Learn how to change a periodical main entry title in Amlib.

**Change a Title**

1. Launch the *Amlib* client
2. Go to **Main > Periodicals > Periodical** – the Periodical screen will display
3. Search for a periodical record via **F5 Query** button
4. Once displayed, from the Periodical menu, select **Transactions > AllowTitleChange** – a Title Change prompt with the following message will display: **You may now change the title…** *Please note that this does not affect the Catalogue Record and if necessary you should call up Catalogue Maintenance to have the title change properly recorded.*

   ![Title Change](image)

5. Click the **OK** button – the “old” title will now appear in the Prev Title: field – for example: **Doctor Who weekly**
6. You are then able to type in the new Title:

   ![Periodical Screen](image)

7. Click the **F3 Update** button when complete – a prompt with the following message will display:

   ![Periodical](image)
8. Click the **OK** button

9. You will then need to **XReference** to the **Catalogue** entry and update the Title if required. We suggest you enter the previous Title as a 247 Tag (previous Title)