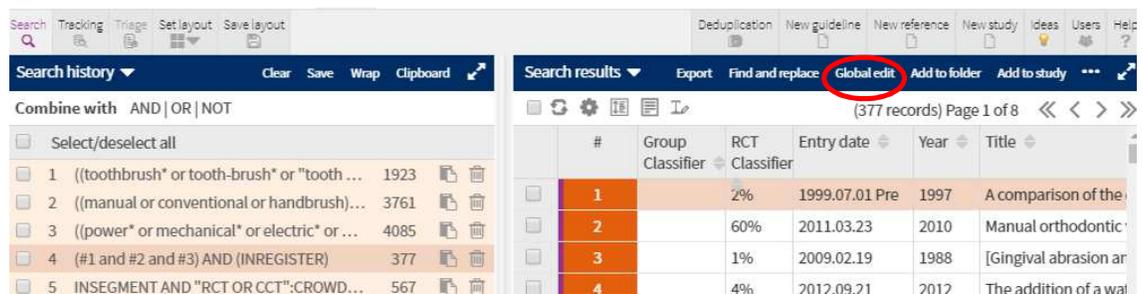# Cochrane Register of Studies

It is possible to globally edit a set of records in the CRS. You can globally edit the results of a search by highlighting the search line of interest so that the records appear in the record listing, or you can globally edit a folder of records, again by highlighting the folder so that the records appear in the records listing.

TIP: The global edit will only change records that are in your segment – so if the search results are from CENTRAL, only the records that have been added to your segment from the CENTRAL search will be changed.

To globally edit the records, go to the "Global Edit" menu item above the "Search results" or "Folder" record listing – on small screens this item may be hidden, you can reveal it by clicking on the ellipse ▪▪▪ :

The global edit pull out panel gives several options, and guides you through the global edit.

You can:

- Copy the text in one field to another (you can choose whether to keep the text in the field of origin too or to remove it);
- Add some text to the start of a field
- Add some text to the end of a field
- Add the content of one field to another field
- Set the content of a field (this will overwrite the text that might be a field already)

Click "Next" to go into the next screen and choose which fields are effected:

The field names boxes are a type ahead, so if you begin typing a field name, it should appear in the drop down menu.

Clicking on "Next" will take you through to a final screen, where you can confirm the action by choosing "Process" (there is no "Undo" feature, so make sure you're OK with the change before clicking "Process!):

If you have any questions about global editing records in the CRS contact cis-support@cochrane.org.