The Nickname Tool can be used to directly modify the field nicknames in a collection. Changing field nicknames can have broad implications on server behavior (e.g., website customizations involving nicknames, or predefined Custom Queries and Results).

**Warning:** Before using the Nickname Tool, make sure that all pending items have been added to the collection. This includes all items in the Approve queue in CONTENTdm Administration and all items currently in any Project Client projects for this collection. If all items are not added to the collection, approved, and the collection indexed before using the Nickname Tool, metadata loss is likely.

You will need [CONTENTdm Administration](https://help.oclc.org/Metadata_Services/CONTENTdm/Troubleshooting/Nickname_Tool_How_do_I_edit_field_nicknames) rights to "Configure settings and field properties" to be able to run the tool.

To use the Nickname Tool:

1. In a browser, open the following URL on your CONTENTdm Server:
   ```
   http://your.server.url/cgi-bin/admin/convertnickname.exe?CISODB=/collection_alias
   ```

2. Follow the on-screen instructions to change the field nickname. The current nicknames display in a drop-down box on the left. The new nickname can be entered in the text box on the right.

3. When you are done, index the collection.