MARC Magician Professional How-To: Global Editing

**MARC Magician
Professional
How-To:
Global Editing**

MARC Magician Professional has several options for making global changes to your records, including adding a field, finding & replacing text, fixing capitalization, and much more.

This overview provides a very basic outline of the global editing procedure.

For more detailed information, including two tutorials on Global Editing, see the "MARC Magician User's Guide" available for review or download HERE.

IMPORTANT

Before you perform any Global Edit function...

Back up your database.

Global Edit tools are a fast way to make changes to many records at once. However, once a Global Edit runs, it is permanent.
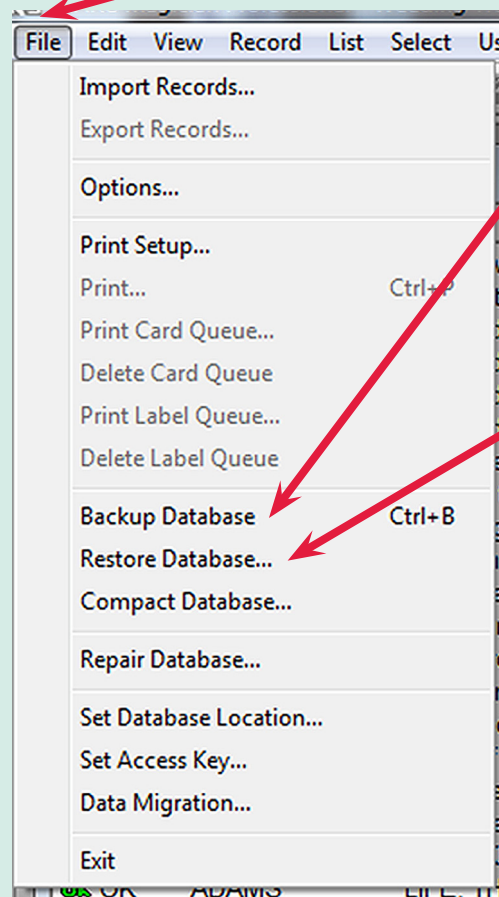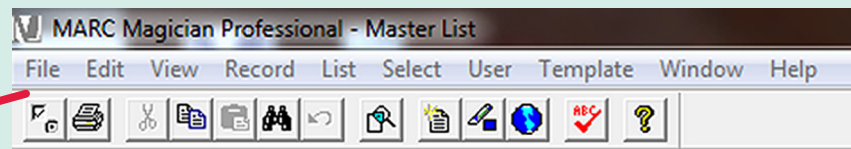
If you've made a mistake using a Global Edit tool, you won't be able to undo it easily, and a mistake here can cost you hours of work, and the potential for unrecoverable lost data.

Backing up your database

Go to the File menu.

MARC Magician Professional - Master List

File Edit View Record List Select User Template Window Help

File Edit View Record List Select Us

Import Records...	
Export Records...	
Options...	
Print Setup...	
Print...	Ctrl+P
Print Card Queue...	
Delete Card Queue	
Print Label Queue...	
Delete Label Queue	
Backup Database	Ctrl+B
Restore Database...	
Compact Database...	
Repair Database...	
Set Database Location...	
Set Access Key...	
Data Migration...	
Exit	

Select Backup Database.

You don't need to do anything else to assure that a backup file for your current database is safe.

Should you make any editing mistakes, restore the previous database by clicking on Restore Database and click on the most recent file.
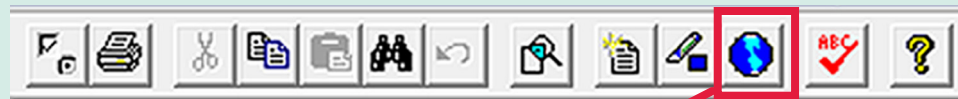
Now you can begin a Global Edit.

Global Edit Options
To see the Global Edit options, click on the Global Edit button in the navigation bar.

Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

The names of the tools are self explanatory.

The advantage to global editing is the ability to select a group of records with common problems and then fix them all with one action.

In this How-To, we'll review each tool and what it can do.

Go to the "MARC Magician User's Guide" for an indepth review of specific commonly used Global Edits, and two step-by-step tutorials on Global Editing.

Global Editing Tips

Before you can use any Global Edit tool, you need to select the records to be edited. To review how to select records, go to the How-To on Selecting & Creating Records.

Or go to Tutorial 4 - Working with Lists, in the "MARC Magician User's Guide" HERE.

When changing many records with a Global Edit tool, it's good practice to start out with the Prompt me for each change box checked.

Once you've edited and checked a few records for accuracy, you can uncheck this box, and do the rest of the records in one batch.

Remember, you can't "Undo" Global Edits.

Find and Replace

Fields to look in
- ( ) All
- ( ) Selected   [Clear Selected]

  - [+] [ ] Main entries
  - [+] [ ] Titles
  - [+] [ ] Editions, imprint, etc.
  - [+] [ ] Physical description
  - [+] [ ] Notes

Fields to search: _____

Examples: 100a, 245, 500-599, 610
001-999
001, 003

Text to find and replace
Find what: _____
[ ] Match case   [✓] Whole words only
Replace with: _____

Warning: You can't "Undo" to cancel changes made here.

[✓] Prompt me for each change   [OK] [Cancel] [Help]

Global Edit - Check Spelling

This feature works much like other Spell Check tools you may have used. Monitor the words, and use the Change All button carefully, to avoid changing records you didn't intend to change.

Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Check Spelling

$245h - Not in dictionary:

[gideorecording]

Suggestions:

Record 1 of 134

WARNING!
Warning: You can't "Undo" to cancel changes made here.

| Ignore | Ignore All | Add | Revert | Options... |
| Change | Change All | | Close | Help |

Global Edit - Find and Replace

Use this tool to eliminate obsolete codes or subject headings, or to standardize call numbers. Search all fields, or specify a particular field or subfield to change.

Check Spelling...	F8
Find and Replace...	
Change Template...	
Add Field...	
Add Subfield...	
Change Field...	
Change Indicator for Field...	
Change Subfield...	
Change Subfield Text...	
Change Control Field Value...	
Delete Fields...	
Delete Subfields...	
Delete Subject Headings...	
Fix Capitalization...	
Force Text into Subfield...	
Rearrange Subfields...	

Find and Replace

Fields to look in

- All
- Selected

Clear Selected

- Main entries
- Titles
- Editions, imprint, etc.
- Physical description
- Notes

Fields to search:

Examples: 100a, 245, 500-599, 610
001-999
001, 003

Text to find and replace

Find what:

☐ Match case   ☑ Whole words only

Replace with:

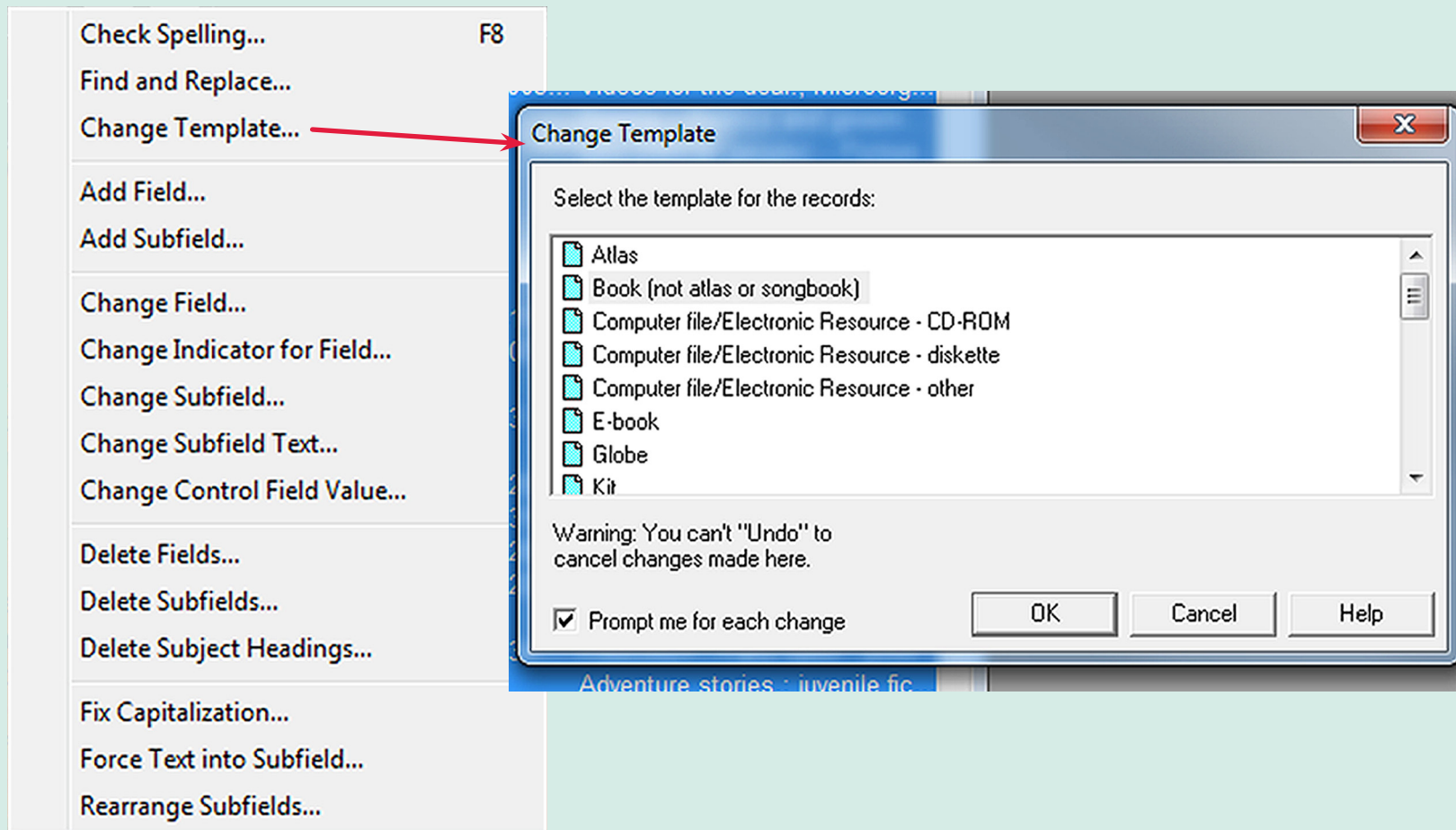Warning: You can't "Undo" to cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

Global Edit - Change Template

Use this tool to fix inaccurate template selections, for example, e-book records with a book template.

Check Spelling...		F8
Find and Replace...		
Change Template...		
Add Field...		
Add Subfield...		
Change Field...		
Change Indicator for Field...		
Change Subfield...		
Change Subfield Text...		
Change Control Field Value...		
Delete Fields...		
Delete Subfields...		
Delete Subject Headings...		
Fix Capitalization...		
Force Text into Subfield...		
Rearrange Subfields...		

Change Template

Select the template for the records:

- Atlas
- Book (not atlas or songbook)
- Computer file/Electronic Resource - CD-ROM
- Computer file/Electronic Resource - diskette
- Computer file/Electronic Resource - other
- E-book
- Globe
- Kit

Warning: You can't "Undo" to cancel changes made here.

☑ Prompt me for each change

OK   Cancel   Help

Adventure stories : juvenile fic.

Global Edit - Add Field

Use this tool to add fields not in the standard template.
Note: If commonly done, consider customizing your template to include the new field or subfield automatically, saving time.

Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Add Field

Field: Select...

Indicator 1:   Change Indicators...
Indicator 2:

Subfields

                                          Add...

                                          Up   Delete

                                          Dwn   Change...

Warning: You can't "Undo" to
cancel changes made here.

☑ Prompt me for each change

Select from the menu,
or enter it in the field box
manually.

Select Field

Select field

⦿ Select from list   Clear Selected

⊟ Subjects
   ☐ 600 (Subject Added Entry -- Personal Name)
   ☐ 610 (Subject Added Entry -- Corporate Name)
   ☐ 611 (Subject Added Entry -- Meeting Name)
   ☐ 630 (Subject Added Entry -- Uniform Title)
   ☐ 648 (Subject Added Entry -- Chronological Term)
   ☑ 650 (Subject Added Entry -- Topical Term)
   ☐ 651 (Subject Added Entry -- Geographic Name)
   ☐ 653 (Index Term -- Uncontrolled)
   ☐ 654 (Subject Added Entry -- Faceted Topical Terms)

○ Select from text box
   Field [   ]
         Examples: 245

        OK   Cancel   Help

Global Edit - Add Subfield

Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Add Subfield

Subfield to add
    Field:
    Subfield: Select...

Text to put into subfield
                                              Get Text...

**Select from the menu,
or enter it in the field box
manually.**

Advanced >>

Warning: You can't "Undo" to
cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

Select Subfield

Select subfield
⦿ Select from list   Clear Selected

  ⊟ 110 (Main Entry -- Corporate Name)
      ☐ $0 (Authority record control number)
      ☐ $4 (Relator code)
      ☐ $6 (Linkage)
      ☐ $a (Corporate name or jurisdiction name as entry elem
      ☐ $b (Subordinate unit)
      ☐ $c (Location of meeting)
      ☐ $d (Date of meeting or treaty signing)
      ☐ $e (Relator term)

○ Select from text box
   Field and subfield   [   ]
                        Examples: 650x

                        OK   Cancel   Help

Global Edit - Change Field

Use this tool to change fields, for example, the old 440 field to 490. Either select the field to change from the menu, or, if you know both the old and new fields, as in the example above, you can just type them in.

Check Spelling...	F8
Find and Replace...	
Change Template...	
Add Field...	
Add Subfield...	
Change Field...	
Change Indicator for Field...	
Change Subfield...	
Change Subfield Text...	
Change Control Field Value...	
Delete Fields...	
Delete Subfields...	
Delete Subject Headings...	
Fix Capitalization...	
Force Text into Subfield...	
Rearrange Subfields...	

Change Field

Change field

Select...

Into field

Select...

Advanced >>

Warning: You can't "Undo" to cancel changes made here.

☑ Prompt me for each change

OK   Cancel   Help

The Into Field box isn't active until you've chosen a field to change.

Global Edit - Change Indicator for Field

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Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Change Indicator for Field

Field to change an indicator in
Field: Select...

○ Set first indicator   ○ Set second indicator

Advanced >>

Warning: You can't "Undo" to cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

Select the field to change from the menu, and choose whether to set the change as the 1st or 2nd indicator.

Global Edit - Change Subfield

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Check Spelling...	F8
Find and Replace...	
Change Template...	
Add Field...	
Add Subfield...	
Change Field...	
Change Indicator for Field...	
Change Subfield...	
Change Subfield Text...	
Change Control Field Value...	
Delete Fields...	
Delete Subfields...	
Delete Subject Headings...	
Fix Capitalization...	
Force Text into Subfield...	
Rearrange Subfields...	

Change Subfield dialog:

Field to change the subfield
Field: Select...

Current subfield

New subfield

Advanced >>

Warning: You can't "Undo" to cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

Select the field and then subfield to change from the menu.

As with the other Edit options, if you know the specific fields you want to change, it isn't necessary to look for them in the menu.

Global Edit - Change Subfield Text

Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Add Subfield

Subfield to add
Field: Select...
Subfield:

Text to put into subfield
                                                Get Text...

Advanced >>

Warning: You can't "Undo" to
cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

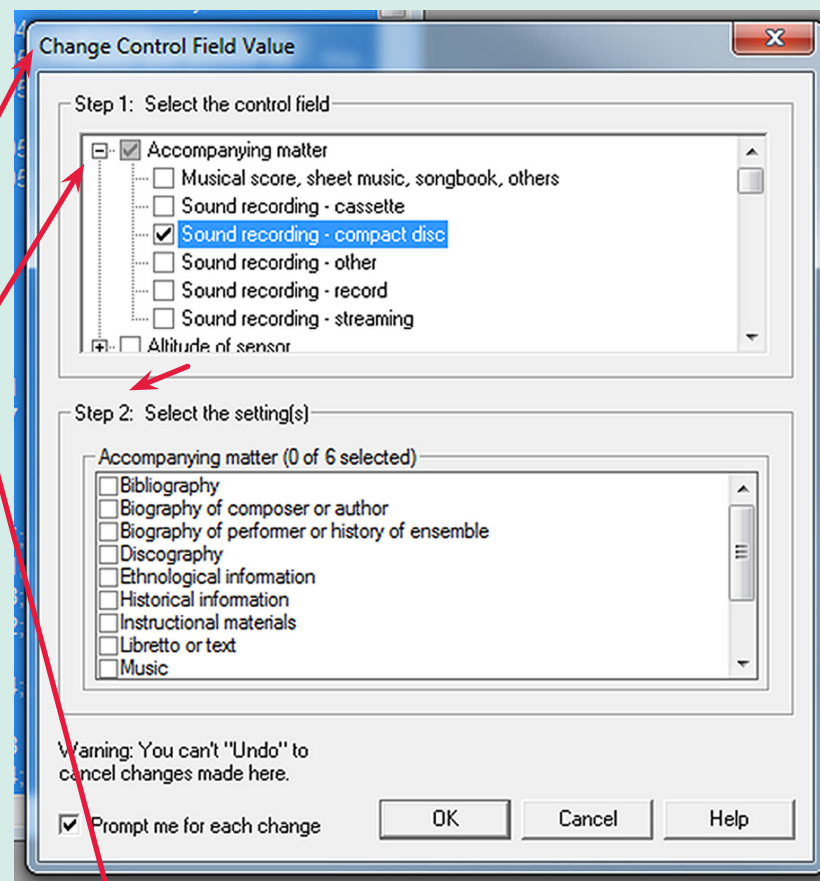**Select the field and subfield to change from the menu. Enter new text in the box.**

Remember, you will be changing all of the old text in the field to the new text. Proceed carefully to avoid accidentally eliminating text you want to keep.

Global Edit - Change Control Field Value

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Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Change Control Field Value

Step 1: Select the control field

☐ ☑ Accompanying matter
    ☐ Musical score, sheet music, songbook, others
    ☐ Sound recording - cassette
    ☑ Sound recording - compact disc
    ☐ Sound recording - other
    ☐ Sound recording - record
    ☐ Sound recording - streaming
☐ ☐ Altitude of sensor

Step 2: Select the setting(s)

Accompanying matter (0 of 6 selected)
☐ Bibliography
☐ Biography of composer or author
☐ Biography of performer or history of ensemble
☐ Discography
☐ Ethnological information
☐ Historical information
☐ Instructional materials
☐ Libretto or text
☐ Music

Warning: You can't "Undo" to
cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

**Select the control field and
settings from the menu.**

Global Edit - Delete Fields & Subfields

Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Delete Fields

Select fields

Clear Selected

- Subjects
  - ☐ 600 (Subject Added Entry -- Personal Name)
  - ☐ 610 (Subject Added Entry -- Corporate Name)
  - ☑ 611 (Subject Added Entry -- Meeting Name)
  - ☐ 630 (Subject Added Entry -- Uniform Title)
  - ☐ 648 (Subject Added Entry -- Chronological Term)
  - ☐ 650 (Subject Added Entry -- Topical Term)

Fields [   ]

Examples: 246 650 900-999

Advanced >>   Advanced criteria are not available when you delete more than one field.

Warning: You can't "Undo" to cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

Delete Subfields

Select subfields

Clear Selected

- 222 (Key Title)
  - ☐ $6 (Linkage)
  - ☐ $a (Key title)
  - ☐ $b (Qualifying information)
- 240 (Uniform Title)

Subfields [   ]

Examples: 245a 650x

Advanced >>   Advanced criteria are not available when you delete more than one subfield.

Warning: You can't "Undo" to cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

Global Edit - Delete Subject Headings

Check Spelling...	F8
Find and Replace...	
Change Template...	

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Delete Subject Headings

Subject headings to delete

☐ Library of Congress Subject Headings   ☐ Canadian Subject Headings

☐ LC subject headings for children's literature   ☐ Répertoire des vedettes-matière

☐ Medical Subject Headings   ☐ Sears specified in $2

☐ National Agricultural Library subject headings

Warning: You can't "Undo" to cancel
changes made here.

☑ Prompt me for each change   OK   Cancel   Help

Global Edit - Fix Capitalization

Check Spelling...	F8
Find and Replace...	
Change Template...	
Add Field...	
Add Subfield...	
Change Field...	
Change Indicator for Field...	
Change Subfield...	
Change Subfield Text...	
Change Control Field Value...	
Delete Fields...	
Delete Subfields...	
Delete Subject Headings...	
Fix Capitalization...	
Force Text into Subfield...	
Rearrange Subfields...	

Fix Capitalization

Fields to fix

◉ Fix basic fields (all except numbers, holdings, local, and user-defined fields)

In addition to the basic fields, you can optionally choose to fix number, holdings, local, and user-defined fields.

☐ Convert number fields (010-099, 001 and 003) to lower case.

☐ Convert holdings fields to lower case.

☐ Convert local fields (any field with a 9 in the tag) to lower case. Field 490 is always checked.

☐ Convert user-defined fields to lower case.

○ Fix only the fields and subfields specified here:

Select subfield(s)

◉ All
○ Selected   Clear Selected

⊞ ☐ Main entries
⊞ ☐ Titles
⊞ ☐ Editions, imprint, etc.
⊞ ☐ Physical description
⊞ ☐ Notes
⊞ ☐ Subjects

Subfields:

Examples: 245ab 500 650x

☑ Check only subfields that are in all upper case

Warning: You can't "Undo" to cancel changes made here.

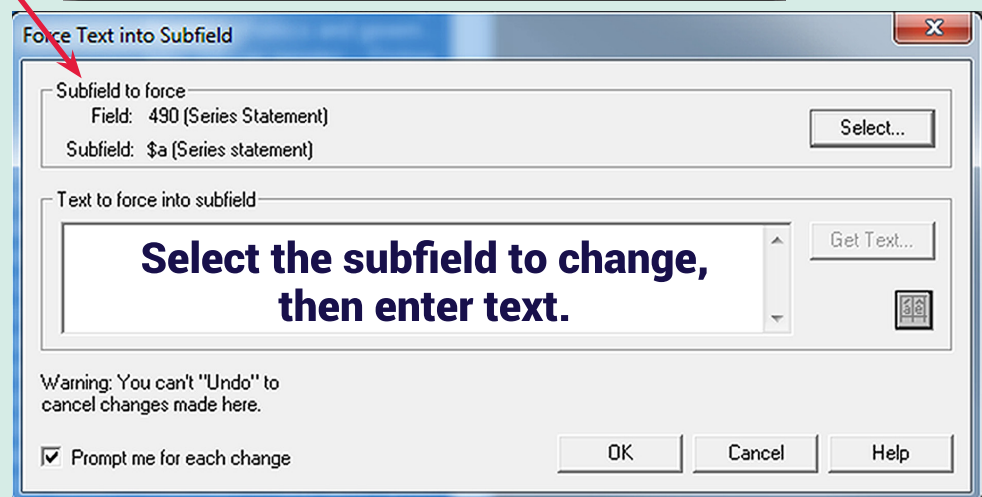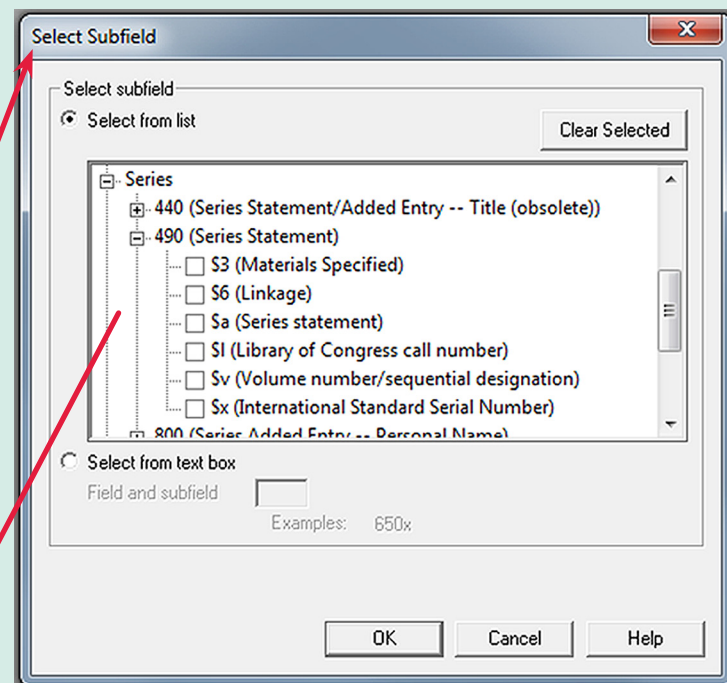☑ Prompt me for each change   OK   Cancel   Help

Global Edit - Force Text into Subfield

Use Force Text into Subfield to put in copy information, such as vendor, funding source, etc.. BE CAREFUL- Force Text into Subfield replaces existing information in the subfield. For example, you could write over existing Follett categories.

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Global Edit - Rearrange Subfields

Check Spelling...   F8
Find and Replace...
Change Template...

Add Field...
Add Subfield...

Change Field...
Change Indicator for Field...
Change Subfield...
Change Subfield Text...
Change Control Field Value...

Delete Fields...
Delete Subfields...
Delete Subject Headings...

Fix Capitalization...
Force Text into Subfield...
Rearrange Subfields...

Rearrange Subfields

Field to rearrange subfields in
648 (Subject Added Entry -- Chronological Term)   Select...

Subfields to change

Current subfield	New subfield	Only when

Add...
Up   Delete
Dwn   Change...

All other subfields
⦿ Keep
○ Delete

Order of subfields
⦿ Alphabetic order
○ Same order as in original field
○ Order as shown in the "New subfield" column

Advanced >>

Warning: You can't "Undo" to cancel changes made here.

☑ Prompt me for each change   OK   Cancel   Help

Use this tool to reorganize subfields within a certain field. Add, delete or change the fields, as well as determine the subfield order with menu options.

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This is the end of our MARC Magician Professional tutorial on global editing.
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 review or download HERE

Thank you!