



MARC Magician Professional How-To: Select Records & Create Lists





**MARC Magician
Professional
How-To:
Select Records
& Create Lists**

**MARC Magician Professional 2011TM
is a powerful cataloging program, with
customizable templates, global editing
tools, active error checking and other
features to make creating and editing
MARC records easy.**

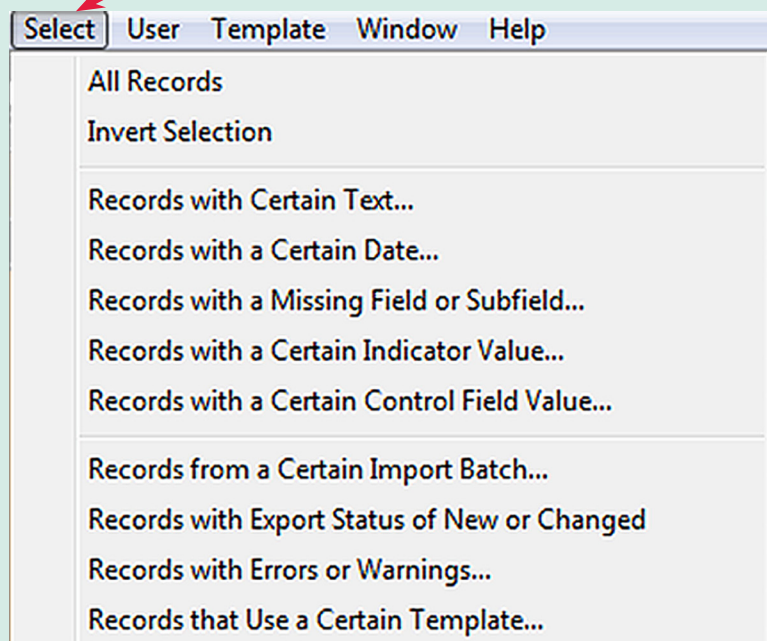
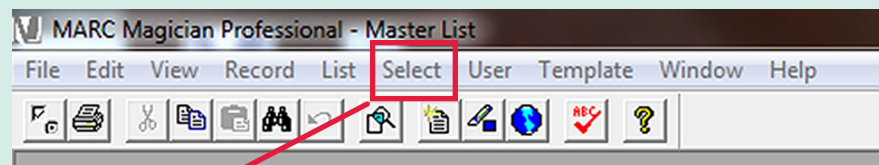
**To use MARC Magician to edit or
manage a segment of records from
the Master List, you need know how to
select the desired records and make a
temporary list.**



MARC Magician Professional How-To: Select Records & Create Lists

To Select Records

Before you can create a new list, the records for the list must be selected.



**Select menu options
allow you to narrow record
selection. Use the option
that best fits what you
want to do with the
selected records.**

**The selection option
names are fairly
self-explanatory.**



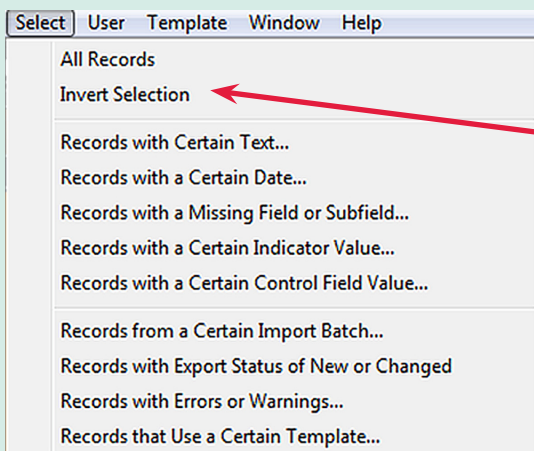
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Select Records Options

Use Invert Selection when you want to exclude specific records from a new list.

First select the records to exclude. Note that selected records are highlighted in blue.

To select several records, click on the first record you want to select, hold the shift key down, and then click on the last record.



Once the records are selected, go to the Select menu and click on Invert Selection.

The selected records now look something like this...



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Other Select Records Options

Select Records with Certain Text

Fields to look in:

- ☒ All
- ☐ Selected

Fields to search:

Text to find:

Look for: or

☐ Match case
☒ Whole words only

Select Cancel Help

Select User Template Window Help

- All Records
- Invert Selection
- Records with Certain Text...
- Records with a Certain Date...
- Records with a Missing Field or Subfield...
- Records with a Certain Indicator Value...
- Records with a Certain Control Field Value...
- Records from a Certain Import Batch...
- Records with Export Status of New or Changed
- Records with Errors or Warnings...
- Records that Use a Certain Template...

Select Records with a Missing Field or Subfield

Select a subfield:

- ☐ Place of publication (260 \$a)
- ☐ Name of publisher (260 \$b)
- ☐ Date of publication (260 \$c)
- ☐ Physical description - extent or pages (300 \$a)
- ☐ Physical description - other physical details (300 \$b)
- ☐ Physical description - dimensions (300 \$c)
- ☐ Other

Change:

Select Cancel Help

Select Records with a Certain Date

Step 1: Select date type

☒ Creation ☐ Update ☐ Publication Year ☐ Export ☐ Import

Step 2: Select

☐ Before ☐ On ☐ After ☒ Range

Step 3:

Beginning Date: Include time: ☐ 12:00:00 AM

Ending Date: Include time: ☐ 12:00:00 AM

Select Cancel Help

Select Records with a Certain Control Field Value

Step 1: Select the control field

- ☐ Altitude of sensor
- ☐ Base emulsion
- ☐ Base of film (microform)
- ☐ Book (not atlas or songbook)
- ☐ Mixed material (not kit)
- ☐ Musical score, sheet music, songbook, others
- ☐ Serial
- ☐ Base of film (motion picture)

Step 2: Select the setting(s)

Select Cancel Help

Select Records with a Certain Indicator Value

Select field:

- ☒ Select from list
- ☐ Select from text box

Field:

Examples: 245, 500

Indicator 1 ☐ Indicator 2 ☐

Select Cancel Help

For each Selection option, the dialog box guides you through the selection process.



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Other Select Records Options

The screenshot displays the MARC Magician software interface. The 'Select' menu is open, showing options for selecting records. Red arrows point from the menu options to their respective dialog boxes:

- Select Records from a Certain Import ...**: A dialog box with a list of import batches (Batch 1, Batch 2) and OK, Cancel, and Help buttons.
- Records from a Certain Import Batch...**: A dialog box with a list of import batches (Batch 1, Batch 2) and OK, Cancel, and Help buttons.
- Records with Errors or Warnings...**: A dialog box with radio buttons for 'No errors or warnings', 'Warnings', 'Errors', 'Either errors or warnings', and 'Title in all upper case', and Select, Cancel, and Help buttons.
- Select Records that Use a Certain Template**: A dialog box with a list of templates (Atlas, Book, Computer file/Electronic Resource - CD-ROM, Computer file/Electronic Resource - diskette, Computer file/Electronic Resource - other, E-book, Globe, Kit, Map, Mixed material (not kit)) and Select, Cancel, and Help buttons.

The main window shows a table of records with columns: Active, Author, Title, Year, Template, Call Number, Bar Code, Subject, Export Status, Export Date, Import Batch, Import Date, and Imported By. The 'Export Status' column contains the value 'New' for all records.

Export Status of New or Changed doesn't have a dialog box. Note that once this option is clicked, the Export Status column of your list now contains all "New".

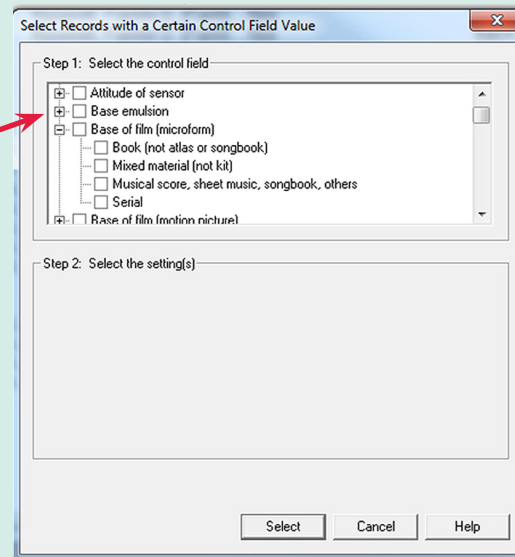


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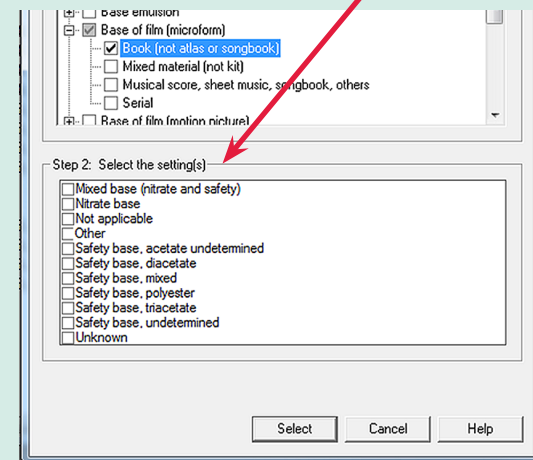
Additional Options

Within some of the record selection options, there are additional options you can choose, to further refine your choices. These are identified with a "+" sign next to the menu item. Click on the plus sign to see the additional options. Click on the "-" sign to close those options.

indicates
additional
options



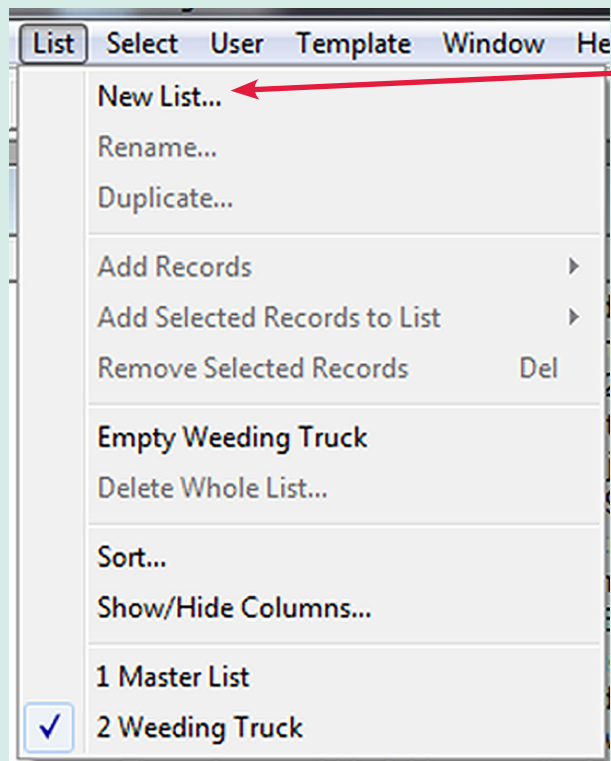
Once option is checked,
specific settings appear
in the box below





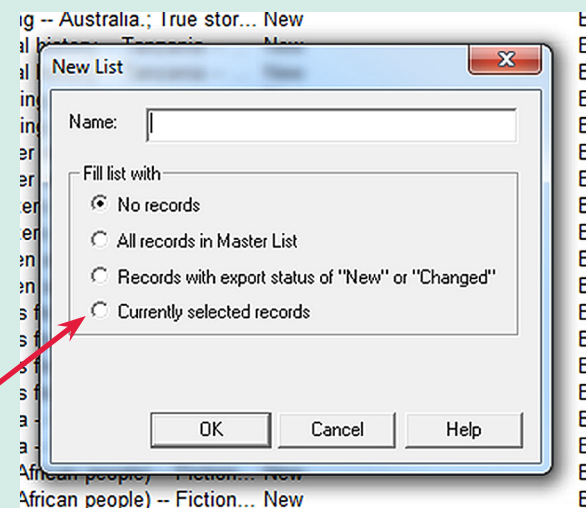
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Once you've selected the records,
it's now time to create a new list.



First, select New List

In the New List dialog box,
name the list and choose
the option you want.



Note that if you've made a specific record selection,
for example, all records by a certain author, or with a certain
field code, you should choose **Currently Selected Records**.

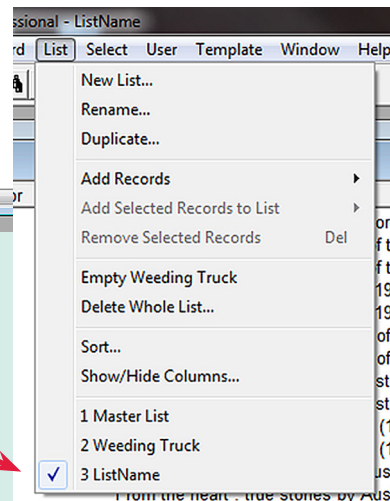


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The new list appears in a new window with the name of the list in the upper left corner.

Active ...	Author	Title	Year	Template	Call Number	Bar Code	Subject	Export Status	Export Date	Import Batch	Import Date	Imported By	Im
OK		The answer-backer cure [gideorecording]...	1994	Videor..	E MCD	501132100003...	Conduct of life.; Videos for the...	New		Batch 2	10/15/2013 ...	User 1	10
OK		The best American short stories of the c...	1999	Book (.			Short stories, American.; Am...	New		Batch 1	10/07/13 09:...	User 1	10
OK		The best American short stories of the c...	1999	Book (.			Short stories, American.; Am...	New		Batch 2	10/15/2013 ...	User 1	10
OK		FDR [gideorecording] : fear itself (1921-1...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : fear itself (1921-1...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the center of the ...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the center of the ...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the grandest job i...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the grandest job i...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the juggler (1940-...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the juggler (1940-...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		From the heart : true stories by Australia...	1997	Book (.			Nursing -- Australia.; True stor...	New		Batch 1	10/07/13 09:...	User 1	4
OK		From the heart : true stories by Australia...	1997	Book (.			Nursing -- Australia.; True stor...	New		Batch 2	10/15/2013 ...	User 1	4
OK		Journey to Kilimanjaro [gideorecording] / ...	1994	Videor..	508.678 JOU	501132100004...	Natural history -- Tanzania -- ...	New		Batch 1	10/07/13 09:...	User 1	11
OK		Journey to Kilimanjaro [gideorecording] / ...	1994	Videor..	508.678 JOU	501132100004...	Natural history -- Tanzania -- ...	New		Batch 2	10/15/2013 ...	User 1	11
OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Videor..	551.5 LIG	501132100004...	Lightning.	New		Batch 1	10/07/13 09:...	User 1	10
OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Videor..	551.5 LIG	501132100004...	Lightning.	New		Batch 2	10/15/2013 ...	User 1	10

You will also see the new list as an item on the List menu.





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Lists are convenient for making global edits to small groups of records, or for separating out specific records to review.

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OK		The answer-backer cure [gideorecording]...	1994	Videor..	E MCD	501132100003...	Conduct of life.; Videos for the...	New		Batch 2	10/15/2013 ...	User 1	10
OK		The best American short stories of the c...	1999	Book (..			Short stories, American.; Am...	New		Batch 1	10/07/13 09:...	User 1	10
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OK		FDR [gideorecording] : the center of the ...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
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OK		FDR [gideorecording] : the grandest job i...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
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OK		FDR [gideorecording] : the juggler (1940-...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
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OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Videor..	551.5 LIG	501132100004...	Lightning.	New		Batch 2	10/15/2013 ...	User 1	10

You can now sort, edit or change this list. Items changed on this list are changed on the Master List.

If you delete the new list, you won't delete those records from the Master List, unless you specify that you want to do that.



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This is the end of our MARC Magician Professional tutorial on selecting records and creating lists. To find out more about other MARC Magician tools and features:

- use the built-in help button identified by a ?**
- check out our other How-To slideshows on the MARC Magician tutorial page [HERE](#)**
- or read the “ MARC Magician User's Guide” available to download [HERE](#)**

Thank you!