fig.7.**



Click on the “Save button”

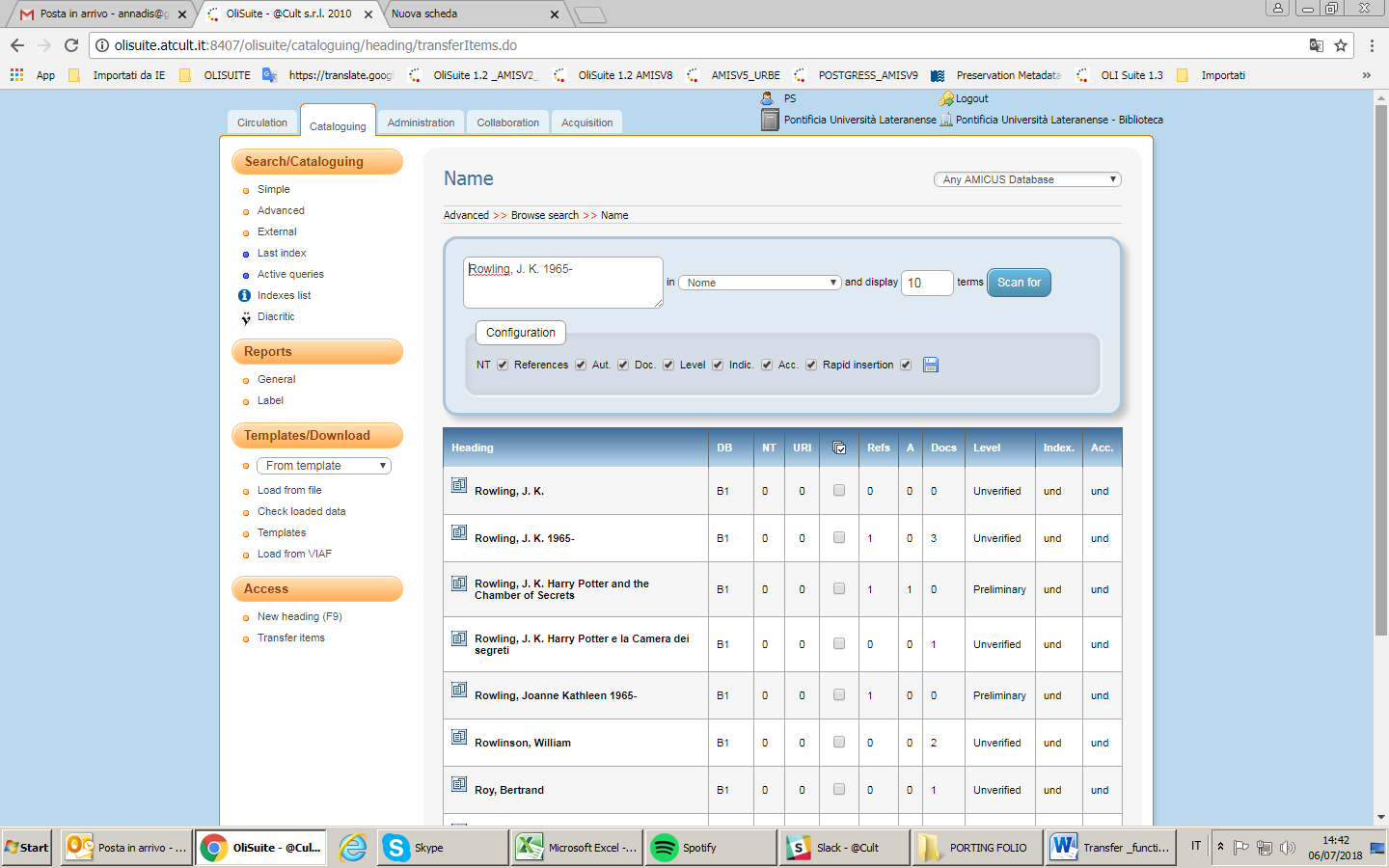
**Fig.8.**



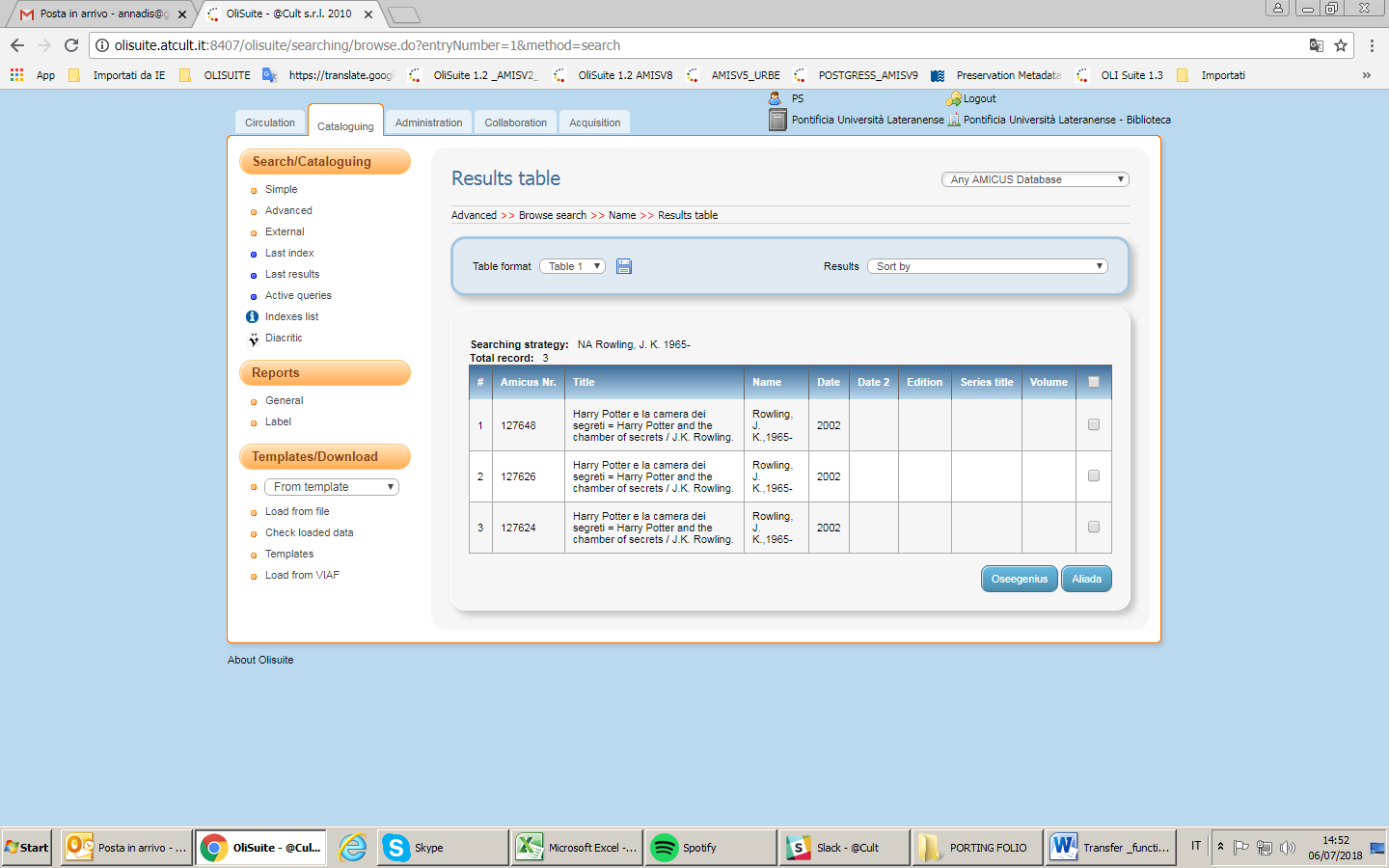
The system asks if you are sure to confirm the operation. Select “OK” button

The 3 bibliographic records, previously linked to heading “Rowling, J. K”, are now associated to heading “Rowling, J. K. 1965-“

**Fig.8.**



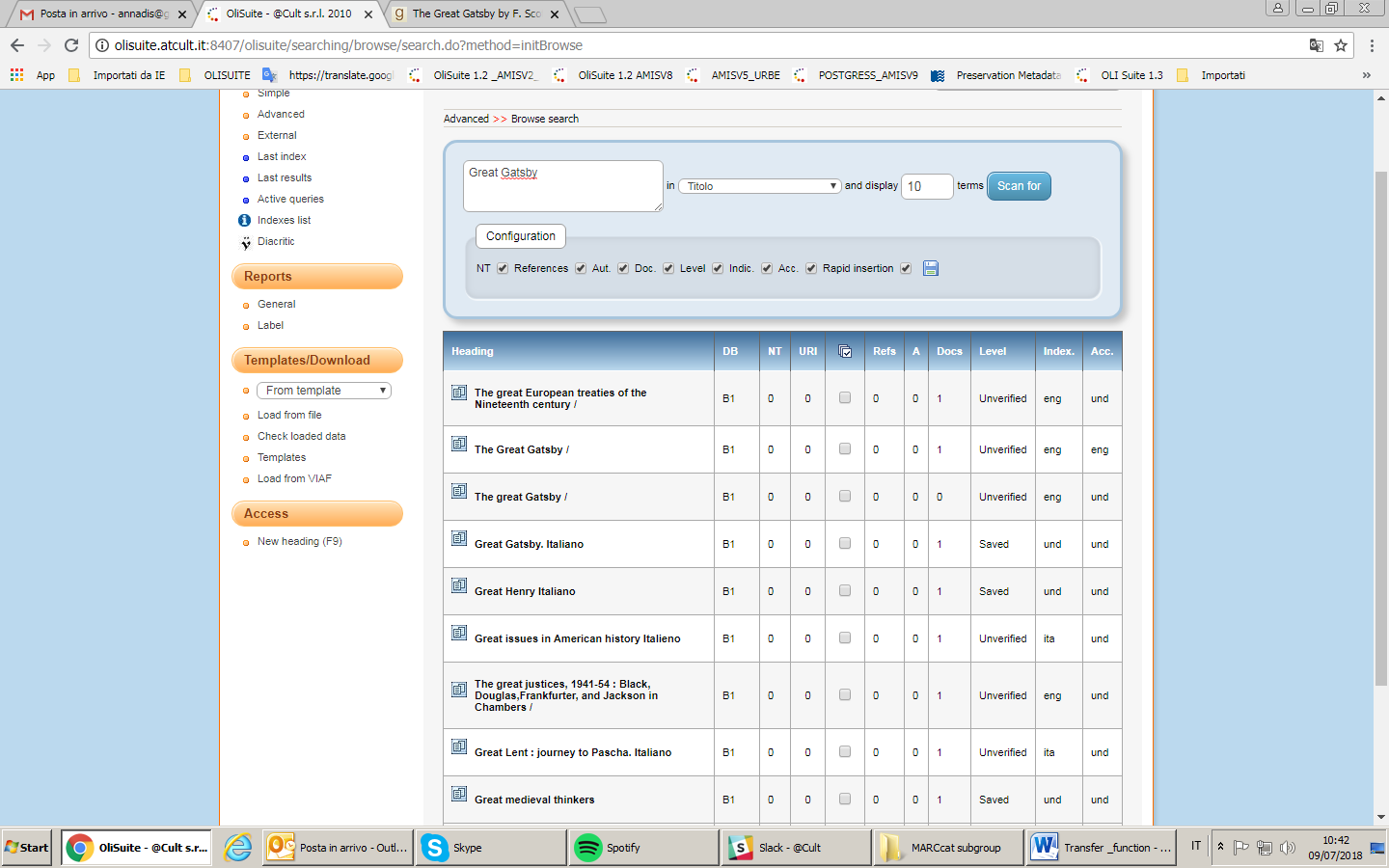
**Fig.9.**



**1.2 Transfer of bibliographic records starting from a Title heading**

To transfer record, from the Advanced Search window, scan the Index of the appropriate heading (Name, Title, Subject, Publisher and so on). So start from the heading from which you wish record are to be removed:

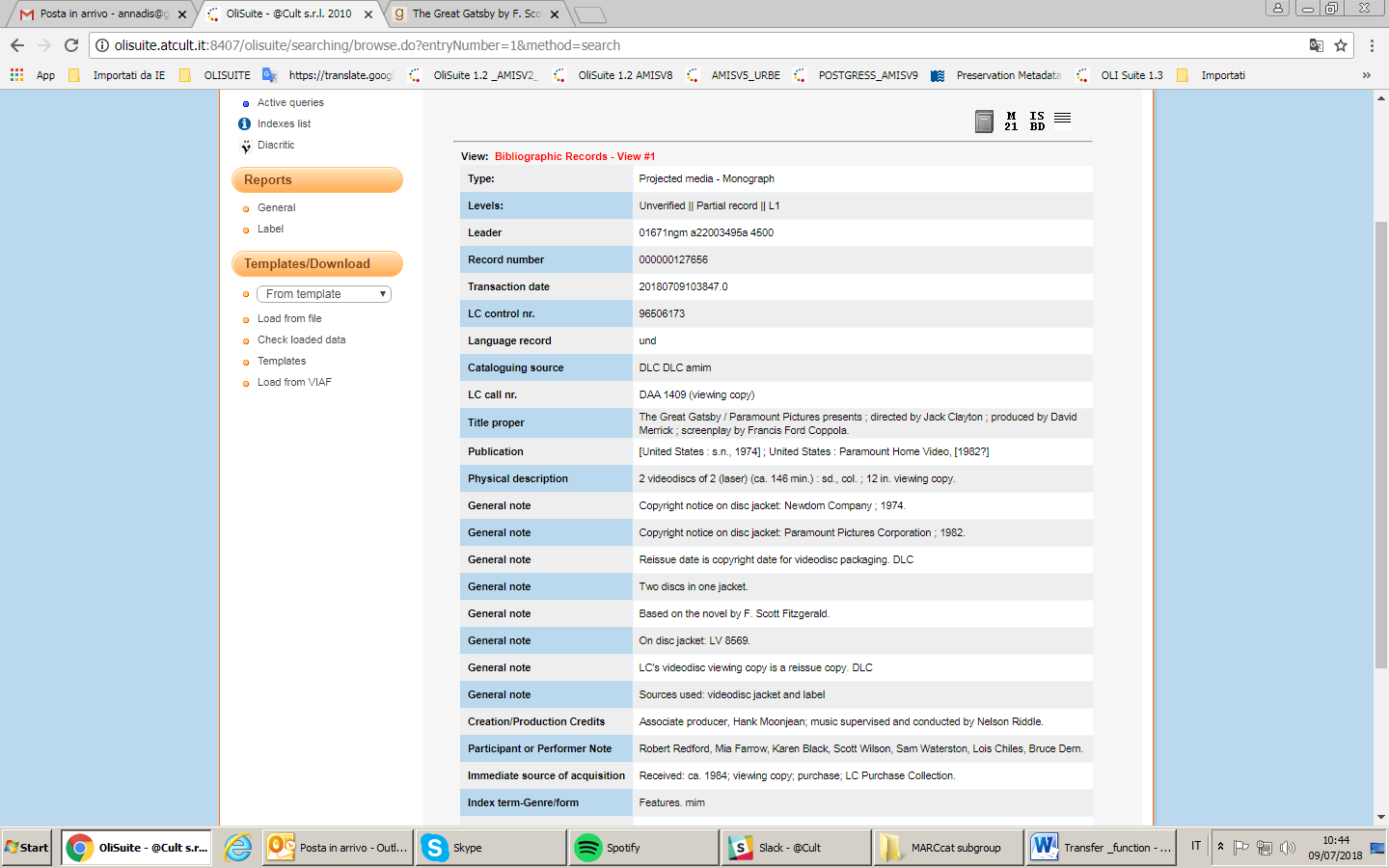
for example TI **Great Gatsby** + SCAN button



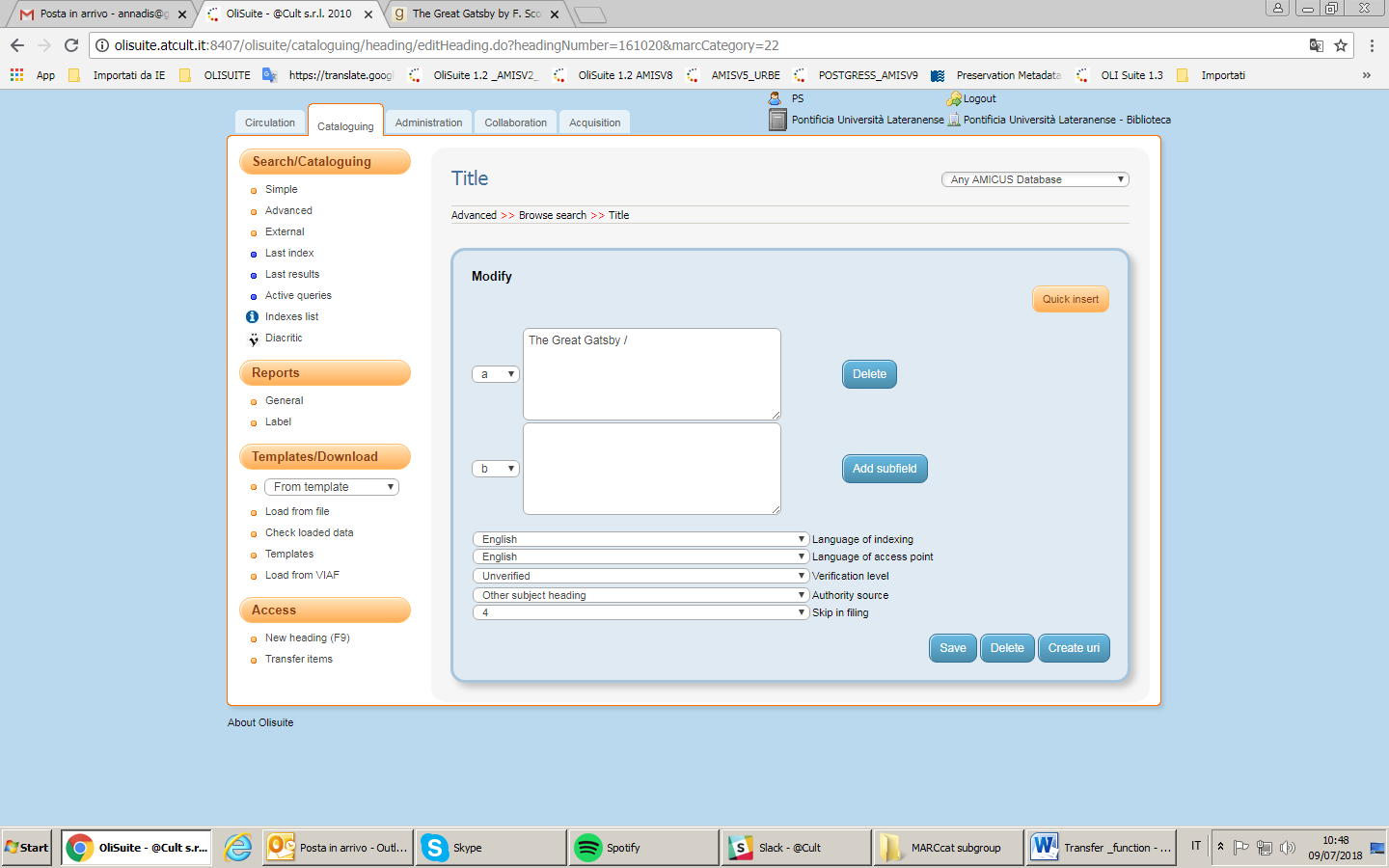
The heading “The Great Gatsby” has 1 recor4d associated (AN 127656)

**Fig.10.**

**Fig.11.**



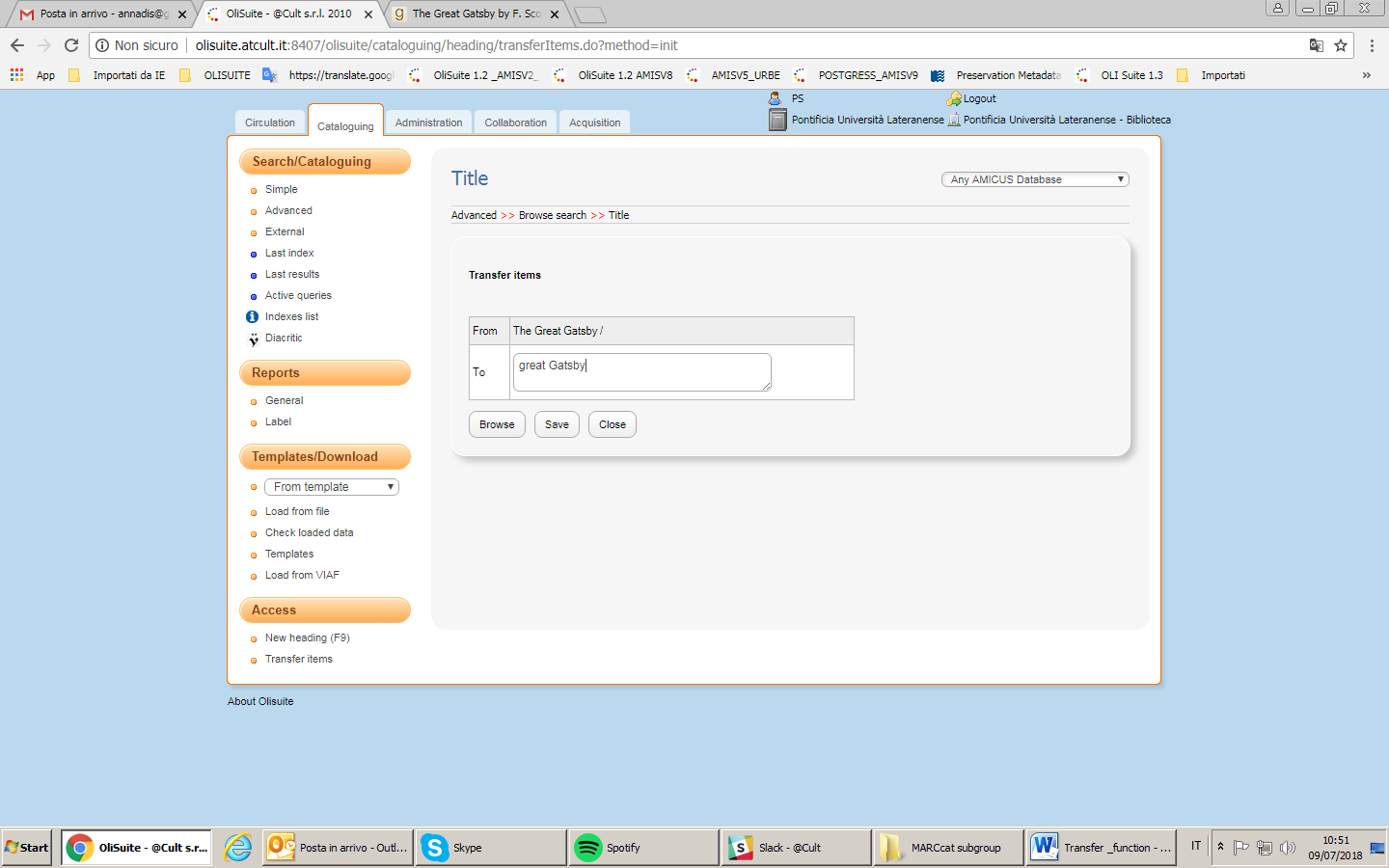
Going back to the Index of the Title (**Fig. 10**), select the heading “The Great Gatsby”:



**Fig.12.**

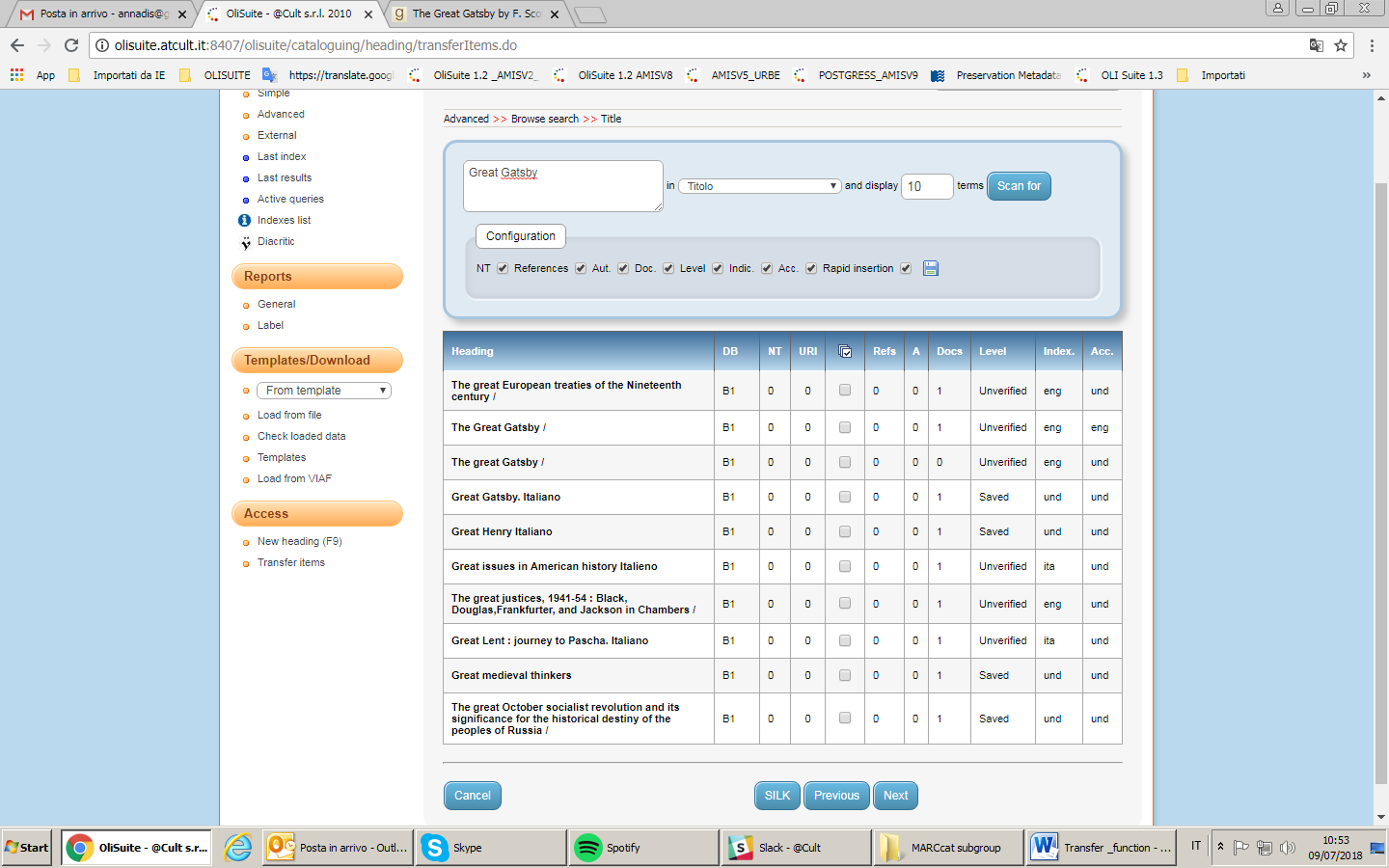
Select “Transfer items” and Type the heading title “To” which bibliographic records are to be transferred

**Fig.13.**

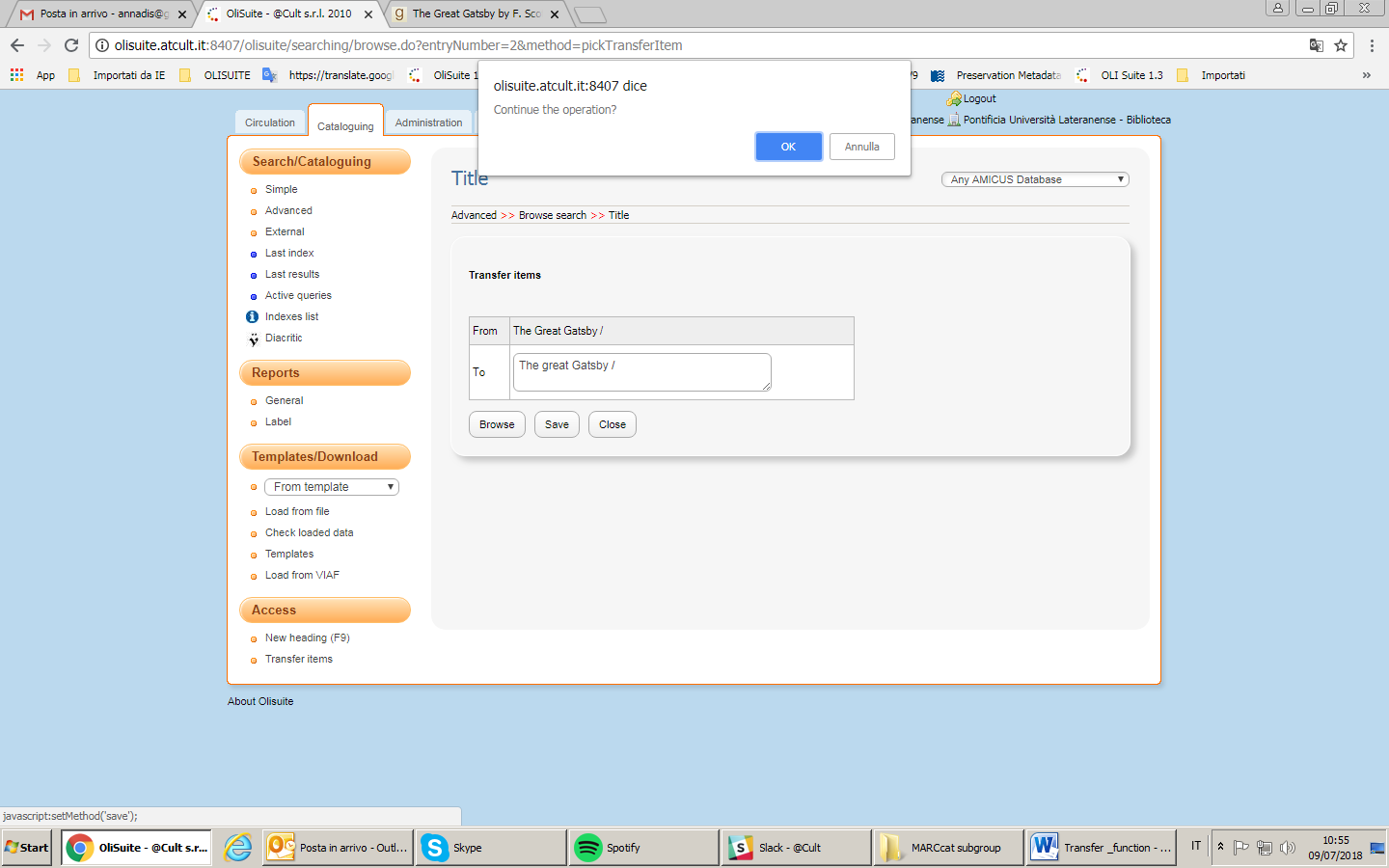


Browse the index of title for this heading

**Fig.14.**



Click on the desired heading and in the next window (Fig. 15.) select button “SAVE”



The system asks if you are sure to confirm the operation. Select “OK” button

**Fig.15.**

The bibliographic record, previously linked to heading “The Great Gatsby”, is now associated to heading “The great Gatsby”

**Fig.16.**

