Discover how to create a field string from a bibliographic, local bibliographic, or local holdings record as well as from the Toolbox in WorldShare Record Manager.

Create a field string from a bibliographic record

1. From the MARC 21 editor, select the field from which you want to create a field string.
2. Click Edit > Field > Create Field String.  
   Or
   Right-click the field and select Create Field String from the Field flyout menu.
3. Enter a Field String Name in the Create Field String dialog window.
4. Click Create. A confirmation message appears stating that your field string has been created and is stored in the Toolbox.

Create a field string from a local bibliographic data record

1. From the MARC 21 editor, scroll down to the LBD accordion.
2. From the LBD accordion, select the field from which you want to create a field string.
3. Click Edit > Field > Create Field String.  
   Or
   Right-click the field and select Create Field String from the Field flyout menu.
4. Enter a Field String Name in the Create Field String dialog window.
5. Click Create. A confirmation message appears stating that your field string has been created and is stored in the Toolbox.

Create a field string from a local holdings record

1. From the LHR editor, select the field from which you want to create a field string.
2. Click Edit > Field > Create Field String.  
   Or
   Right-click the field and select Create Field String from the Field flyout menu.
3. Enter a Field String Name in the Create Field String dialog window.
4. Click Create. A confirmation message appears stating that your field string has been created and is stored in the Toolbox.

Create a field string in the Toolbox

1. From the left navigation, click Toolbox.
2. From the Strings tab, click **New Field String**.

3. In the Create Field String dialog window, enter the following:
   - **Field String Name** (required)
   - **Tag**
   - **Ind 1**
   - **Ind 2**
   - **Data** (required)

4. Click **Create**. A confirmation message appears stating that your field string has been created and is stored in the Toolbox.