Replacing MeSH Headings in NEOLINK

Part 1: Global Updates of Replaced MeSH Headings

When doing global updates that will affect a large number of records, the Headings Report File should be run and cleared both before and afterwards.

In the new edition of Medical Subject Headings-Annotated Alphabetic List (2000 in this case), find "Replaced 2000 Medical Subject Headings with Replaced-by Headings". Check each "Replaced Heading" to see if NEOLINK has any records under that replaced subject heading. If so, highlight it in lavender (or whatever) and highlight in yellow the "Replaced-By Heading".

Lavender highlighted headings are the 2000 Replaced MeSH Headings. The Replaced-by Heading appear in the right-hand column on the same line and are highlighted in yellow.

1. From the Database Maintenance Menu, select G> GLOBALLY Update Headings

2. Enter initials and password.

3. Screen reads: What heading do you want to update?
   Start with the first Replaced MeSH Heading on your list (pink highlighting).

   At HEADING prompt enter: \texttt{jReplaced Heading}
   \begin{center}
   \footnotesize{the vertical line at the end is important}
   \footnotesize{("j" is the tag for MeSH Subject Headings)}
   \end{center}

   Hit enter.

4. Select: S > SELECT HEADINGS to change

5. Screen reads: Select which ones?
   Enter numeric range of headings to be changed
   Asterisks will appear by the headings selected

4. Select: C > Change Selected Headings

5. Screen reads: Enter exactly subfield to be changed: (why they ask for subfield is unclear)
   Enter: \texttt{aReplaced Heading}
   \begin{center}
   \footnotesize{(why a and not j is unclear)}
   \end{center}

6. Screen reads: Change \texttt{<aXxxxxxxxxxxxx>} to:
   Enter: \texttt{aReplaced-By Heading}
   \begin{center}
   \footnotesize{(yellow highlighting) (\texttt{a} usually, \texttt{z} if the subject heading is geographi)\texttt{c}}
   \end{center}

7. Select: U > Update

8. Write down the stats beside each old heading that is replaced
9. Select: A > Update All Records NOW without Displaying Them

10. To continue down the list, select: A > Update ANOTHER heading

Part 2: Keying in Subject Authority Records

1. From Database Maintenance Menu, select K> KEY new records.

2. Enter initials and password.

3. From Create Records, select 3> Authority Records

4. From Authority Record Defaults, select 2> subj : Subject Authority

5. Answer three questions that follow:
   Do you want to key MARC records? (y/n) y (y = 150's)
   Do you want substitution phrases? (y/n) n
   Are all options as you want them? (y/n) y

6. Accept the first default code by hitting ENTER.
   ACODE1 : $ <ENTER>

7. At the MESH prompt, enter the Replaced-By Heading (yellow)

8. At the first MESH SFROM (450's) prompt, from the list of 2000 Replaced Heading, enter the Replaced Heading (lavender) that corresponds to the Replaced-By Heading (yellow) just entered.

   These will be entered as a SFROM even if there is only a slight difference in spelling between the Replaced term and the Replacement term (e.g. - Alzheimer's Diseases will be entered as a Sec From under Alzheimer Disease, even though the former term is not listed as an X ref under Alzheimer Disease in Annotated MeSH). However, if the only difference between the Replaced term and the Replacement term is the presence of a hyphen the Replaced term will not be entered as a SFROM (e.g. - Multiple-Personality Disorder will not be a SFROM under Multiple Personality Disorder)

9. Look in Annotated MeSH under the Replaced-By Heading, enter all remaining X terms as MESH SFROM (450's). Then enter all the XR terms as MeSH SA FRM (550's). Ignore the terms listed under “see related”

10. The authority protocol prompts you for something like two 450's (MESH SFROM) and two 550's (MESH SA FRM). This might not be enough 450's or 550's. Insert (<L>) k for additional 450's and Insert (<L>) for additional 550's.
11. Use full screen editor to correct mistakes. Hit <F> to get into full screen editor. Ctrl E to exit full screen editor. Full screen editor defaults to "Overwrite". If you must insert words; Ctrl O will put full screen editor into "Insert" mode.

1. Use ^E to exit full screen editor

10. After finishing a session of keying new records, record the number of records created during that session.

Part 3: Final Tasks (if you feel the need for these numbers)

1. Record all the pertinent statistics, including those generated during the Global Update procedure:

   No. of new subject authority records created:
   No. of main MeSH headings (subfield a) replaced via global update:
   No. of MeSH headings (subfield a + subheadings) globally updated:
   No. of entries globally updated:
   No. of separate records globally updated:

To delete or change records
hit "j" subject