



# MARC Magician Professional How-To: Import Records





**MARC Magician  
Professional  
How-To:  
Import Records**

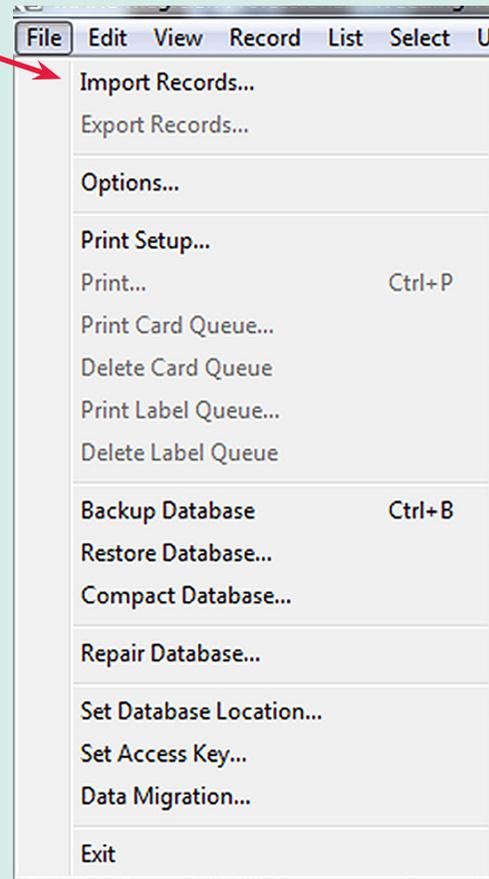
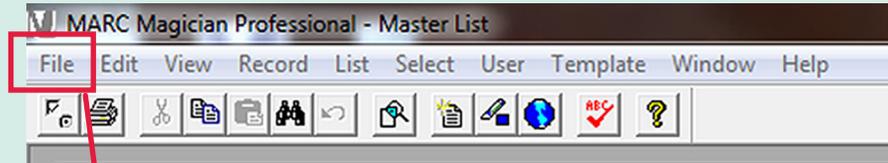
**MARC Magician Professional 2011™ is a powerful cataloging program, with customizable templates, global editing tools, active error checking and other features to make creating and editing MARC records easy.**

**To use MARC Magician to edit existing records you first need to import them into MARC Magician from your database or other source.**



## MARC Magician Professional How-To: Import Records

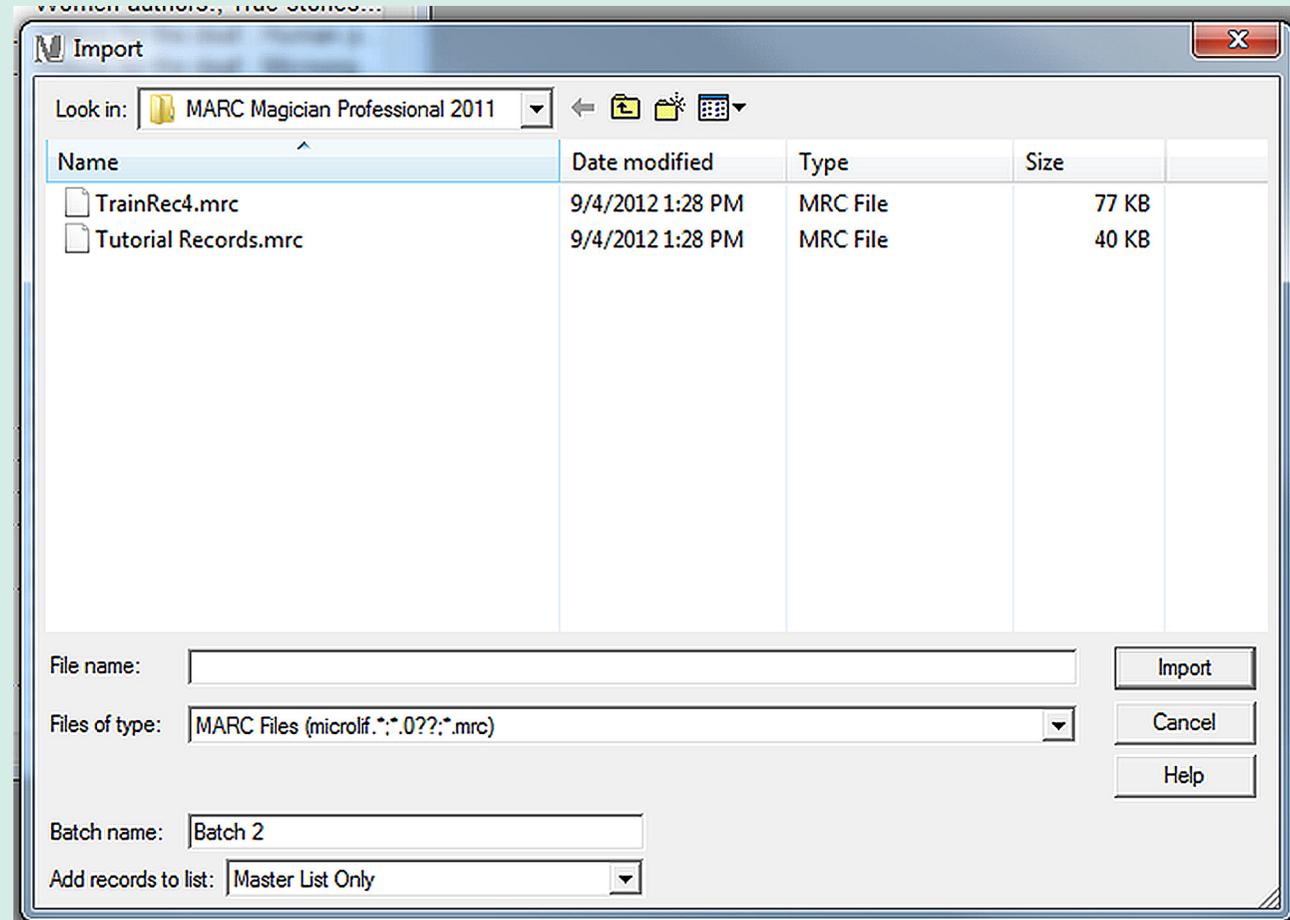
**When you open MARC Magician, you'll be in the Main Window. To import records, use the File menu.**





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The Import dialog box looks like this.

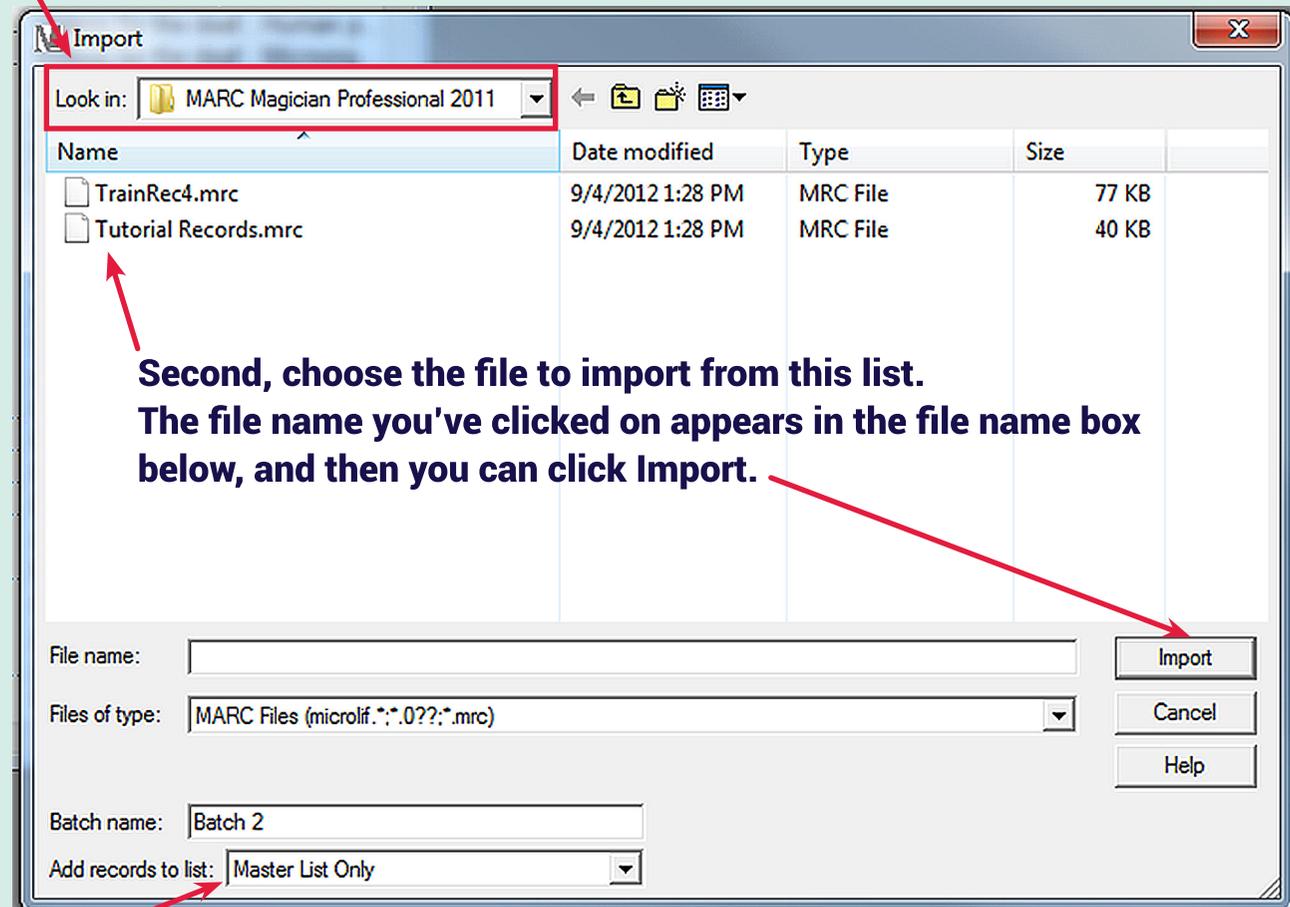




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To import, you need to know the name of the file you want to import, and where it's located, either on your computer, on a network, or external memory.

First, find the location of the file to import here.



Each time you import, a numeric batch name is assigned. You can name it something else if you like. The batch automatically saves to the Master List, unless you select a different list here.

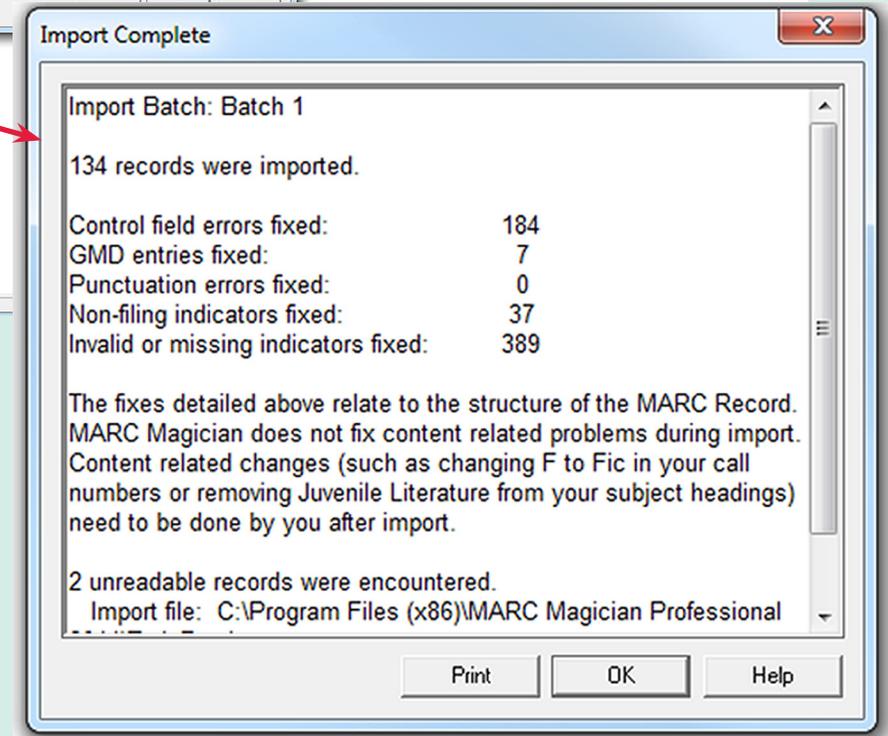
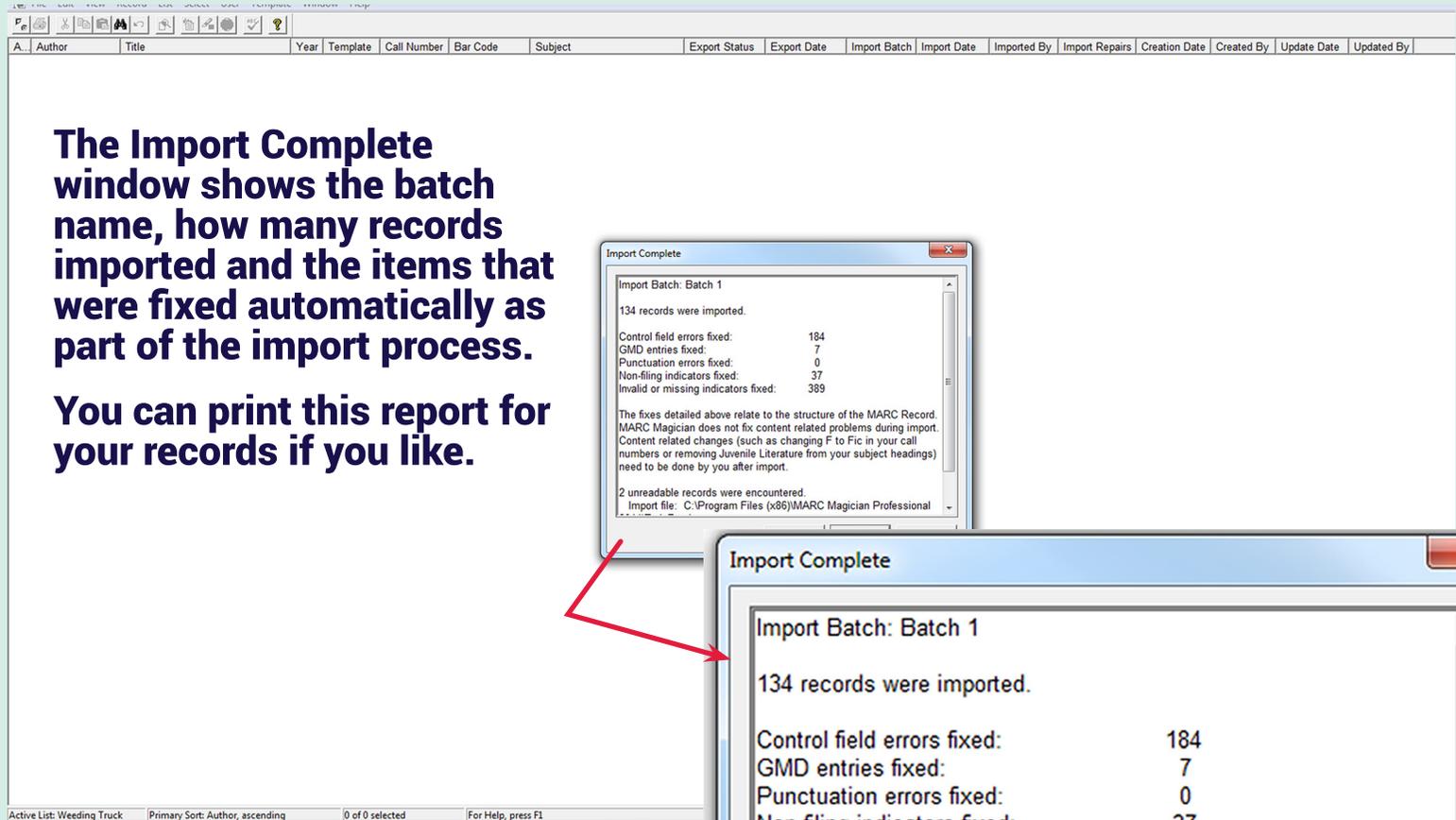


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When the import is complete, the Main Window looks like this.

The Import Complete window shows the batch name, how many records imported and the items that were fixed automatically as part of the import process.

You can print this report for your records if you like.





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The Import Batch column identifies which Batch was used to import a particular record.

| Active ... | Author         | Title   | Year | Template   | Call Number    | Bar Code        | Subject                             | Export Status | Export Date | Import Batch | Import Date     | Imported By |
|------------|----------------|---|------|------------|----------------|-----------------|-------------------------------------|---------------|-------------|--------------|-----------------|-------------|
| OK         |                | The answer-backer cure [gideorecording]...    | 1994 | Video..    | E MCD          | 501132100003... | Conduct of life.; Videos for the... | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | The answer-backer cure [gideorecording]...    | 1994 | Video..    | E MCD          | 501132100003... | Conduct of life.; Videos for the... | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | The best American short stories of the c...   | 1999 | Book (...) |                |                 | Short stories, American.; Am...     | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | The best American short stories of the c...   | 1999 | Book (...) |                |                 | Short stories, American.; Am...     | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | FDR [gideorecording] : fear itself (1921-1... | 1994 | Video..    |                |                 | Roosevelt, Franklin D. (Frankli...  | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | FDR [gideorecording] : fear itself (1921-1... | 1994 | Video..    |                |                 | Roosevelt, Franklin D. (Frankli...  | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | FDR [gideorecording] : the center of the ...  | 1994 | Video..    |                |                 | Roosevelt, Franklin D. (Frankli...  | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | FDR [gideorecording] : the center of the ...  | 1994 | Video..    |                |                 | Roosevelt, Franklin D. (Frankli...  | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | FDR [gideorecording] : the grandest job i...  | 1994 | Video..    |                |                 | Roosevelt, Franklin D. (Frankli...  | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | FDR [gideorecording] : the grandest job i...  | 1994 | Video..    |                |                 | Roosevelt, Franklin D. (Frankli...  | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | FDR [gideorecording] : the juggler (1940-...  | 1994 | Video..    |                |                 | Roosevelt, Franklin D. (Frankli...  | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | FDR [gideorecording] : the juggler (1940-...  | 1994 | Video..    |                |                 | Roosevelt, Franklin D. (Frankli...  | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | From the heart : true stories by Australia... | 1997 | Book (...) |                |                 | Nursing -- Australia.; True stor... | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | From the heart : true stories by Australia... | 1997 | Book (...) |                |                 | Nursing -- Australia.; True stor... | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | Journey to Kilimanjaro [gideorecording] / ... | 1994 | Video..    | 508.678 JOU    | 501132100004... | Natural history -- Tanzania -- ...  | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | Journey to Kilimanjaro [gideorecording] / ... | 1994 | Video..    | 508.678 JOU    | 501132100004... | Natural history -- Tanzania -- ...  | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | Lightning! [gideorecording] / WGBH/Bost...    | 1995 | Video..    | 551.5 LIG      | 501132100004... | Lightning.                          | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | Lightning! [gideorecording] / WGBH/Bost...    | 1995 | Video..    | 551.5 LIG      | 501132100004... | Lightning.                          | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | The sign of the beaver [gideorecording] / ... | 1997 | Video..    | F SPE pt.1;... | 501132100005... | Frontier and pioneer life -- Mai... | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | The sign of the beaver [gideorecording] / ... | 1997 | Video..    | F SPE pt.1;... | 501132100005... | Frontier and pioneer life -- Mai... | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | There's a nightmare in my closet [gideor...   | 1992 | Video..    | E MAY          | 501132100005... | Monsters -- Fiction.; Videos f...   | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | There's a nightmare in my closet [gideor...   | 1992 | Video..    | E MAY          | 501132100005... | Monsters -- Fiction.; Videos f...   | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | True stories : stories by uncommon wom...     | 1997 | Book (...) |                |                 | Women authors.; True stories...     | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | True stories : stories by uncommon wom...     | 1997 | Book (...) |                |                 | Women authors.; True stories...     | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | The universe within [gideorecording] / Sv...  | 1995 | Video..    | 574.1 UNI      | 501132100005... | Videos for the deaf.; Human p...    | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | The universe within [gideorecording] / Sv...  | 1995 | Video..    | 574.1 UNI      | 501132100005... | Videos for the deaf.; Human p...    | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         |                | The unknown world [gideorecording] / W...     | 1996 | Video..    | 576 UNK        | 501132100005... | Videos for the deaf.; Microorg...   | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         |                | The unknown world [gideorecording] / W...     | 1996 | Video..    | 576 UNK        | 501132100005... | Videos for the deaf.; Microorg...   | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         | Achebe, Chinua | Anthills of the savannah / Chinua Achebe.     | 1988 | Book (...) |                |                 | Nigeria -- Politics and govern...   | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         | Achebe, Chinua | Anthills of the savannah / Chinua Achebe.     | 1988 | Book (...) |                |                 | Nigeria -- Politics and govern...   | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         | Achebe, Chinua | Arrow of God / Chinua Achebe.                 | 1974 | Book (...) |                |                 | Igbo (African people) -- Fiction... | New           |             | Batch 1      | 10/07/13 09:... | User 1      |
| OK         | Achebe, Chinua | Arrow of God / Chinua Achebe.                 | 1974 | Book (...) |                |                 | Igbo (African people) -- Fiction... | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         | Achebe, Chinua | A man of the people / Chinua Achebe.          | 1966 | Book (...) |                |                 | Nigeria -- Politics and govern...   | New           |             | Batch 2      | 10/15/2013 ...  | User 1      |
| OK         | Achebe, Chinua | No longer at ease / Chinua Achebe.            | 1994 | Book (...) |                |                 | Nigeria -- Lagos -- Fiction.; Ig... | New           |             | Batch 1      | 10/07/13 09:... | User 1      |

Once the records are brought into MARC Magician Professional, you can view, sort or edit some or all of the records in the database.



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**This is the end of our MARC Magician Professional tutorial on importing records. 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 manual “Getting Started with MARC Magician” available to download [HERE](#)**

***Thank you!***