1. Allowing author s name to be edited in tab 1xx, 6xx and 7xx

a. *Go to* Koha administration→ *Global system preferences→authorities and set value of* `AutoCreateAuthorities` preference to "Generate"

When editing records,

| generate ▼ | **authority** |

records that are missing (BiblioAddsAuthorities must be set to "allow" for this to have any effect).

b. *Go to* Koha administration→ *Global system preferences→authorities and set value of* `BiblioAddsAuthorities` preference to "Allow"
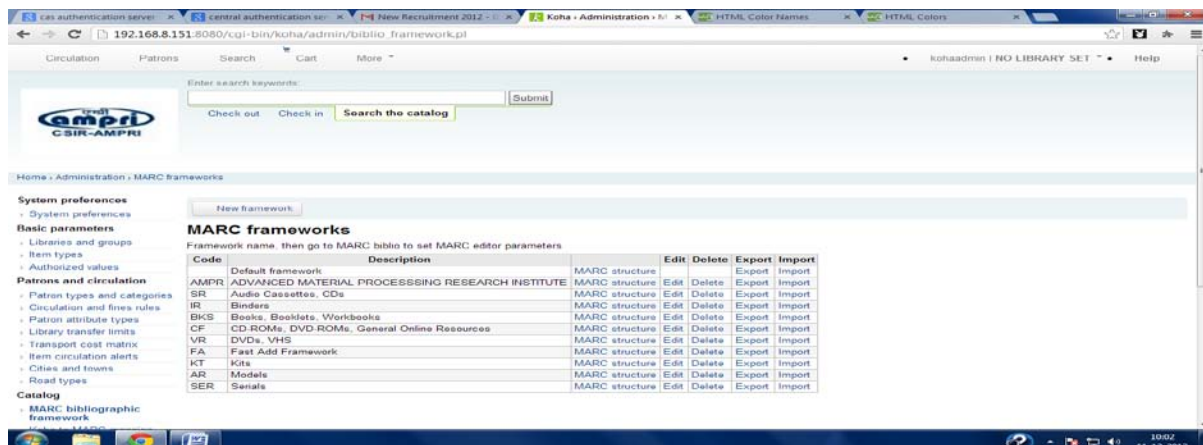
BiblioAddsAuthorities *(modified)*	When editing records,
	allow ▼
	them to automatically create new authority records if needed, rather than having to reference existing authorities.

2. How to set default value of any tag?

Go to Koha administration→› MARC bibliographic framework → MARC structure
And select tag which you want to set as default value then click on its corresponding subfields and edit subfield → Display more constraints → in Advanced constraints set defaults value for corresponding constraints and save it.

a. *Clik on MARC Structure*

b. *Click on subfields:*

c. *Editt subfields:*

Select subfield constraint and click on display more constraints:

d.   Set the default value and save it.