**Copying Constant Data from Online CD to Local CD**

1. Make sure you're logged in and open a record, any record.
2. From the **Cataloging** menu go to **Create🡪Constant Data**
3. "**Books**" should be the default option in the popup box. Click OK.
4. From the **Edit** menu go to **Constant Data🡪Online🡪Apply from List**
5. In the **"Search For:" field**, type "**ts**" and press OK to get to our department's online constant data
6. Click on the Constant Data you want to copy from this list that pops up and press the **"Apply Selected"** button (only apply the **variable length fields**, fixed fields are provided by the record)
7. Click the **Reformat** button and close the new CD record, follow the options on the screen on how to save... choose a name that you can remember.