**LEAP Instructions**

Copy a field

1. Open the bib record you want to copy from
2. Go to MARC view
3. Click in the box to the left of the tag that you want to copy from
4. Click edit tag
5. Copy the data
6. Return to your list of result
7. Choose the record you want to paste the data into
8. Go to MARC view
9. If the record already contains the field, choose edit tag, paste, click ok

10. If the record does not contain the field, click insert, data field, then enter the tags & indicators, paste, ok

Open two pinned records (doesn’t do it side by side)

1. Use find tool to pull up a list
2. Open first record
3. Click the results button to take you back to the list
4. Open the next record
5. Click on the hamburger menu Graphical user interface, application

   Description automatically generated in the upper left
6. Click on the push pin to pin the menu open
7. Click the recent tab and click on the title you want
8. Go back to the current tab
9. You can now toggle back and forth between the two records

Open records side by side – can’t be done in a single tab

You can open side by side records by copying and pasting the entire link on an open record into a new tab

Starting from pinned records

1. Can do the above process to have to records opened and pinned
2. Copy the entire link
3. Open a new tab, right click in address bar, choose paste and go
4. Click on the new tab and drag to separate
5. Go back to the original tab and open the other pinned record, minimize screen
6. Works better on two screens or a large screen, will have to do some arranging to get them to fit a single screen

Starting from find tool

1. Search, find, and open your first record
2. Copy the entire link
3. Open a new tab, right click in address bar, choose paste and go
4. Click on the new tab and drag to separate
5. Go back to the original tab
6. Can click results and open the second record or can close and do a new search for the second record
7. Once you have your second record open, minimize screen
8. Works better on two screens or a large screen, will have to do some arranging to get them to fit a single screen