How can I control NTA headings in WorldShare Record Manager?

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Applies to

- WorldShare Record Manager

Answer

Find NTA Authority Record:

- Select from drop-down list **Data Type** the option **Authority Records**
- Select from drop-down list **Scope** the option **NTA Names**
- Enter the authors name at the search field by **Term(s)**
- Open the Authority Record
- Copy the whole field 100

Return to the bibliographic record and paste the content of field 100 from authority record to the appropriate authors field.