Discover how to reformat a local holdings constant data record in WorldShare Record Manager. When you manually reformat a 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 opens by default.
2. Select **Local Holdings Record** from the Data Type drop-down list.
3. Search for a constant data record or click a **Constant Data Record Name**. The constant data editor opens in the tab.
4. From the Record drop-down menu, select **Reformat**. A confirmation message appears which states that the constant data record has been reformatted.

**Errors corrected**

When you manually reformat a local holdings 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.