Can I make a bulk edit of records in my Library similar to ‘tagging’?

If you want to add keywords or dates or labels to a particular field in a group of records here’s how to do this:

Decide which references you want to modify and make sure only these references are showing in the Library record display window. Consider backing up your library before making any changes.

1. Highlight the chosen references.
2. Tools -> Change/Move/Copy Fields.
3. From the “select a field” list, select the field that you want to modify, consider using the fields Research Notes or Abstract.
4. Select one of the options presented, it is recommended you use, “Insert after field’s text”.
5. In the text box type the text that you want to add to the field. To enter a carriage return or tab, use the “Insert Special” button.
6. Highlight the text that you entered in the text box, and then select a font style.
7. Click the OK button and confirm the changes.
8. Click OK to continue or Cancel to cancel the operation.