Discover how to reformat a bibliographic constant data record in WorldShare Record Manager. When you manually reformat a bibliographic constant data record, you direct the system to automatically resort the variable fields in correct numeric order and correct minor errors.

1. In the left navigation, click Toolbox. The Constant Data tab > Bibliographic constant data records screen opens by default.
2. Search for a constant data record or click a Constant Data Record Name. The constant data editor opens in the tab.
3. Select Reformat from the Record drop-down menu. A confirmation message appears which states that the constant data record has been reformatted.

**Errors corrected**

When you manually reformat a Bibliographic record, the system makes these minor corrections:

- Converts "pipe" character ( | ) in URLs is automatically to code %7C, because the pipe character is not part of the set of ALA diacritics and special characters that are valid in the client.
- Changes subfield codes in uppercase to lowercase.
- Changes fixed field values in the wrong case (uppercase versus lowercase) to the correct case.
- Deletes leading blanks or blanks between values in fixed field elements. Trailing blanks remain.