

Removing Tags from Tagged Records:

After reviewing and or transferring your newly imported records its time to remove the tags from the import. Tags appear as a green stick or map pin located within each individual records Control # field.

1. Open the Search/Edit Catalog menu to the collection where the tagged records are to be untagged are located. Create a search (used defaults) in this collection by marking the Show Tagged Records Only box and then choosing the Search button. The result will show all tagged records on screen.

The screenshot shows the search interface with the following details:

- Collection: ALL
- Show Tagged Records Only:
- Find for: TITLE
- Sort by: TITLE
- Total records in result set is 139. Displaying page 1 of 13

Control#	Title/Author	Call No	Category
8226	10 people who discovered America / Black, Bruce (Copies:0 Available:0)	920 BLA	COLLECTIVE BIOGRAPHIES
8227	100 things for kids to make and do / Boase, Petra (Copies:0 Available:0)	745 Boa	DRAWING & DECORATIVE ARTS
8228	1,000 jokes for kids of all ages / Kilgarriff, Michael (Copies:0 Available:0)	817 KIL	AMERICAN LITERATURE
8229	1,000 KNOCK-KNOCK JOKES FOR KIDS / WARD LOCK (Copies:0 Available:0)	817 LOC	AMERICAN LITERATURE
8230	1,000 more jokes for kids / Kilgarriff, Michael (Copies:0 Available:0)		AMERICAN LITERATURE
8231	1,000 WHAT'S WHAT JOKES FOR KIDS / MICHAEL JOHNSTONE (Copies:0 Available:0)		AMERICAN LITERATURE
8232	10,000 ideas for term papers, projects / Lamm, Kathryn. (Copies:0 Available:0)		REFERENCE
8233	1001 things everyone should know about / Stewart, Jeffrey C., (Copies:0 Available:0)		REFERENCE
8234	1,001 things everyone should know about / Garraty, John Arthur, (Copies:0 Available:0)		REFERENCE
8235	101 ways to bug your parents / Wardlaw, Lee, (Copies:0 Available:0)		FICTION
8236	13 days to glory : / Tinkle, Lon. (Copies:0 Available:0)		NORTH AMERICAN HISTORY

2. To remove these Tags place your mouse pointer on the Green Stick Pin locate to the left of the double arrows. Pressing your right mouse button will cause a drop down menu to appear, choose the "Clear all tags in set" and all items tagged will become untagged.

The screenshot shows the search results with a context menu open over the green stick pin icon in the Control# field of record 8226. The menu options are:

- Tag all on page
- Tag all in set
- Clear all tags on page
- Clear all tags in set

The search results table is identical to the one in the previous screenshot.