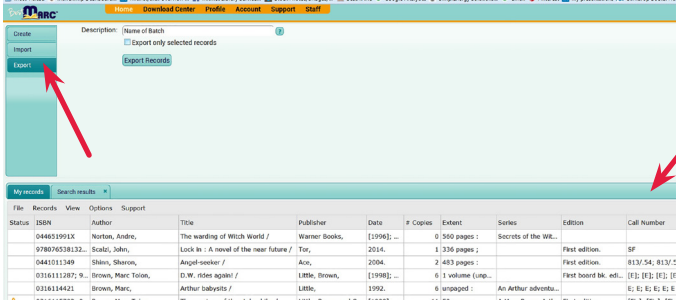




BestMARC™ How-To: Download MARC Records

Overview: Because BestMARC™ is web based, it uses the browser on your computer to download and save your edited MARC records. This tutorial explains how to download MARC records & troubleshoot browser incompatibility issues. If your browser is older, there could be compatibility problems with your download. This tutorial contains links to tips on how to fix browser specific download problems.

Saving a batch for downloading.

1. 
2. Before exporting, this is your opportunity to review, edit or delete records from the batch shown in the My Records screen.

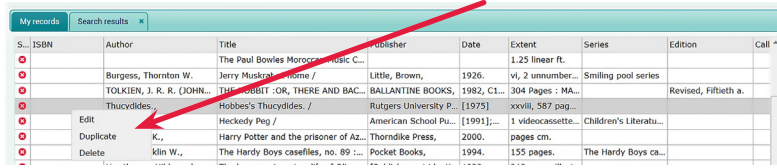
If you want to export just a few records, highlight the ones you want to export by clicking on them. Hold the shift key down to select more than one record at a time.

If no records are highlighted, all records will be included in the batch.

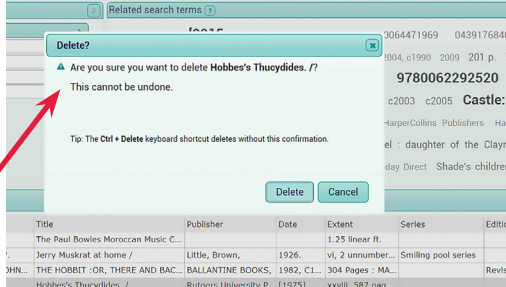
To view or edit a specific record, double click on it to open the record. The indicators in the far left column show records that have errors or warnings and should be corrected before exporting.

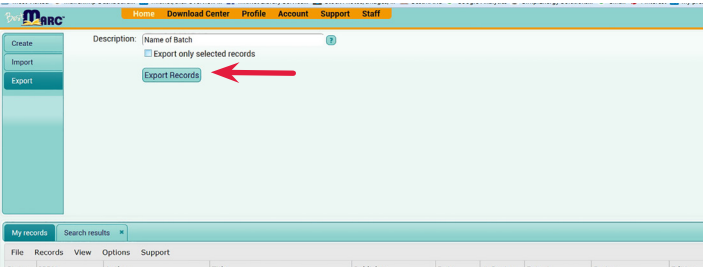
After creating or editing your records, click on the **Export** tab on the Home page.

3. To delete a record highlight it and then right click to display the menu.



You'll be asked to verify that you want to delete the record, since it can't be undone.



4. 

Once you've prepared your batch for export, click the **Export Records** button. When you click Export, this screen appears. To go to the next step in the download process, click **OK** and then go to the **Download Center** in the navigation menu.



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5. Downloading a batch.

Submitted	Job Description	Record Count	Status
7/13/2016 8:45 AM by Mike Krajewski	dining	1	Download
7/13/2016 8:44 AM by Chad Ramsdell	test3	50	Download
7/13/2016 8:44 AM by Chad Ramsdell	dfd	1	Download
7/13/2016 8:42 AM by Mike Krajewski	earthquakes	1	Download
7/1/2016 10:48 AM by Jeff Wheeler	Alexandria Import	1	Download
6/10/2016 3:55 PM by Chad Ramsdell	cvxcvc	6	Download
6/1/2016 8:15 AM by Nate Friese	949 holdings	1	Download
5/31/2016 8:54 AM by Mike Krajewski	Test travels	1	Download
5/31/2016 8:51 AM by Chad Ramsdell	deadf	4	Download
5/27/2016 3:39 PM by Joe Abrisz	Italian Film Posters	1	Download

The * indicates that a batch hasn't been downloaded yet.

Go to the **Download Center** after you've saved your batch.

First look for your saved batch, labeled with your name, the date & time and the Job Description title you've given it.

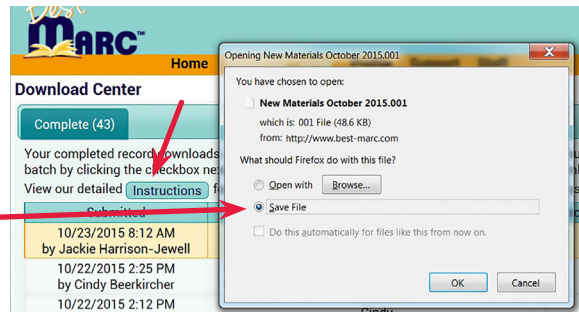
Please note: All batches from your organization appear together on one list that anyone who has access to BestMARC™ can see and access.

Download by clicking on the **Download** button.

To download multiple batches at once, check 2 or more boxes and then click on the **Download Checked** Button at the bottom of the page.

6. Once you click **Download**, your computer processes the records batch as it does any other downloaded file.

You may be asked what you want to do with this file. If you choose **Save File** it's usually saved to a default location.



Please note that we've included a link to detailed instructions for common LAS instructions for importing and exporting files.

Default Download Locations

For operating systems later than Windows XP using **Google Chrome**, **Internet Explorer** & **Mozilla Firefox**:

C:\Users\<USERNAME>\Downloads

When using Windows XP & **Internet Explorer**:

Prompts before downloading

When using Windows XP and either **Google Chrome** or **Mozilla Firefox**:

C:\Documents and Settings\<USERNAME>\My Documents\Downloads

For more information about how to set your browsers

Google Chrome

To change your download location:

<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95574>

To delete your cache and other browser data

<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95582>

To update Google Chrome

<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95414>

Internet Explorer

To change your download location:

Windows XP: <http://support.microsoft.com/kb/258867>

Later than Windows XP: <http://windows.microsoft.com/en-us/internet-explorer/download-files#ie=ie-10>

To delete Temporary Internet Files: <http://support.microsoft.com/kb/260897>

To delete Cookies: <http://support.microsoft.com/kb/278835/EN-US>

To find out more about other BestMARC™ features:

1. Use the built-in Help buttons identified by a ?
2. Check out our other How-To slideshows on the BestMARC™ Support page.
3. Or contact our Technical Support Department at 800-824-6272 Option #3.

Thank you!