Discover how to view an individual bibliographic constant data record or all of your bibliographic constant data records in WorldShare Record Manager.

**View a list of all bibliographic constant data records**

In the left navigation, click **Toolbox**. The Constant Data tab > Bibliographic constant data records screen opens by default.

**View an individual bibliographic constant data record**

1. In the left navigation, click **Toolbox**. The Constant Data tab > Bibliographic constant data records screen opens by default.
2. Click the **name** of the constant data record to open the bibliographic constant data editor.