

Table of Contents

Update the File Format in bulk 1

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When a record set contains files of different formats, you'll need to update the file formats where needed.

So, you'll first need to know which titles are in which formats. Once you've determined this, you can update the titles in bulk by file format.

1. In the NNELS Admin drop-down menu, go to **Convert File Formats in Bulk** (under **S3 Record sets**)
2. Locate the record set using the **Record Set** drop-down field
3. Click **Apply**. You should now see all the records in that set
4. Identify the records that you want update to a different file format
 - Try to search for format keywords in the **S3 Path** search field. For example, if you want to update PDF, DAISY 2.02 or DAISY 3 files, you can search for the keywords pdf, daisy2, and daisy3, respectively.
5. Select all the files that you want to update to a new file format
6. Click on the **Modify File Entity Values** operation
7. Check the **File Format** box
8. Select the **File Format** that you want to change the files to.
9. Click **Next**
10. Repeat this process until all the files are associated with the correct format

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