



# **MARC Magician Professional How-To: Program Overview**





**MARC Magician  
Professional  
How-To:  
Program Overview**

**MARC Magician Professional 2011<sup>™</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.**

**This tutorial reviews MARC Magician Pro's features and gives you a broad idea of what you can do with this easy to use cataloging program.**



## MARC Magician Professional How-To: Program Overview

When you open MARC Magician, you'll be in the Main Window. The Main Window is always open. When you close it, you close the program.

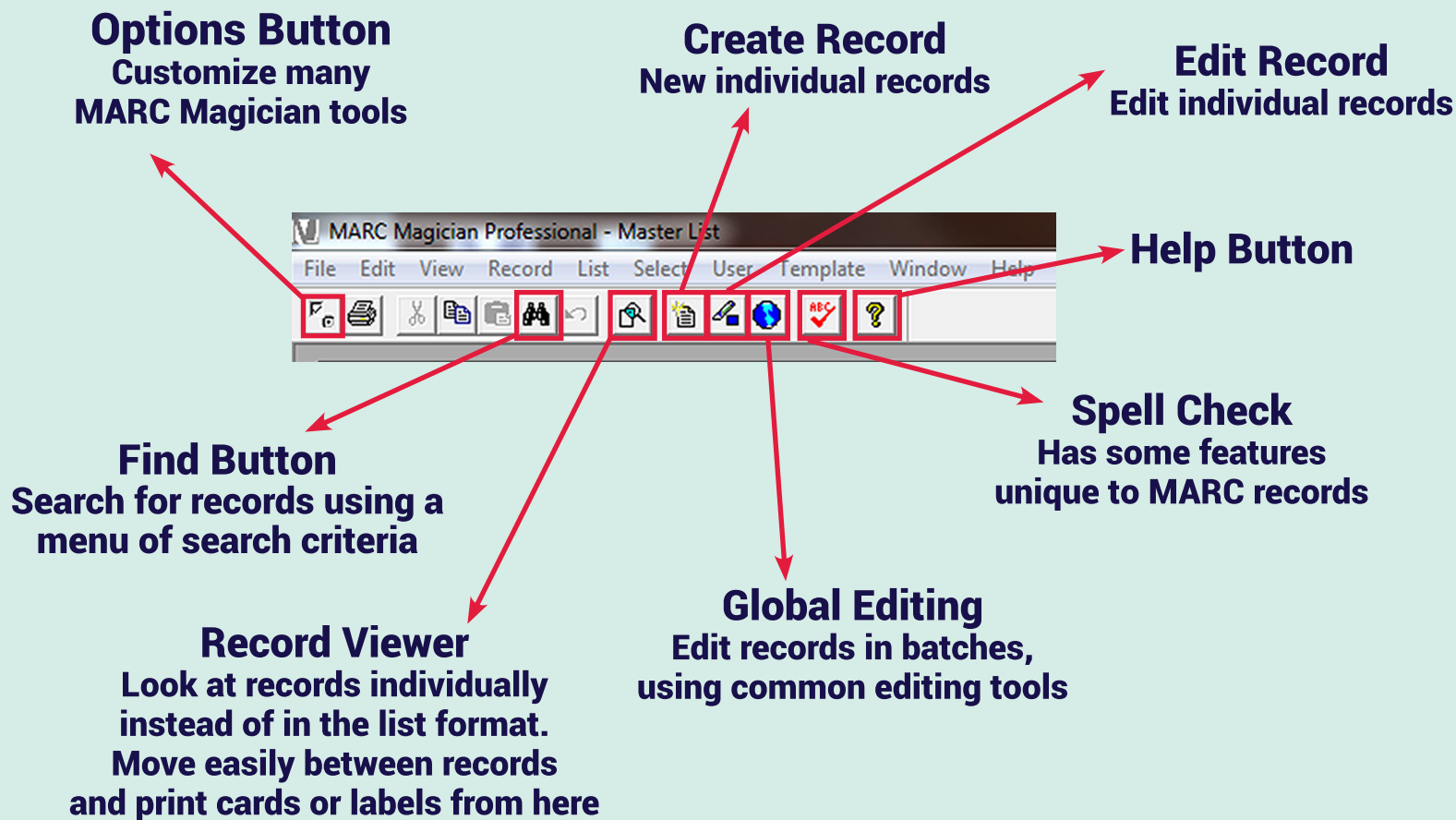
Author	Title	Year	Template	Call Number	Bar Code	Subject	Export Status	Export Date	Import Batch	Import Date	Imported By	Import Repairs	Creation Date	Created By	Update Date	Updated By
OC	The answer-backer cure [gideore...	1994	Video...	E MCD	50113210003	Conduct of life; Videos for the...	New		Batch 1	10/7/2013 9:...	User 1	10	10/07/13 09:...	User 1		
OC	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		
OC	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		
OC	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		
OC	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		
OC	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		
OC	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		
OC	Journey to Kilimanjaro [gideoreco...	1994	Video...	508.678 JOU	50113210004	Natural history -- Tanzania -- ...	New		Batch 1	10/7/2013 9:...	User 1	11	10/07/13 09:...	User 1		
OC	Lightning [gideorecording] / WG...	1995	Video...	551.5 LIG	50113210004	Lightning.	New		Batch 1	10/7/2013 9:...	User 1	10	10/07/13 09:...	User 1		
OC	The sign of the beaver [gideorecor...	1997	Video...	F SPE pt.1...	50113210005	Frontier and pioneer life -- Mai...	New		Batch 1	10/7/2013 9:...	User 1	13	10/07/13 09:...	User 1		
OC	There's a nightmare in my closet ...	1992	Video...	E MAY	50113210005	Monsters -- Fiction; Videos f...	New		Batch 1	10/7/2013 9:...	User 1	11	10/07/13 09:...	User 1		
OC	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		
OC	The universe within [gideorecordin...	1995	Video...	574.1 UNI	50113210005	Videos for the deaf; Human p...	New		Batch 1	10/7/2013 9:...	User 1	11	10/07/13 09:...	User 1		
OC	The unknown world [gideorecordi...	1996	Video...	576 UNK	50113210005	Videos for the deaf; Microorg...	New		Batch 1	10/7/2013 9:...	User 1	10	10/07/13 09:...	User 1		
OC	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		
OC	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		
OC	A man of the people / Chinua Ache...	1966	Book (...)			Nigeria -- Politics and govern...	New		Batch 1	10/7/2013 9:...	User 1	5	10/07/13 09:...	User 1		
OC	No longer at ease / Chinua Achebe.	1994	Book (...)			Nigeria -- Lagos -- Fiction; Ig...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
OC	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		
OC	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		
OC	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		
OC	THE RESTAURANT AT THE EN...	1980	Book (...)	PB FIC ADA	32406; 32407	Hitchhiker'S quartet.; SCIENC...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
OC	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		
OC	THE HITCHHIKER'S GUIDE TO A...	1979	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		
OC	Beggar queen.	1967	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		
OC	Black cauldron 2/pyrdain chronicl...	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		
OC	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		
OC	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		
OC	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		
OC	KESTREL	1967	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		
OC	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		
OC	WESTMARK	1967	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		
OC	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		
OC	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		
OC	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		
OC	CENTAUUR 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		
OC	CREWEL 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		
OC	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		
OC	GOLEM IN THE GEARS 9/MAGI...	1982	Book (...)	PB FIC ANT	2614	FANTASY; Adventure stories...	New		Batch 1	10/7/2013 9:...	User 1	2	10/07/13 09:...	User 1		
OC	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		
OC	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		
OC	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		
OC	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		
OC	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		
OC	MR. POPPER'S PENGUINS.	1938	Book (...)	PB FIC ATW	32792	CLASH - FICTION; juveni...	New		Batch 1	10/7/2013 9:...	User 1	1	10/07/13 09:...	User 1		
OC	ON MY HONOR.	1986	Book (...)	PB FIC BAU	8145	PROBLEM NOVEL; OBEDIE...	New		Batch 1	10/7/2013 9:...	User 1	2	10/07/13 09:...	User 1		
OC	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		
OC	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		
OC	100 Exitos Musicales - Album I...	1968	Book (...)	786.4 BOL	70006606	Spanish Language -- Bolanos...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
OC	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		
OC	THE CHILDREN OF GREEN KN...	1955	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		
OC	AN ENEMY AT GREEN KNOW.	1964	Book (...)	PB/FIC BOS	36313; 36314...	WITCHAMYST - FICTION; ju...	New		Batch 1	10/7/2013 9:...	User 1	1	10/07/13 09:...	User 1		
OC	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		
OC	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		

Records in MARC Magician are managed with lists, displayed in a spreadsheet format, with each row an individual record. Like other spreadsheets, you can rearrange columns, make them wider or narrower or hide them completely.



## MARC Magician Professional How-To: Program Overview

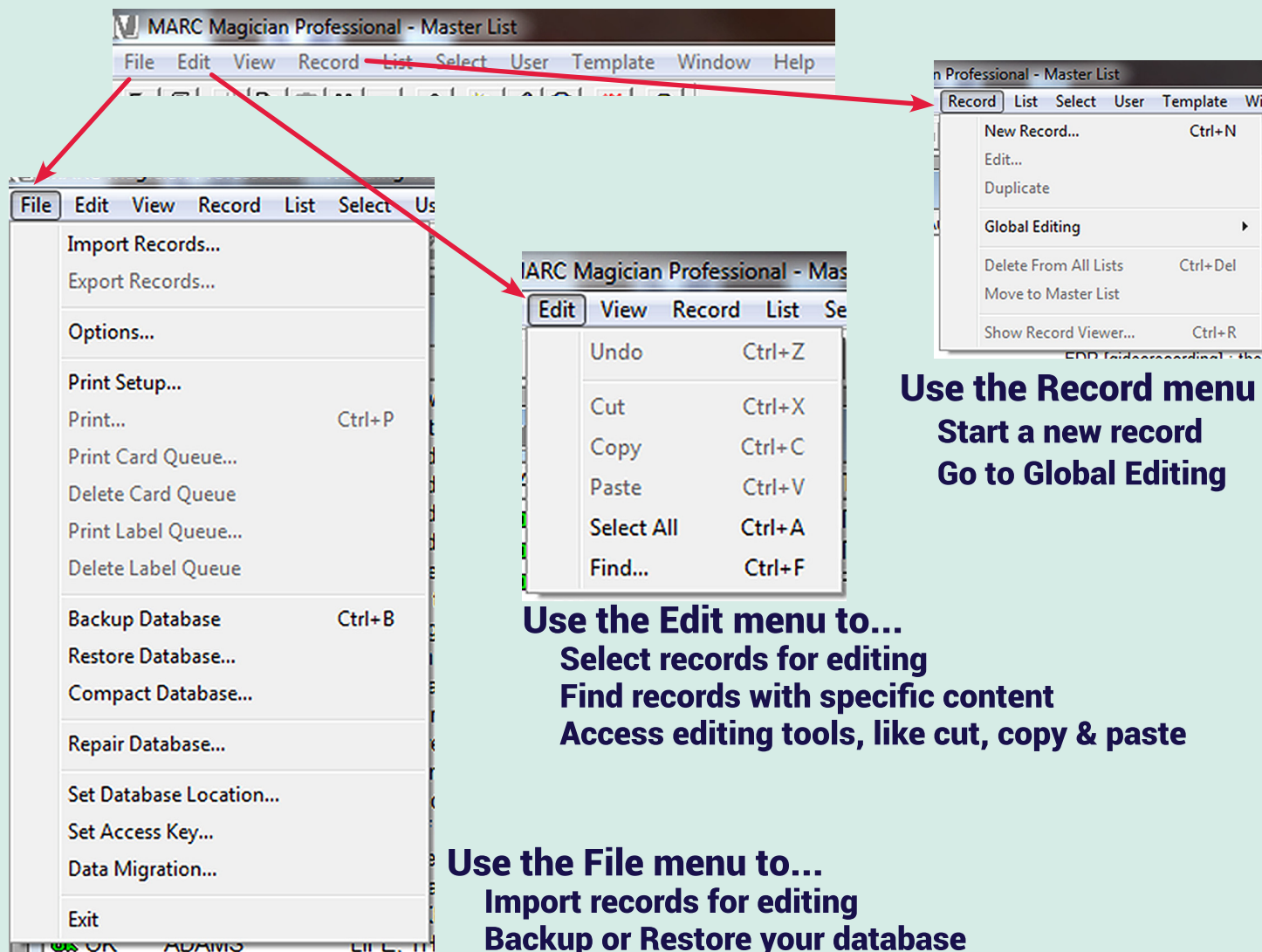
Many buttons on the Navigation bar are things you already use in other programs, like Print, Cut, Copy, Paste and Undo. We'll review the features of the MARC Magician specific buttons in detail but here is a brief description.





## MARC Magician Professional How-To: Program Overview

**You can also find MARC Magician functions through menus.**



**Use the Record menu to...**  
Start a new record  
Go to Global Editing

**Use the Edit menu to...**  
Select records for editing  
Find records with specific content  
Access editing tools, like cut, copy & paste

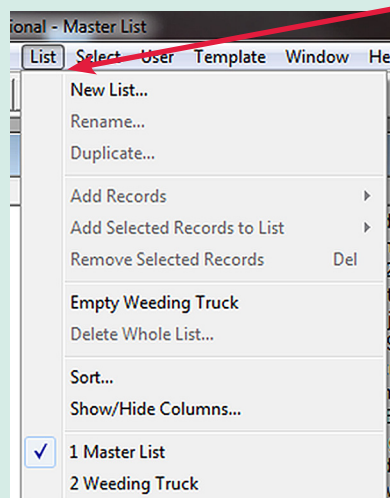
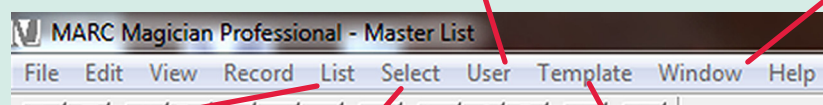
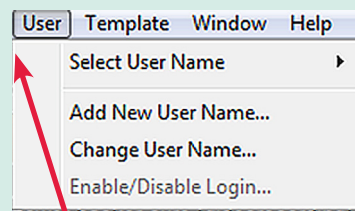
**Use the File menu to...**  
Import records for editing  
Backup or Restore your database  
Enter your Access Key  
Manage your Print items



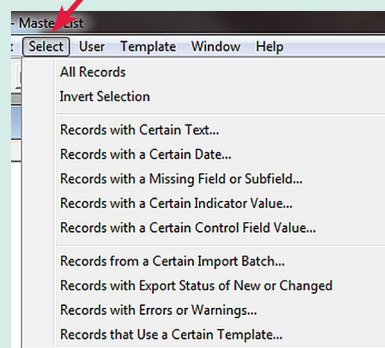
## MARC Magician Professional How-To: Program Overview

### MARC Magician Menus, continued.

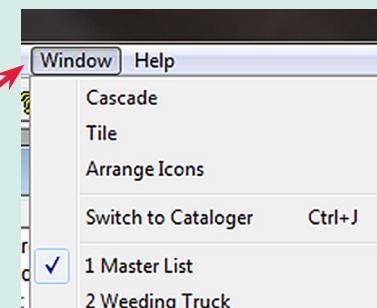
**Use the User menu to...**  
Change your user information  
Add new users



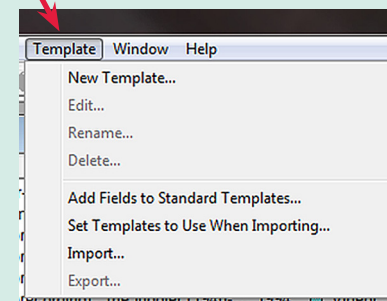
**Use the List menu to...**  
Create new lists  
Empty the Weeding Truck  
Manage your lists



**Use the Select menu to...**  
to find records with  
specific data



**Use the Window menu to...**  
Go to Cataloger  
Switch between lists



**Use the Template menu to...**  
Create or edit templates  
Import records using a specific  
template



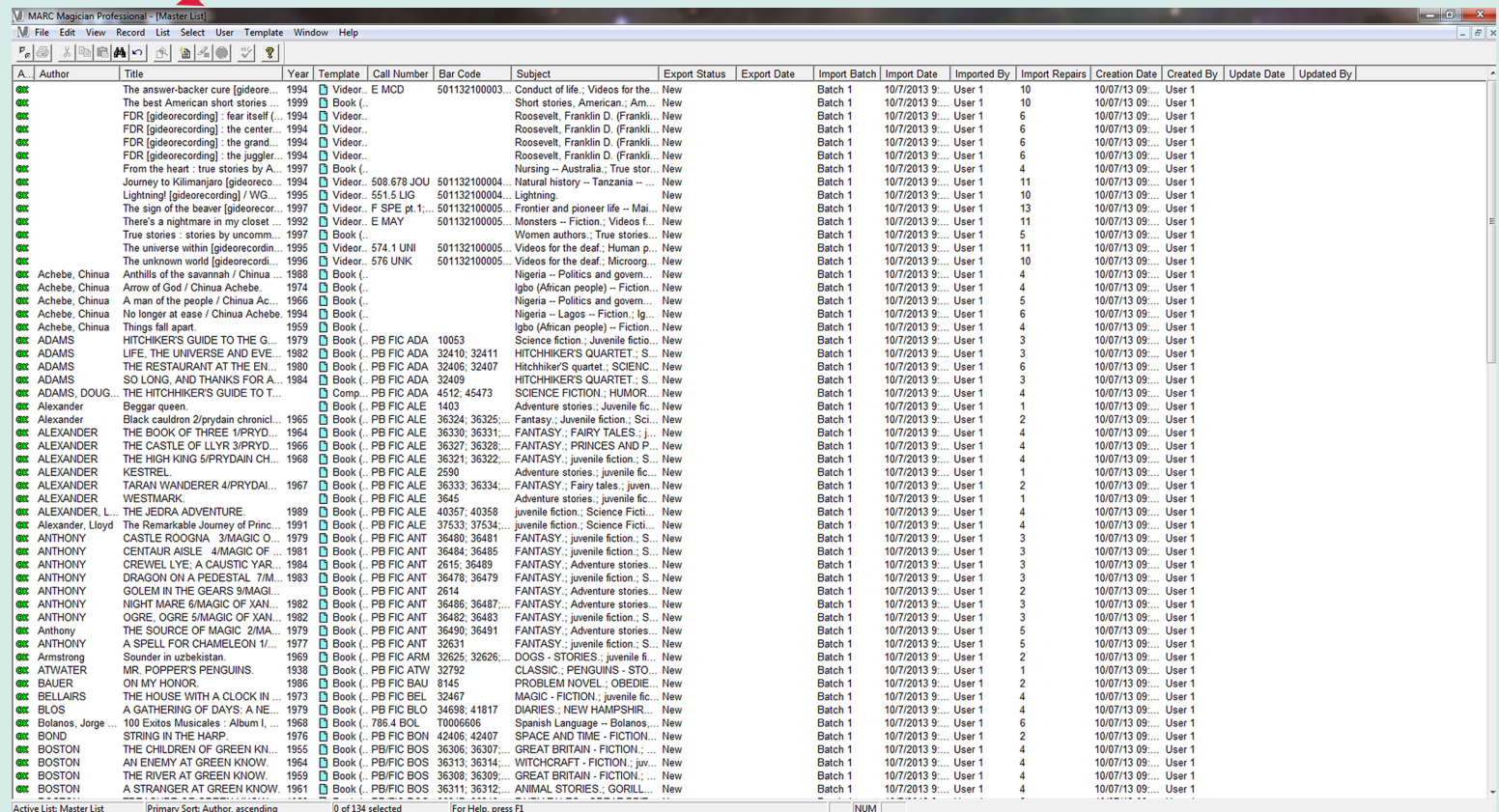


## MARC Magician Professional How-To: Program Overview

# MARC Magician Pro Lists

In MARC Magician Pro MARC records are managed with lists.  
The Master List contains all the records either imported into  
or created in the MARC Magician database.

List name is identified here



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
000		The answer-backer cure [gideorec...	1994	D 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		
000		The best American short stories ...	1999	D Book (.			Short stories, American; Am...	New		Batch 1	10/7/2013 9:...	User 1	10	10/07/13 09:...	User 1		
000		FDR [gideorecording] : fear itself (...	1994	D Video...			Roosevelt, Franklin D. (Frankl...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
000		FDR [gideorecording] : the centr...	1994	D Video...			Roosevelt, Franklin D. (Frankl...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
000		FDR [gideorecording] : the grand...	1994	D Video...			Roosevelt, Franklin D. (Frankl...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
000		FDR [gideorecording] : the juggler...	1994	D Video...			Roosevelt, Franklin D. (Frankl...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
000		From the heart : true stories by A...	1997	D Book (.			Nursing -- Australia; True stor...	New		Batch 1	10/7/2013 9:...	User 1	4	10/07/13 09:...	User 1		
000		Journey to Kilimanjaro [gideoreco...	1994	D Video...	508.678 JOU	501132100004	Natural history -- Tanzania -- ...	New		Batch 1	10/7/2013 9:...	User 1	11	10/07/13 09:...	User 1		
000		Lightning! [gideorecording] / WG...	1995	D Video...	551.5 LIG	501132100004	Lightning.	New		Batch 1	10/7/2013 9:...	User 1	10	10/07/13 09:...	User 1		
000		The sign of the beaver [gideorecor...	1997	D Video...	F SFE pt.1...	501132100005	Frontier and pioneer life -- Ma...	New		Batch 1	10/7/2013 9:...	User 1	13	10/07/13 09:...	User 1		
000		There's a nightmare in my closet ...	1992	D Video...	E MAY	501132100005	Monsters -- Fiction; Videos f...	New		Batch 1	10/7/2013 9:...	User 1	11	10/07/13 09:...	User 1		
000		True stories : stories by uncomm...	1997	D Book (.			Women authors; True stories.	New		Batch 1	10/7/2013 9:...	User 1	5	10/07/13 09:...	User 1		
000		The universe within [gideorecordin...	1995	D 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		
000		The unknown world [gideorecordi...	1996	D 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		
000	Achebe, Chinua	Anthills of the savannah / Chinua...	1988	D Book (.			Nigeria -- Politics and govern...	New		Batch 1	10/7/2013 9:...	User 1	4	10/07/13 09:...	User 1		
000	Achebe, Chinua	Arrow of God / Chinua Achebe.	1974	D Book (.			Igbo (African people) -- Fiction...	New		Batch 1	10/7/2013 9:...	User 1	4	10/07/13 09:...	User 1		
000	Achebe, Chinua	A man of the people / Chinua Ac...	1966	D Book (.			Nigeria -- Politics and govern...	New		Batch 1	10/7/2013 9:...	User 1	4	10/07/13 09:...	User 1		
000	Achebe, Chinua	No longer at ease / Chinua Achebe.	1994	D Book (.			Nigeria -- Lagos -- Fiction; Ig...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
000	Achebe, Chinua	Things fall apart.	1959	D Book (.			Igbo (African people) -- Fiction...	New		Batch 1	10/7/2013 9:...	User 1	4	10/07/13 09:...	User 1		
000	ADAMS	HITCHHIKER'S GUIDE TO THE G...	1979	D 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		
000	ADAMS	LIFE, THE UNIVERSE AND EVE...	1982	D 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		
000	ADAMS	THE RESTAURANT AT THE EN...	1980	D Book (. PB FIC ADA	32406; 32407		Hitchhiker'S quartet.; SCIENC...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
000	ADAMS	SO LONG, AND THANKS FOR A...	1984	D 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		
000	ADAMS, DOUG...	THE HITCHHIKER'S GUIDE TO T...		D 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		
000	Alexander	Beggar queen.		D 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		
000	Alexander	Black cauldron 2/pyrdain chronicl...	1965	D 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		
000	ALEXANDER	THE BOOK OF THREE 1/PRYD...	1964	D 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		
000	ALEXANDER	THE CASTLE OF LLYR 3/PRYD...	1966	D 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		
000	ALEXANDER	THE HIGH KING 5/PRYDAIN CH...	1968	D 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		
000	ALEXANDER	KESTREL		D 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		
000	ALEXANDER	TARAN WANDERER 4/PRYDAI...	1967	D 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		
000	ALEXANDER	WESTMARK		D 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		
000	ALEXANDER, L...	THE JEDRA ADVENTURE.	1989	D 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		
000	Alexander, Lloyd	The Remarkable Journey of Princ...	1991	D 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		
000	ANTHONY	CASTLE ROOGNA 3/MAGIC O...	1979	D 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		
000	ANTHONY	CENTAUR AISLE 4/MAGIC OF ...	1981	D 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		
000	ANTHONY	CREWEL LYE; A CAUSTIC YAR...	1984	D Book (. PB FIC ANT	36475; 36489		FANTASY; Adventure stories...	New		Batch 1	10/7/2013 9:...	User 1	3	10/07/13 09:...	User 1		
000	ANTHONY	DRAGON ON A PEDESTAL 7/M...	1983	D 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		
000	ANTHONY	GOLEM IN THE GEARS 9/MAGI...		D Book (. PB FIC ANT	2614		FANTASY; Adventure stories...	New		Batch 1	10/7/2013 9:...	User 1	2	10/07/13 09:...	User 1		
000	ANTHONY	NIGHT MARE 6/MAGIC OF XAN...	1982	D 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		
000	ANTHONY	OGRE, OGRE 5/MAGIC OF XAN...	1982	D 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		
000	Anthony	THE SOURCE OF MAGIC 2/M...	1979	D 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		
000	ANTHONY	A SPELL FOR CHAMELEON 1/...	1977	D 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		
000	Armstrong	Sounder in uzbekistan.	1959	D 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		
000	ATWATER	MR. POPPER'S PENGUINS.	1938	D Book (. PB FIC ATW	32792		CLASSIC; PENGUINS - STO...	New		Batch 1	10/7/2013 9:...	User 1	1	10/07/13 09:...	User 1		
000	BAUER	ON MY HONOR.	1986	D Book (. PB FIC BAU	8145		PROBLEM NOVEL; OBEDIE...	New		Batch 1	10/7/2013 9:...	User 1	2	10/07/13 09:...	User 1		
000	BELLAIRS	THE HOUSE WITH A CLOCK IN ...	1973	D 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		
000	BLOS	A GATHERING OF DAYS: A NE...	1979	D 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		
000	Bolanos, Jorge ...	100 Exitos Musicales - Album I...	1968	D Book (. 786.4 BOL	70006606		Spanish Language -- Bolanos...	New		Batch 1	10/7/2013 9:...	User 1	6	10/07/13 09:...	User 1		
000	BOND	STRING IN THE HARP.	1976	D 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		
000	BOSTON	THE CHILDREN OF GREEN KN...	1955	D 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		
000	BOSTON	AN ENEMY AT GREEN KNOW.	1964	D Book (. PB/FIC BOS	36313; 36314...		WITCHAMYST - FICTION; ju...	New		Batch 1	10/7/2013 9:...	User 1	1	10/07/13 09:...	User 1		
000	BOSTON	THE RIVER AT GREEN KNOW.	1959	D 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		
000	BOSTON	A STRANGER AT GREEN KNOW.	1961	D 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		

Active List: Master List Primary Sort: Author, ascending 0 of 134 selected For Help, press F1 NUM

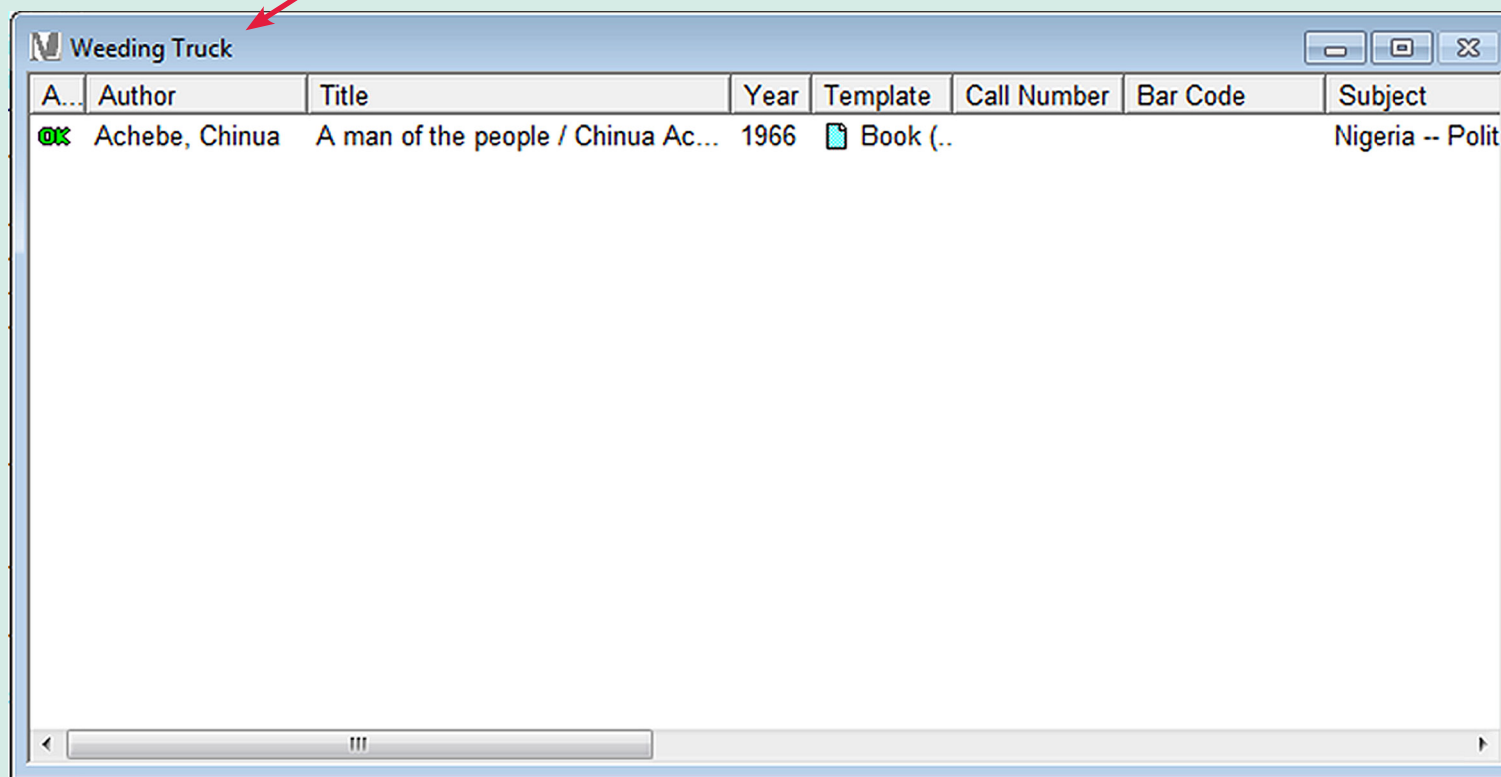
The open list name is also identified at the bottom of the screen as  
well as the sorting method, and number of records.



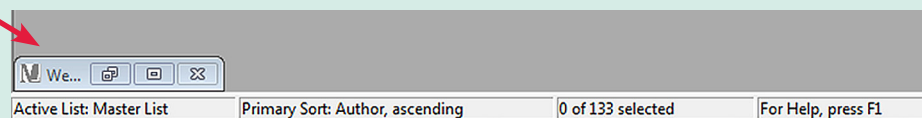
## MARC Magician Professional How-To: Program Overview

### MARC Magician Pro Lists

**The Weeding Truck is like the Recycle Bin. Deleted records or lists go to the Weeding Truck. When you empty the Weeding Truck, you've deleted those records.**



**When the Weeding Truck is minimized, it shows as a tab at the bottom of the Main Window.**







## MARC Magician Professional How-To: Program Overview

## Record Viewer

In Record Viewer, quickly page from one record to the next, and maintain an unlimited number of open records. To open, select the records you want to view in the Master List, and then click the Record Viewer button on the toolbar.

Record Viewer: The answer-backer cure [gideorecording] The chores cure MCA Family Entertainment ; Think Entertainment ; South Pacific Pictures ; Shelley Duvall presents ;...

Home Previous Next End Record 1 of 134

Control fields MARC codes:

	0	1	2	3
Type:	.123456789.123456789.123456789.123456789			
Leader:	01306cgm . 2200229 . a . 4500			
007:	vf   cbahos			
008:	001003e199400 . cau057 . g . . . . . vleng . d			

245 04 \$a The answer-backer cure  
Sh [gideorecording] :  
Sb The chores cure /  
Sc MCA Family Entertainment ; Think Entertainment ; South Pacific Pictures ; Shelley Duvall presents ; directed by Wayne Tourell ; written by Philip La Zebnik, John Schyeinfeld.

246 2\_ \$a Chores cure  
260 — \$a Universal City, CA :  
Sb MCA Universal Home Video,  
Sc c1994.

300 — \$a 1 videocassette (57 min.) :  
Sb sd., col. ;  
Sc 1/2 in.

440 \_0 \$a Mrs. Piggle-Wiggle  
500 — \$a Based on the books by Betty McDonald.  
508 — \$a Director of photography, Matt Bowkett ; production design, Ralph Davies ; editor, Roger Grant ; music, Glenn A. Jordan.  
511 0\_ \$a Jean Stapleton, Frances Bell, Paul Minire, James Whitmore, Joan Cusack.  
520 8\_ \$a Mrs. Piggle-Wiggle specializes in helping kids and their families out of predicaments. Here, she teaches Melissa, who has a nasty habit of answering back, a lesson, and children learn the value of responsibilities.

538 — \$a VHS Hi-fi stereo.  
546 — \$a Closed-captioned for the hearing impaired.  
650 \_0 \$a Conduct of life.  
650 \_0 \$a Videos for the deaf.

Holding 1: 852 with 4 part call number  
Call No. - Classification number: E MCD  
Bar code: 50113210000386

Record Cards Labels

Print All Records... Export All Records...  
Print Record... Export this Record...

Close Record  
Edit... Options... Done Help

**For a step-by-step Record Viewer exercise, see the MARC Magician Tutorial 5 - Working with the Record Viewer, in the Tutorial section of the "MARC Magician User's Guide."**

**Use Record Viewer to print records, open a record in Cataloger for editing and export records.**

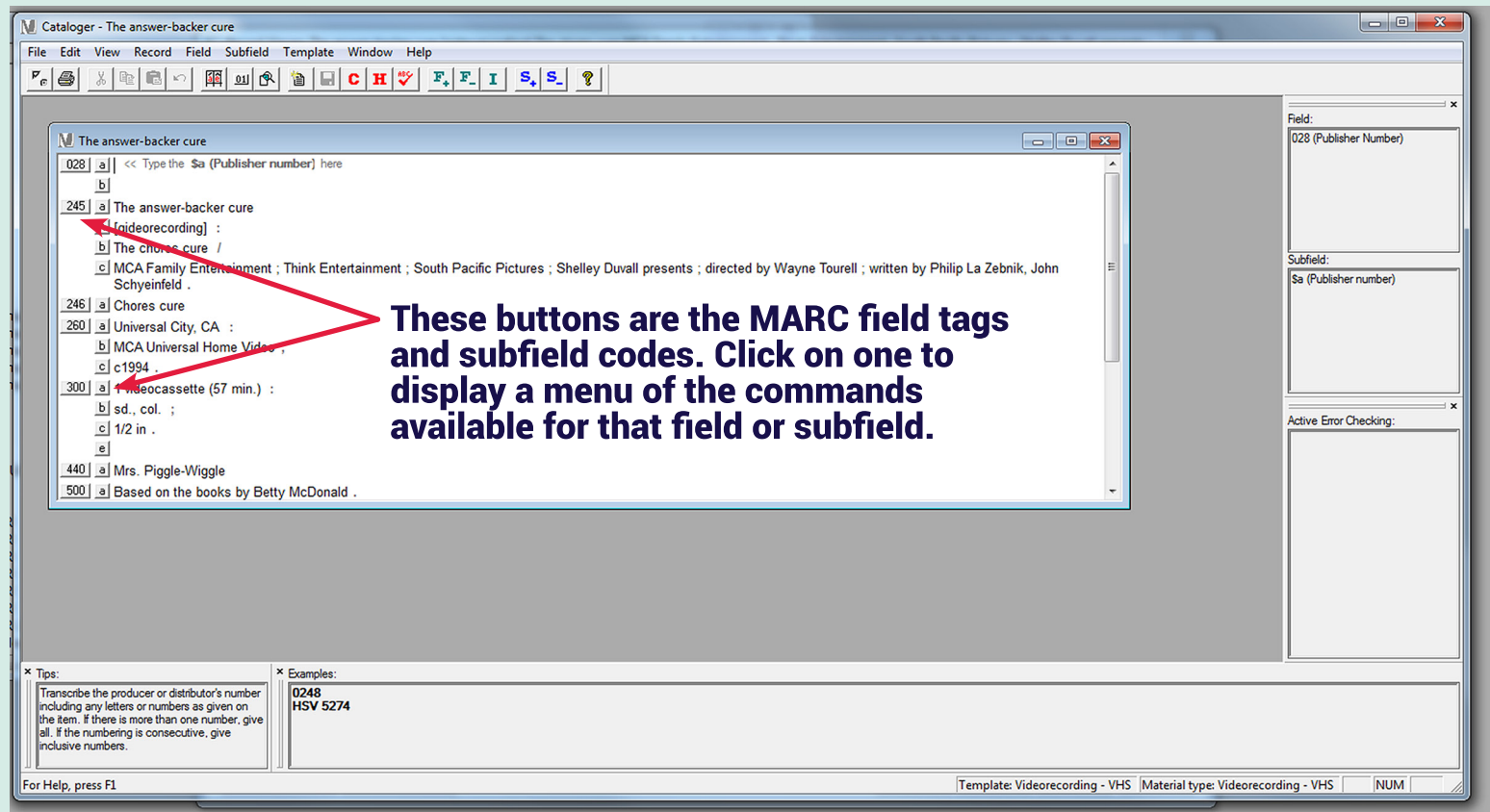


## MARC Magician Professional How-To: Program Overview

# Cataloger

Use Cataloger to create and edit MARC records. To open Cataloger, double click on a record in the Master List or click the Edit button in the lower right corner of Record Viewer.

The open record displays in a separate window inside Cataloger.



Cataloger allows a maximum of 10 open pages at a time. To look at the details for more than 10 records at once, use Record Viewer.



## MARC Magician Professional How-To: Program Overview

### Cataloger

Several cataloging aids are built-in to the Cataloger screen. To begin cataloging new records or editing existing ones, put your cursor in a field. Menu driven field and sub-field options and field specific information panels help you enter accurate record data for that field.

Close Cataloger to return to the Main Window.

The screenshot shows the 'Cataloger - The answer-backer cure' window. The main area displays a record with fields 028, 245, 260, 300, 440, and 500. On the right, there are three panels: 'Field: 028 (Publisher Number)', 'Subfield: \$a (Publisher number)', and 'Active Error Checking:'. At the bottom, there are two panels: '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.' and 'Examples: 0248 HSV 5274'. Red arrows point from the text boxes to the corresponding panels in the screenshot.

**These boxes are information panels specific to the active field or subfield. To close one, click the close button in the top right or left corner of the panel.**

**These tips & examples clarify the content, applicable rules and format for the open field or subfield**

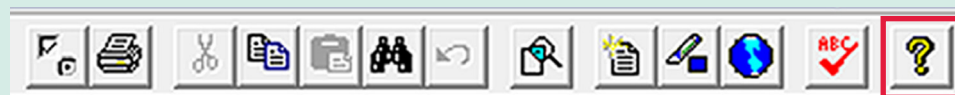
For a step-by-step cataloging exercise, see the MARC Magician Tutorial 1 - Cataloging Basics, in the tutorial section of the "MARC Magician User's Guide".



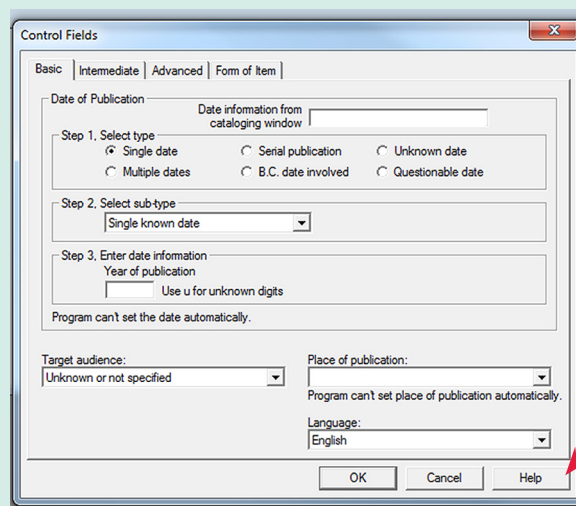
## MARC Magician Professional How-To: Program Overview

### Help Sections

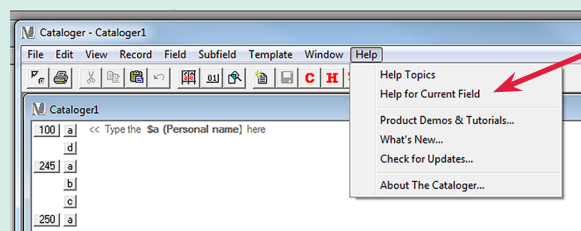
Thorough and up-to-date information about how to use MARC Magician Professional, displayed directly on your computer screen. These sections have complete instructions for working with the program as well as general cataloging advice and detailed explanations of MARC fields and subfields.



**General help topics:** Including overviews, step-by-step instructions, & a glossary of technical and cataloging terms. To get to general help topics, click the Help button on the toolbar, or press the F1 key on your keyboard.



**Dialog box help:** Most dialog boxes have a Help button in the lower right corner. With the dialog box open, click the Help button or press the F1 key for an explanation on how to use that dialog box.



**Cataloger's Reference:** Gives general cataloging advice and details about most MARC fields, including examples and information about subfields and indicators. To open the Cataloger's Reference topic for a specific field, click the tag of that field and then click the Help button.



**MARC Magician  
Professional  
How-To:  
Program Overview**

**This is the end of our  
MARC Magician Professional overview.  
To find out more about other  
MARC Magician 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!***