



# **MARC Magician Professional How-To: Help Features & Auto Error Checking**





**MARC Magician  
Professional  
How-To:  
Help Features &  
Auto Error Checking**

**MARC Magician Professional  
has several features to assist  
with cataloging, including a robust  
Help section and the Auto Error  
Checking function.**

**This overview gives a basic outline of  
these features and how to use them.  
For more detailed information, see the  
“MARC Magician User’s Guide”  
available for review or download [HERE](#).**



## MARC Magician Professional How-To: Help Features & Auto Error Checking

# Help Features

From the Main Window, access Help using either the Help Menu or the Help button from the navigation bar.

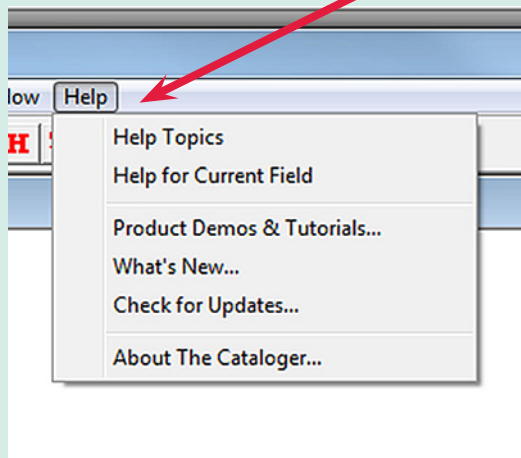
A.	Author	Title	Year	Template	Call Number	Bar Code	Subject	Export Status	Export Date	Import Batch	Import Date	Imported By	Import Repairs	Creation Date	Created By	Update Date	Updated By
OK		The answer-backer cure [gideorec...	1994	Video...	E MCD	501132100003	Conduct of life; Videos for the...	New		Batch 1	10/7/2013 9...	User 1	10	10/07/13 09...	User 1		
OK		The best American short stories ...	1999	Book (.			Short stories, American; Am...	New		Batch 1	10/7/2013 9...	User 1	10	10/07/13 09...	User 1		
OK		FDR [gideorecording] : fear itself (...	1994	Video...			Roosevelt, Franklin D. (Frankl...	New		Batch 1	10/7/2013 9...	User 1	6	10/07/13 09...	User 1		
OK		FDR [gideorecording] : the center...	1994	Video...			Roosevelt, Franklin D. (Frankl...	New		Batch 1	10/7/2013 9...	User 1	6	10/07/13 09...	User 1		
OK		FDR [gideorecording] : the grand...	1994	Video...			Roosevelt, Franklin D. (Frankl...	New		Batch 1	10/7/2013 9...	User 1	6	10/07/13 09...	User 1		
OK		FDR [gideorecording] : the juggler...	1994	Video...			Roosevelt, Franklin D. (Frankl...	New		Batch 1	10/7/2013 9...	User 1	6	10/07/13 09...	User 1		
OK		From the heart : true stories by A...	1997	Book (.			Nursing -- Australia; True stor...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK		Journey to Kilimanjaro [gideoreco...	1994	Video...	508.678 JOU	501132100004	Natural history -- Tanzania -- ...	New		Batch 1	10/7/2013 9...	User 1	11	10/07/13 09...	User 1		
OK		Lightning! [gideorecording] / WVG...	1995	Video...	551.5 LIG	501132100004	Lightning.	New		Batch 1	10/7/2013 9...	User 1	10	10/07/13 09...	User 1		
OK		The sign of the beaver [gideorecor...	1997	Video...	F SPE pt.1...	501132100005	Frontier and pioneer life -- Ma...	New		Batch 1	10/7/2013 9...	User 1	13	10/07/13 09...	User 1		
OK		There's a nightmare in my closet ...	1992	Video...	E MAY	501132100005	Monsters -- Fiction; Videos f...	New		Batch 1	10/7/2013 9...	User 1	11	10/07/13 09...	User 1		
OK		True stories : stories by uncomm...	1997	Book (.			Women authors; True stories ...	New		Batch 1	10/7/2013 9...	User 1	5	10/07/13 09...	User 1		
OK		The universe within [gideorecordin...	1995	Video...	574.1 UNI	501132100005	Videos for the deaf; Human p...	New		Batch 1	10/7/2013 9...	User 1	11	10/07/13 09...	User 1		
OK		The unknown world [gideorecordin...	1996	Video...	576 UNK	501132100005	Videos for the deaf; Microorg...	New		Batch 1	10/7/2013 9...	User 1	10	10/07/13 09...	User 1		
OK	Achebe, Chinua	Anthills of the savannah / Chinua ...	1988	Book (.			Nigeria -- Politics and govern...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	Achebe, Chinua	Arrow of God / Chinua Achebe.	1974	Book (.			Igbo (African people) -- Fiction...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	Achebe, Chinua	A man of the people / Chinua Ac...	1966	Book (.			Nigeria -- Politics and govern...	New		Batch 1	10/7/2013 9...	User 1	5	10/07/13 09...	User 1		
OK	Achebe, Chinua	No longer at ease / Chinua Achebe.	1994	Book (.			Nigeria -- Politics and govern...	New		Batch 1	10/7/2013 9...	User 1	6	10/07/13 09...	User 1		
OK	Achebe, Chinua	Things fall apart.	1959	Book (.			Igbo (African people) -- Fiction...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	ADAMS	HITCHHIKER'S GUIDE TO THE G...	1979	Book (. PB FIC ADA	10053		Science fiction; Juvenile fictio...	New		Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	ADAMS	LIFE, THE UNIVERSE AND EVE...	1982	Book (. PB FIC ADA	32410; 32411		HITCHHIKER'S QUARTET; S... New			Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	ADAMS	THE RESTAURANT AT THE EN...	1980	Book (. PB FIC ADA	32406; 32407		HitchhikerS quartet; SCIENC...	New		Batch 1	10/7/2013 9...	User 1	6	10/07/13 09...	User 1		
OK	ADAMS	SO LONG, AND THANKS FOR A...	1984	Book (. PB FIC ADA	32409		HITCHHIKER'S QUARTET; S... New			Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	ADAMS, DOUG.	THE HITCHHIKER'S GUIDE TO T...		Comp. PB FIC ADA	4512; 45473		SCIENCE FICTION; HUMOR...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	Alexander	Beggar queen.		Book (. PB FIC ALE	1403		Adventure stories; Juvenile fic...	New		Batch 1	10/7/2013 9...	User 1	1	10/07/13 09...	User 1		
OK	Alexander	Black cauldron 2/prydain chronicle...	1965	Book (. PB FIC ALE	36324; 36325...		Fantasy; Juvenile fiction; Sci...	New		Batch 1	10/7/2013 9...	User 1	2	10/07/13 09...	User 1		
OK	ALEXANDER	THE BOOK OF THREE 1/PRYD...	1964	Book (. PB FIC ALE	36330; 36331...		FANTASY; FAIRY TALES; J...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	ALEXANDER	THE CASTLE OF LLYR 3/PRYD...	1966	Book (. PB FIC ALE	36327; 36328...		FANTASY; PRINCES AND P...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	ALEXANDER	THE HIGH KING 5/PRYDAIN CH...	1968	Book (. PB FIC ALE	36321; 36322...		FANTASY; juvenile fiction; S...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	ALEXANDER	KESTREL		Book (. PB FIC ALE	2590		Adventure stories; juvenile fic...	New		Batch 1	10/7/2013 9...	User 1	1	10/07/13 09...	User 1		
OK	ALEXANDER	TARAN WANDERER 4/PRYDAI...	1967	Book (. PB FIC ALE	36333; 36334...		FANTASY; Fairy tales; juven...	New		Batch 1	10/7/2013 9...	User 1	2	10/07/13 09...	User 1		
OK	ALEXANDER	WESTMARK		Book (. PB FIC ALE	3645		Adventure stories; juvenile fic...	New		Batch 1	10/7/2013 9...	User 1	1	10/07/13 09...	User 1		
OK	ALEXANDER, L.	THE JEDRA ADVENTURE.	1989	Book (. PB FIC ALE	40357; 40358		juvenile fiction; Science Ficti...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	Alexander, Lloyd	The Remarkable Journey of Princ...	1991	Book (. PB FIC ALE	37533; 37534...		juvenile fiction; Science Ficti...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	ANTHONY	CASTLE ROOGNA 3/MAGIC O...	1979	Book (. PB FIC ANT	36480; 36481		FANTASY; juvenile fiction; S...	New		Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	ANTHONY	CENTAUR AISLE 4/MAGIC OF ...	1981	Book (. PB FIC ANT	36484; 36485		FANTASY; juvenile fiction; S...	New		Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	ANTHONY	CREVEL LYE, A CAUSTIC YAR...	1984	Book (. PB FIC ANT	2615; 36489		FANTASY; Adventure stories...	New		Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	ANTHONY	DRAGON ON A PEDESTAL 7/M...	1983	Book (. PB FIC ANT	36478; 36479		FANTASY; juvenile fiction; S...	New		Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	ANTHONY	GOLEM IN THE GEARS 9/MAGI...		Book (. PB FIC ANT	2514		FANTASY; Adventure stories...	New		Batch 1	10/7/2013 9...	User 1	2	10/07/13 09...	User 1		
OK	ANTHONY	NIGHT MARE 6/MAGIC OF XAN...	1982	Book (. PB FIC ANT	36486; 36487...		FANTASY; Adventure stories...	New		Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	ANTHONY	OGRE, OGRE 5/MAGIC OF XAN...	1982	Book (. PB FIC ANT	36482; 36483		FANTASY; juvenile fiction; S...	New		Batch 1	10/7/2013 9...	User 1	3	10/07/13 09...	User 1		
OK	Anthony	THE SOURCE OF MAGIC 2/MA...	1979	Book (. PB FIC ANT	36490; 36491		FANTASY; Adventure stories...	New		Batch 1	10/7/2013 9...	User 1	5	10/07/13 09...	User 1		
OK	ANTHONY	A SPELL FOR CHAMELEON 1/...	1977	Book (. PB FIC ANT	32631		FANTASY; juvenile fiction; S...	New		Batch 1	10/7/2013 9...	User 1	5	10/07/13 09...	User 1		
OK	Armstrong	Sounder in uzbekistan.	1969	Book (. PB FIC ARM	32625; 32626...		DOGS - STORIES; juvenile f...	New		Batch 1	10/7/2013 9...	User 1	2	10/07/13 09...	User 1		
OK	ATWATER	MR. POPPER'S PENGUINS.	1938	Book (. PB FIC BOS	36313; 36314...		CLASSIC; PENGUINS; STO...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	BAUER	ON MY HONOR.	1986	Book (. PB FIC BAU	8145		PROBLEM NOVEL; OBEDIEN...	New		Batch 1	10/7/2013 9...	User 1	2	10/07/13 09...	User 1		
OK	BELLAIRS	THE HOUSE WITH A CLOCK IN ...	1973	Book (. PB FIC BEL	32467		MAGIC - FICTION; juvenile fic...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	BLOS	A GATHERING OF DAYS: A NE...	1979	Book (. PB FIC BLO	34698; 41817		DIARIES; NEW HAMPSHIR...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	Bolanos, Jorge ...	100 Exotos Musicales : Album I...	1968	Book (. 786.4 BOL	T0006606		Spanish Language -- Bolanos...	New		Batch 1	10/7/2013 9...	User 1	6	10/07/13 09...	User 1		
OK	BOND	STRING IN THE HARP	1976	Book (. PB FIC BON	42406; 42407		SPACE AND TIME - FICTION...	New		Batch 1	10/7/2013 9...	User 1	2	10/07/13 09...	User 1		
OK	BOSTON	THE CHILDREN OF GREEN KN...	1965	Book (. PB/FIC BOS	36306; 36307...		GREAT BRITAIN - FICTION...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	BOSTON	AN ENEMY AT GREEN KNOW...	1964	Book (. PB/FIC BOS	36313; 36314...		WITCHCRAFT - FICTION; j...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	BOSTON	THE RIVER AT GREEN KNOW...	1959	Book (. PB/FIC BOS	36308; 36309...		GREAT BRITAIN - FICTION...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		
OK	BOSTON	A STRANGER AT GREEN KNOW...	1961	Book (. PB/FIC BOS	36311; 36312...		ANIMAL STORIES; GORILL...	New		Batch 1	10/7/2013 9...	User 1	4	10/07/13 09...	User 1		

You can also use F1 on your keyboard.

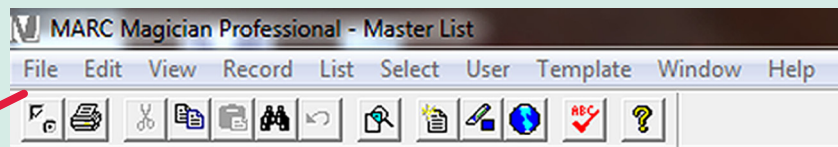


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Professional  
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**Go to the File menu.**



## The Help Menu



**Help Topics takes you online to  
[www.mitinet.com](http://www.mitinet.com).**

**When you first install MARC Magician,  
you may receive an error message when  
you try to access the Help Menu.**

**This happens because Microsoft does not  
support the WinHlp32.exe help program  
in the newer versions of Windows.**

**Go to the FAQ on Failure to Install Help  
to find instructions for installing a work  
around that will allow you access to the  
Help Topics.**



# MARC Magician Professional How-To: Help Features & Auto Error Checking

## Help Topics

MARC Magician Help

File Edit Bookmark Options Help

Help Topics Back Print Home Glossary

Cataloger's Reference – Introduction

Welcome to the Cataloger's Reference. This is a place to turn when you have questions about cataloging.

General cataloging information

The following links take you to general information and advice on cataloging.

- Cataloging electronic books
- Main entries
- Titles
- Series
- Notes
- Subjects
- Added entries
- GMD
- Approximate dates

Detailed field information

The following links take you to information about all of the MARC fields. Each topic includes examples and information about subfields and indicators.

- Control Information, Numbers, Codes (01X - 09X)
- Main Entries (1XX)
- Title and Title-Related Fields (20X - 24X)
- Edition, Imprint, Etc. (250 - 28X)
- Physical Description, Etc. (3XX)
- Series Statements (4XX)
- Notes (5XX)
- Subject Access Fields (6XX)
- Added Entries (700 - 75X)
- Linking Entries (76X - 78X)
- Series Added Entries (800 - 840)
- Holdings, Alternate Graphics, Etc (841 - 88X)

Abbreviations

- AACR2 State Abbreviations
- USPS State Abbreviations

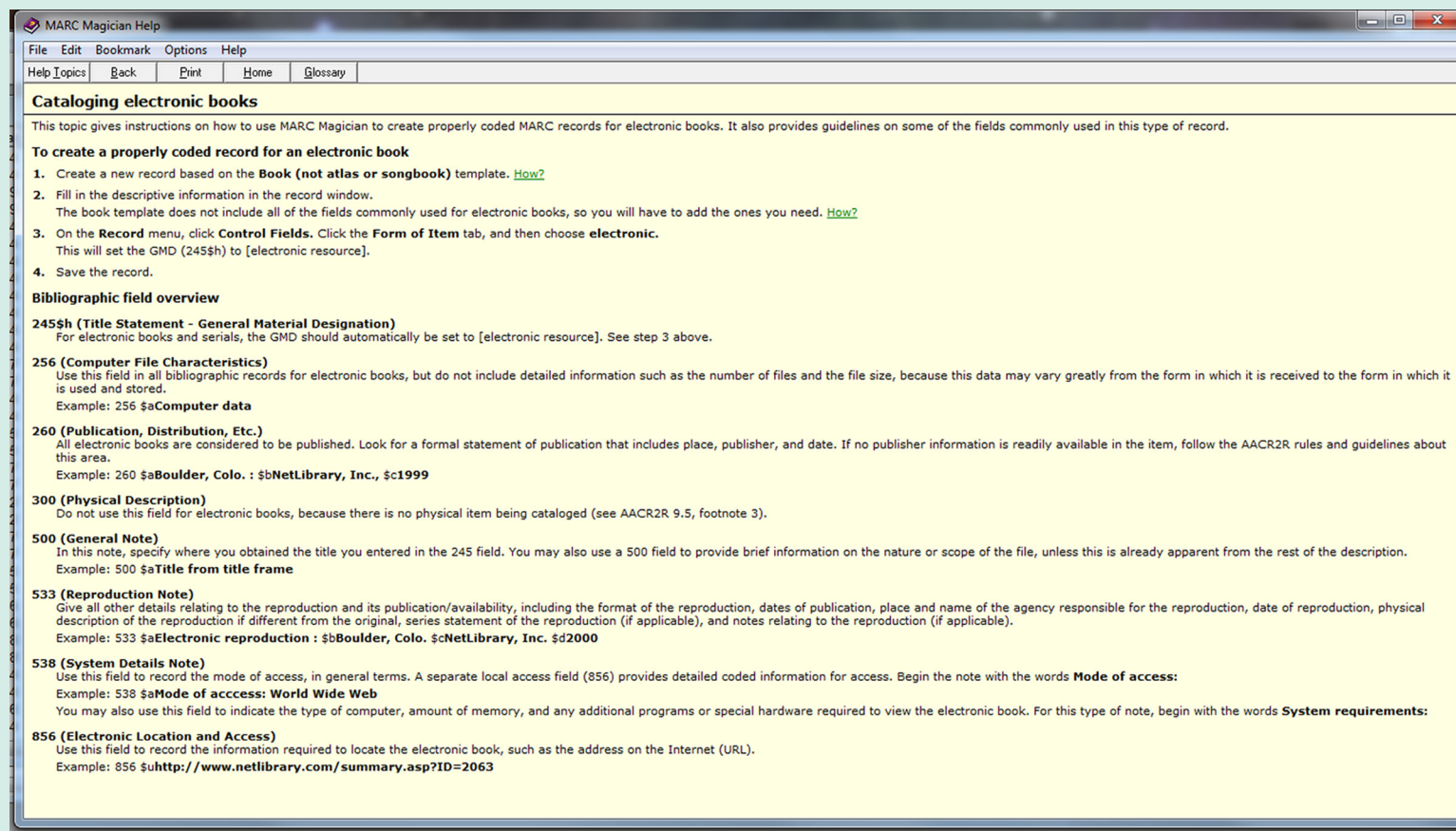
Once Help Topics is available,  
click on the section you need.



## MARC Magician Professional How-To: Help Features & Auto Error Checking

# Help Topics, Continued

For each Help Topic, there are instructions and examples. Please note that these are also visible right on screen as you work in Cataloger.







# MARC Magician Professional How-To: Help Features & Auto Error Checking

## Cataloging Help

You don't have to leave Cataloger to access the Help features.

**Information panels identify what content belongs in that specific field.**

**Tips & Examples are specific to the field you're in at the moment.**

The screenshot shows the MARC Cataloger software interface. The main window displays a catalog record for 'The answer-backer cure'. The record includes fields for 028 (Publisher number), 245 (Title), 260 (Publication information), 300 (Physical description), 440 (Series), and 500 (Notes). The 028 field is currently selected, and the help panels on the right and bottom are displaying information specific to this field. The right panel shows the field number (028) and subfield (\$a). The bottom panel shows tips and examples for the 028 field.

**Field:** 028 (Publisher Number)

**Subfield:** \$a (Publisher number)

**Active Error Checking:**

**Tips:** Transcribe the producer or distributor's number including any letters or numbers as given on the item. If there is more than one number, give all. If the numbering is consecutive, give inclusive numbers.

**Examples:** 0248 HSV 5274

For Help, press F1

Template: Videorecording - VHS Material type: Videorecording - VHS NUM



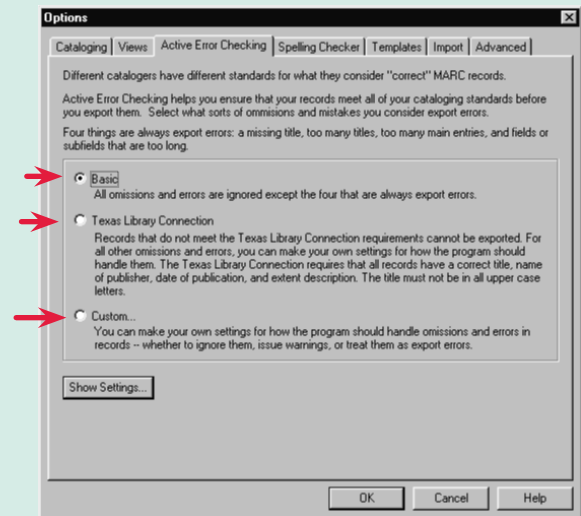
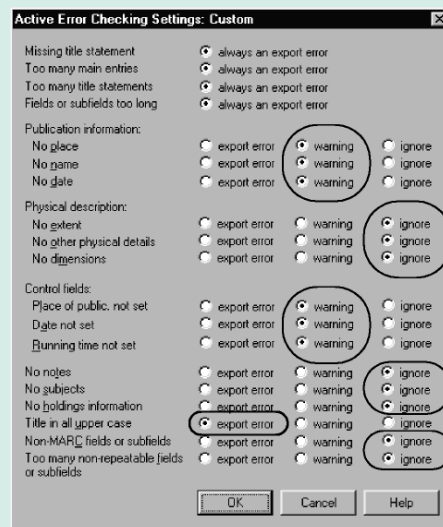
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# Auto Error Checking

To set up Auto Error Checking.

Use Active Error Checking options to define which issues you want to be notified about and which issues you want to ignore. Click the Options button on the toolbar and select Active Error Checking.

There are three levels of error checking: Basic, Texas Library Connection, and Custom.



The Active Error Checking Settings dialog box shows everything MARC Magician can flag. For most issues, choose one of three options: export error, warning, or ignore. There are no notifications for issues set to ignore. Warnings and export errors are distinguished in various ways in the main window, the Cataloger, and the Record Viewer.

Notice that some issues are always export errors. These are serious problems that should always be corrected. How you set the other issues is up to you.

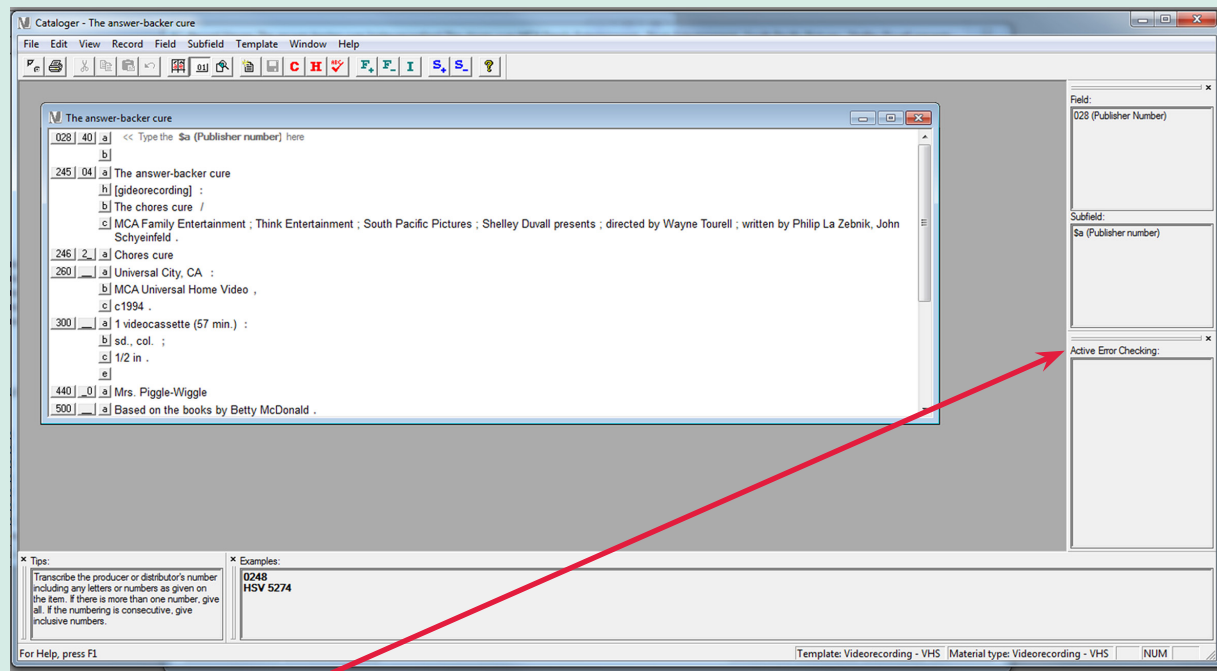




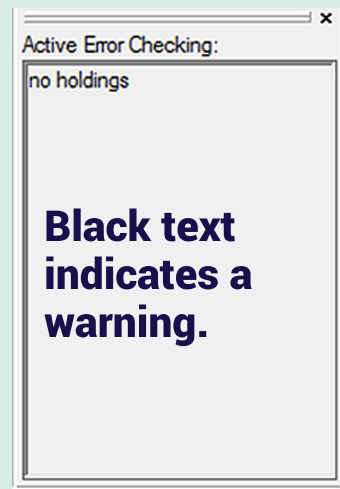
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# Active Error Window in Cataloger

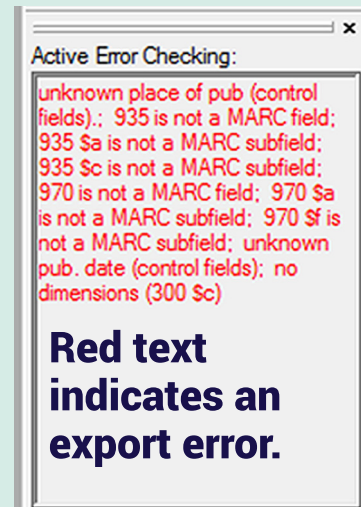
If you don't see the Active Error Checking panel, it may be turned off. Turn it on by opening the View menu and clicking Active Error Checking Panel.



Possible errors are shown in the Active Error Checking box as you catalog.



**Black text  
indicates a  
warning.**



**Red text  
indicates an  
export error.**



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## Active Error Window in the Main Window

On a list the Active Error Checking indicators shows up as color signals in the first column of the list.

OK	CLEARY	RUNAWAY RALPH / by Beverly Cleary.	1970
OK	CLEARY	RUNAWAY RALPH / by Beverly Cleary.	1970
OK	CLEARY	RUNAWAY RALPH / by Beverly Cleary.	1970
OK	CLEARY	Socks / by Beverly Cleary.	1973
OK	CLEARY	Socks / by Beverly Cleary.	1973
OK	CLEARY	Socks / by Beverly Cleary.	1973
OK	COLLIER	MY BROTHER SAM IS DEAD.	1974

**Records with no errors will have a green "OK".**

Error	Achebe, Chinua	No longer at ease / Chinua Achebe.	1994
Error	Achebe, Chinua	Things fall apart.	1959
Error	Achebe, Chinua	Things fall apart.	1959
Error	ADAMS	HITCHIKER'S GUIDE TO THE GALAXY.	1979
Error	ADAMS	HITCHIKER'S GUIDE TO THE GALAXY.	1979
Error	ADAMS	LIFE, THE UNIVERSE AND EVERYTHI...	1982
Error	ADAMS	LIFE, THE UNIVERSE AND EVERYTHI...	1982

**Records with export errors will have a red circle.**

Warni..	McAulay, David	Mill.	1983
Warni..	McAulay, David	Mill.	1983
Warni..	McAulay, David	Mill.	1983
Warni..	McAulay, David	Pyramid.	1975
Warni..	McAulay, David	Pyramid.	1975
Warni..	McAulay, David	Pyramid.	1975

**Records with warnings will have a yellow triangle.**

**To see what the specific error is for any record, click on the record to open it in Record Viewer and look at the comments in the Active Error Checking box in the lower right corner.**



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## **Important**

**Active Error Checking is very helpful,  
but it isn't foolproof.**

**Records showing an OK may have other  
problems that MARC Magician won't flag,  
and records that show export errors or  
warnings may actually be correct.**

**For example...**

**If you have Active Error Checking set to flag  
a missing publication date, serials (which  
usually don't have this subfield) will show  
errors or warnings even though they are  
actually correct.**

**Best practice is to check each record for  
errors as it's created, review global edits  
carefully, and use Spell Check.**



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**This is the end of our MARC Magician  
Professional tutorial on Help Features  
and Auto Error Checking.**

**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](#)**