



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





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

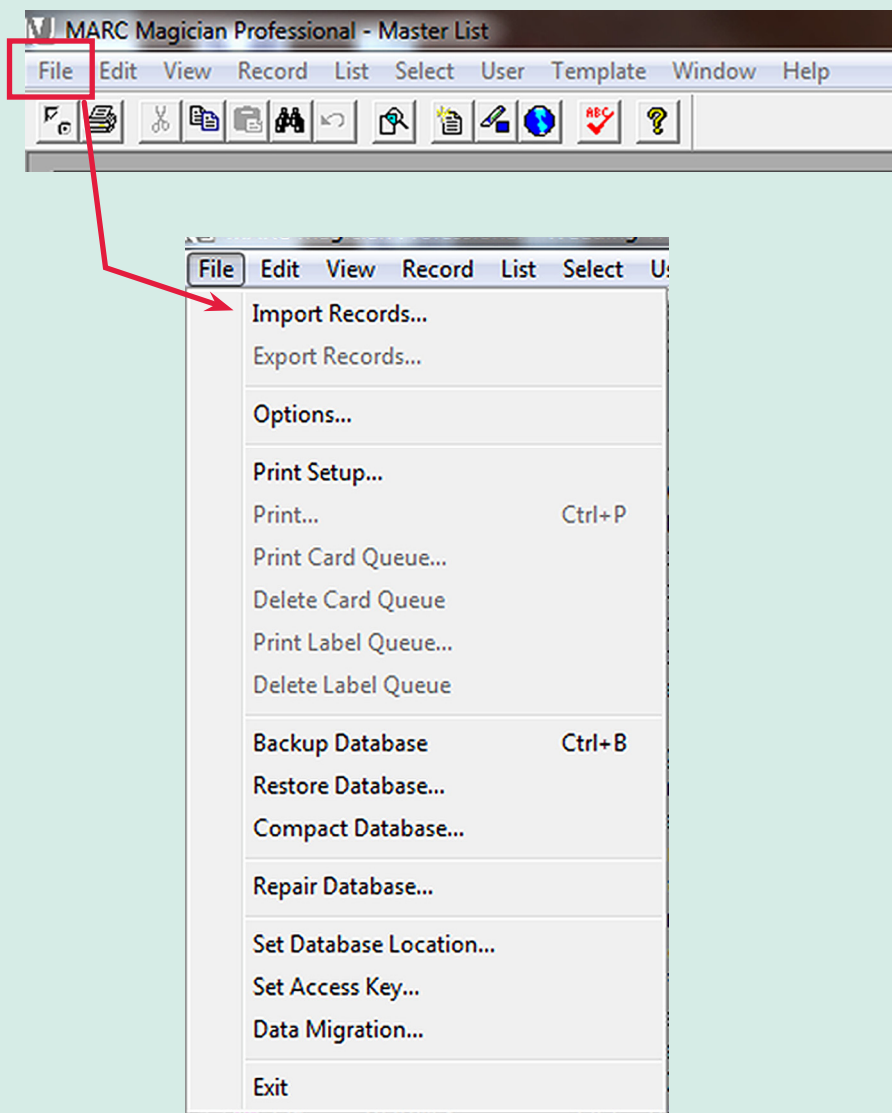
**MARC Magician Professional 2011<sup>TM</sup> is a powerful cataloging program, with customizable templates, global editing tools, active error checking and other features to make creating and editing MARC records easy.**

**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

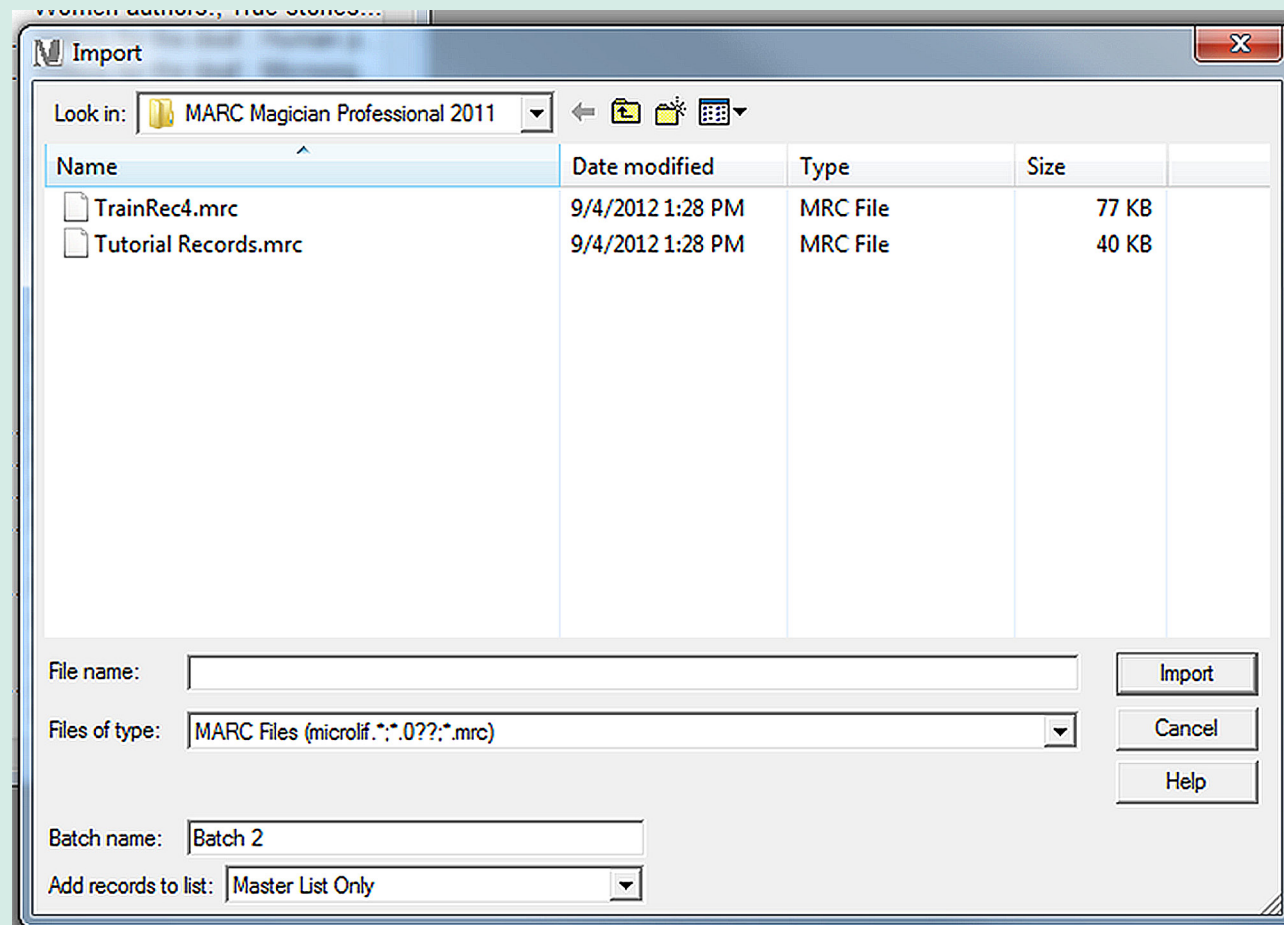
**When you open MARC Magician, you'll be in the Main Window. To import records, use the File menu.**





## MARC Magician Professional How-To: Import Records

The Import dialog box looks like this.

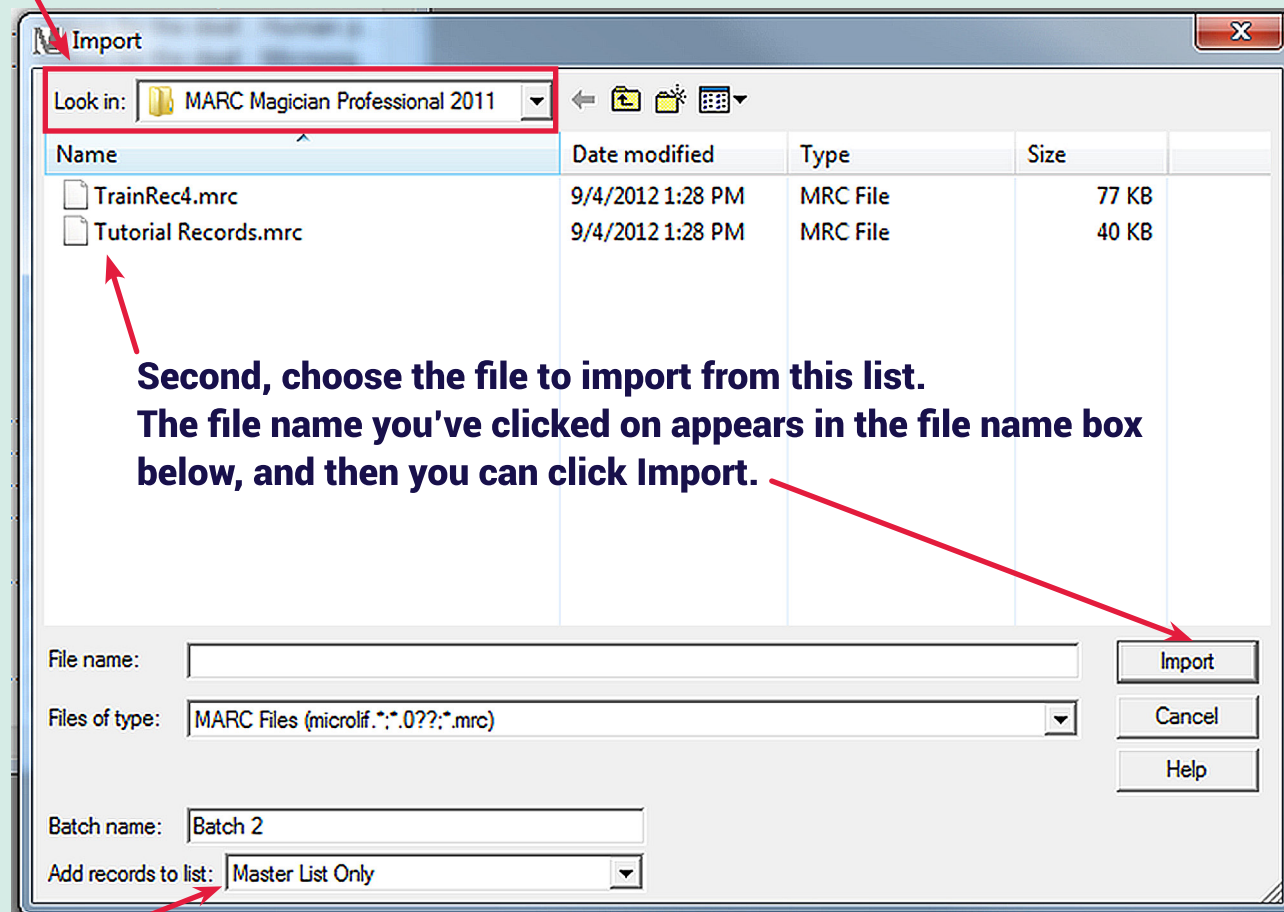




## MARC Magician Professional How-To: Import Records

**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.**



**Second, choose the file to import from this list.  
The file name you've clicked on appears in the file name box below, and then you can click Import.**

**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.**

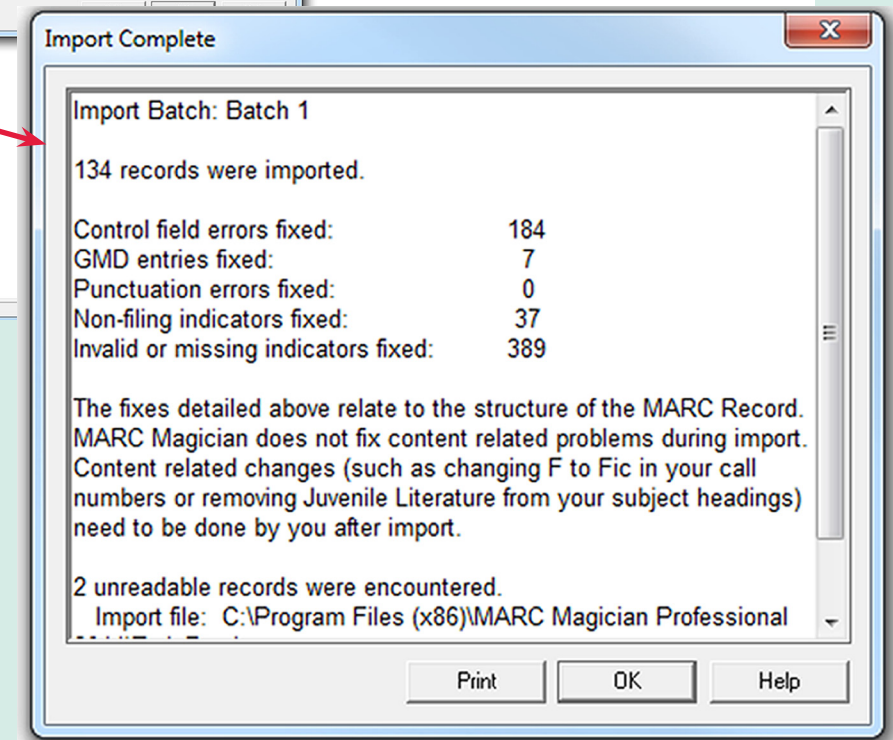
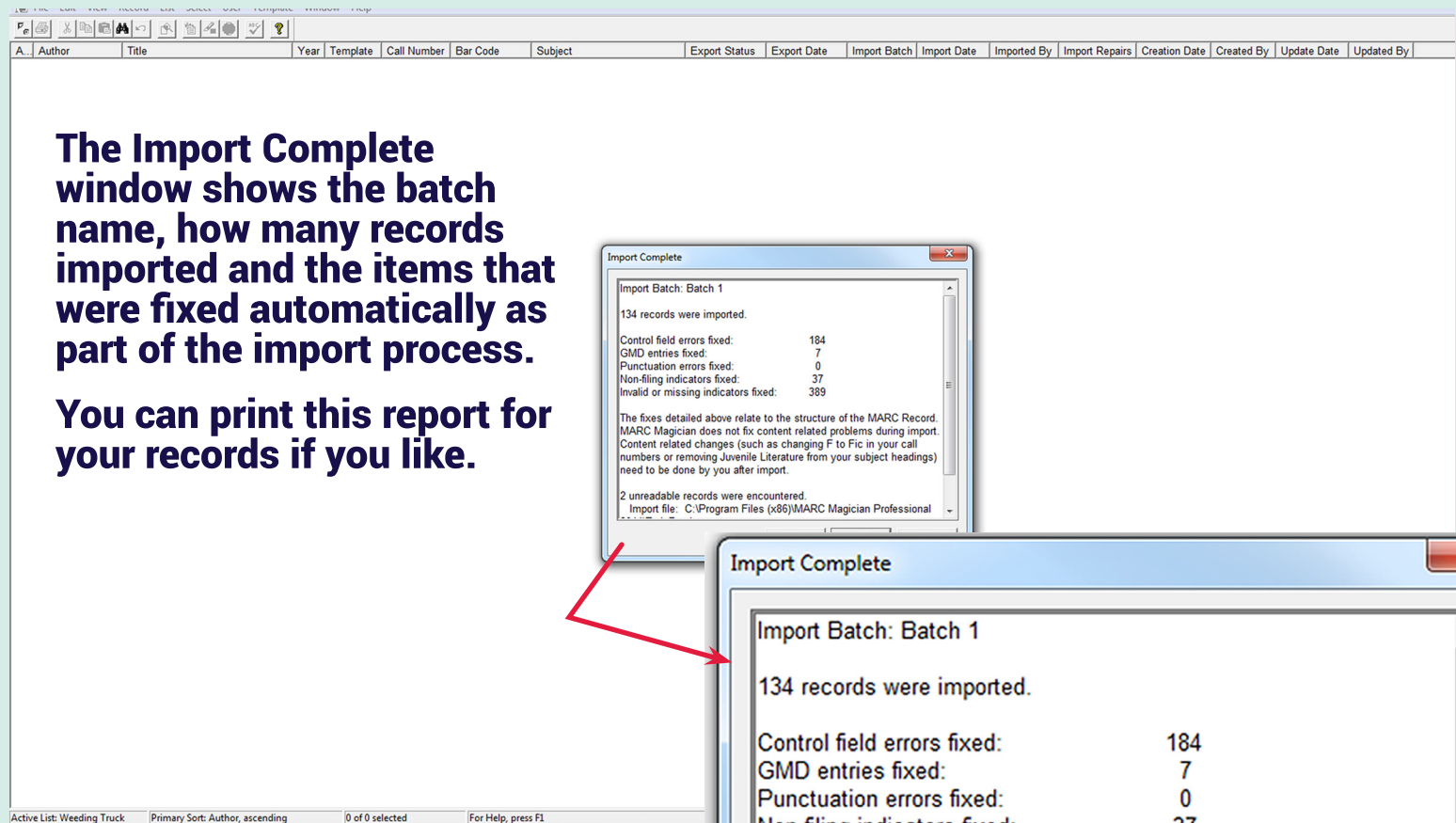


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**When the import is complete, the Main Window looks like this.**

**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	Videor..	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	Videor..	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	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1
OK		FDR [gideorecording] : fear itself (1921-1...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1
OK		FDR [gideorecording] : the center of the ...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1
OK		FDR [gideorecording] : the center of the ...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1
OK		FDR [gideorecording] : the grandest job i...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1
OK		FDR [gideorecording] : the grandest job i...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1
OK		FDR [gideorecording] : the juggler (1940-...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1
OK		FDR [gideorecording] : the juggler (1940-...	1994	Videor..			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	Videor..	508.678 JOU	501132100004...	Natural history -- Tanzania -- ...	New		Batch 1	10/07/13 09:...	User 1
OK		Journey to Kilimanjaro [gideorecording] / ...	1994	Videor..	508.678 JOU	501132100004...	Natural history -- Tanzania -- ...	New		Batch 2	10/15/2013 ...	User 1
OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Videor..	551.5 LIG	501132100004...	Lightning.	New		Batch 1	10/07/13 09:...	User 1
OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Videor..	551.5 LIG	501132100004...	Lightning.	New		Batch 2	10/15/2013 ...	User 1
OK		The sign of the beaver [gideorecording] / ...	1997	Videor..	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	Videor..	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	Videor..	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	Videor..	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	Videor..	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	Videor..	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	Videor..	576 UNK	501132100005...	Videos for the deaf; Microorg...	New		Batch 1	10/07/13 09:...	User 1
OK		The unknown world [gideorecording] / W...	1996	Videor..	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!***