MARC Magician Professional How-To: Program Overview

MARC Magician Professional How-To:
Program Overview

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.**

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.

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.
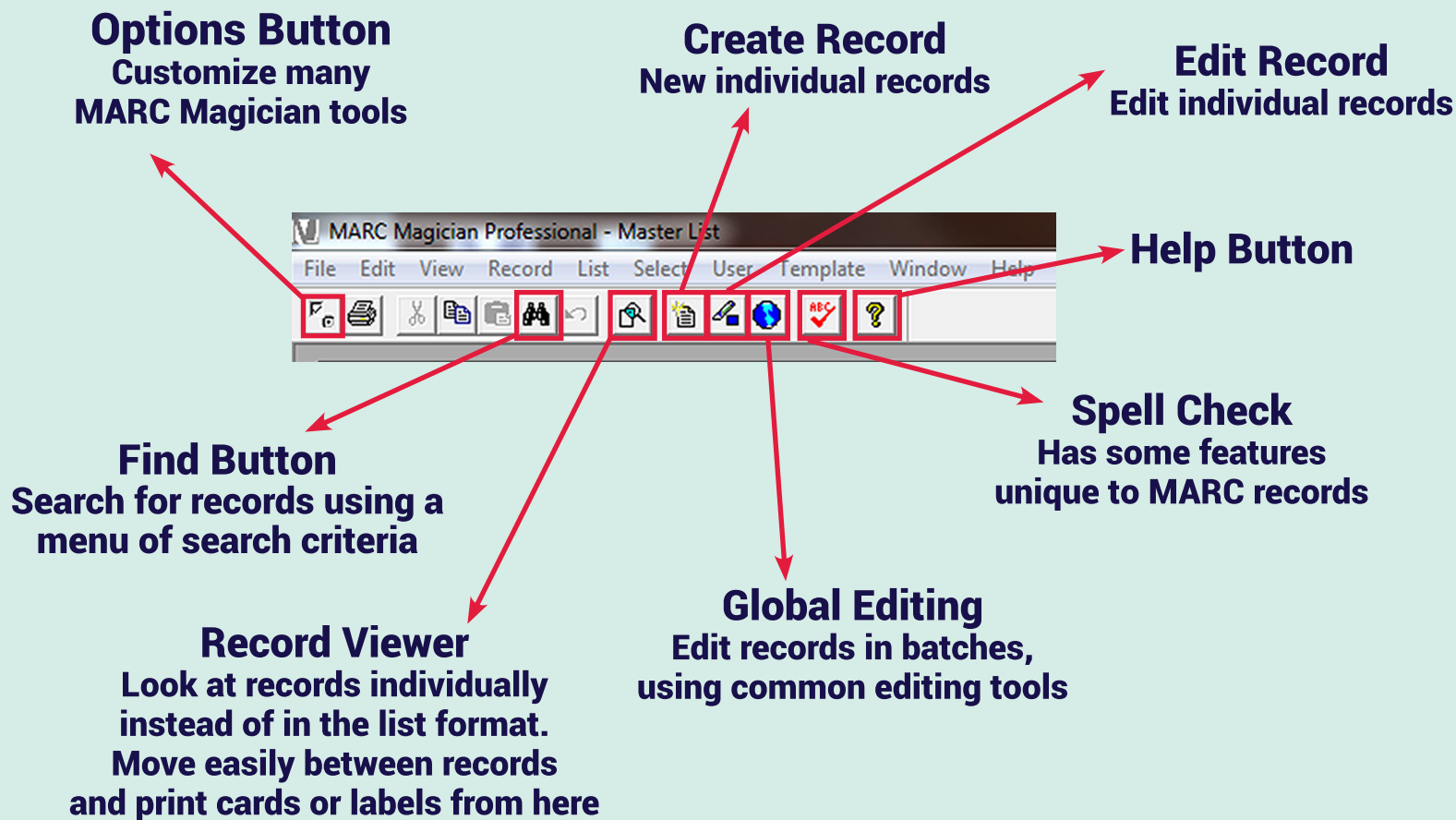

Records in MARC Magician are managed with lists, displayed in a spreadsheet format, with each row an individual record. Like other spreadsheets, you can rearrange columns, make them wider or narrower or hide them completely.

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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.

Options Button
Customize many MARC Magician tools

Create Record
New individual records

Edit Record
Edit individual records

Help Button

MARC Magician Professional - Master List

File   Edit   View   Record   List   Select   User   Template   Window   Help

Find Button
Search for records using a menu of search criteria

Spell Check
Has some features unique to MARC records

Record Viewer
Look at records individually instead of in the list format. Move easily between records and print cards or labels from here

Global Editing
Edit records in batches, using common editing tools

You can also find MARC Magician functions through menus.

MARC Magician Professional - Master List

File   Edit   View   Record   List   Select   User   Template   Window   Help

...Professional - Master List

Record   List   Select   User   Template   Wir

New Record...	Ctrl+N
Edit...	
Duplicate	
Global Editing	▶
Delete From All Lists	Ctrl+Del
Move to Master List	
Show Record Viewer...	Ctrl+R
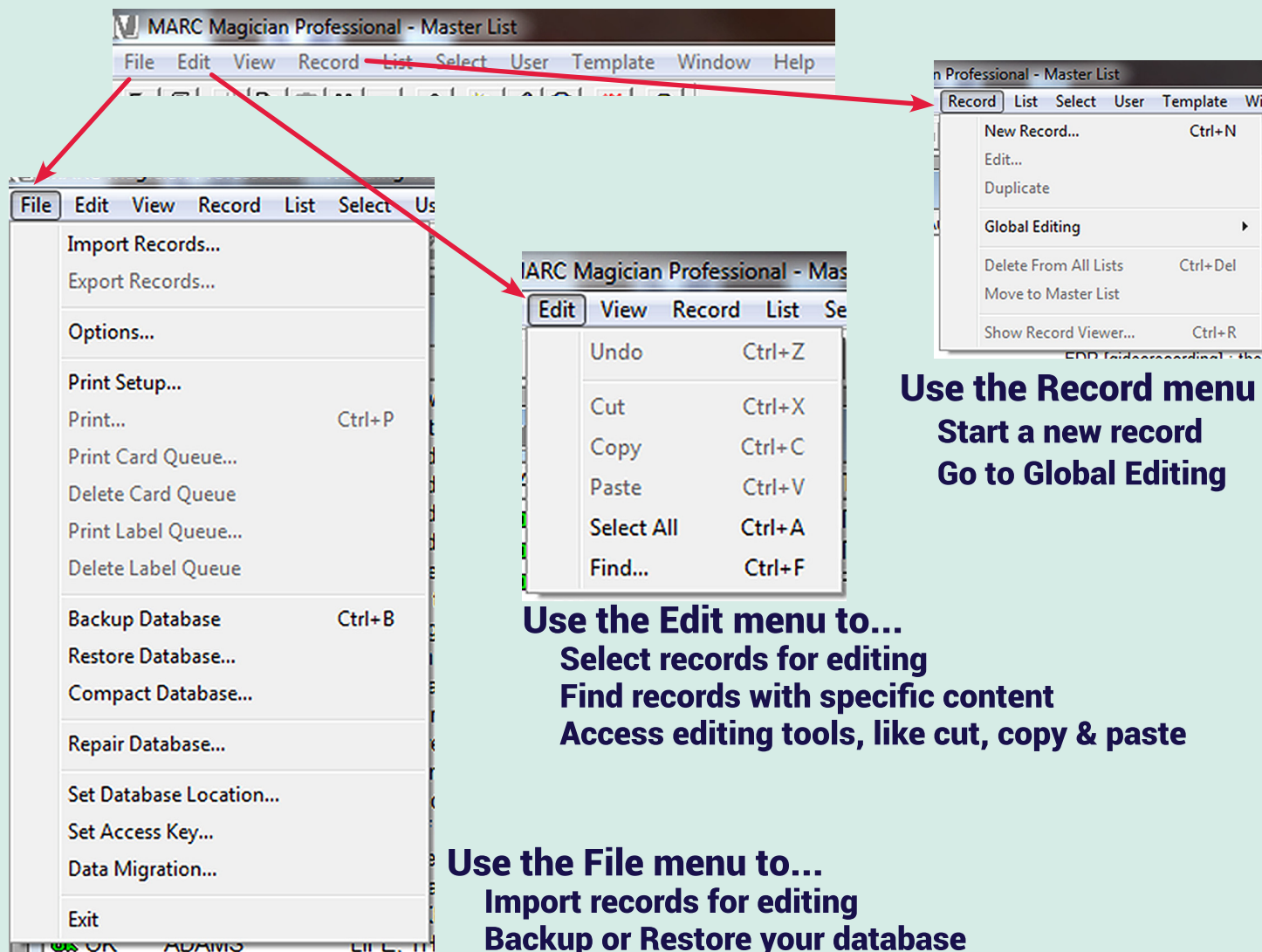
Use the Record menu to...
Start a new record
Go to Global Editing

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	

MARC Magician Professional - Mas

Edit   View   Record   List   Se

Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A
Find...	Ctrl+F

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 Menus, continued.

MARC Magician Professional How-To: Program Overview

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

Use the Window menu to...
Go to Cataloger
Switch between lists
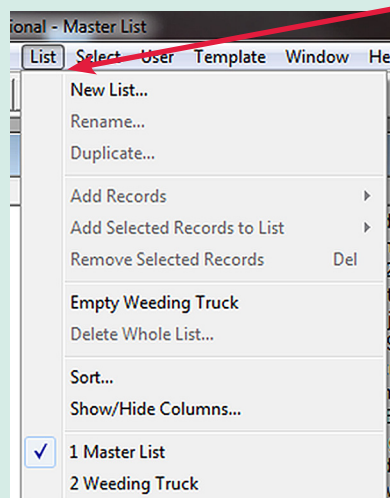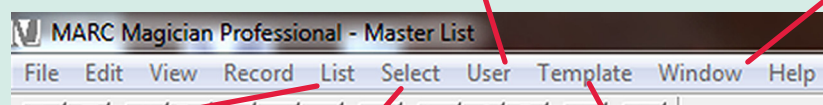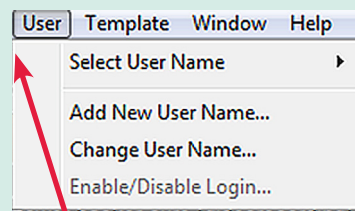
Use the List menu to...
Create new lists
Empty the Weeding Truck
Manage your lists
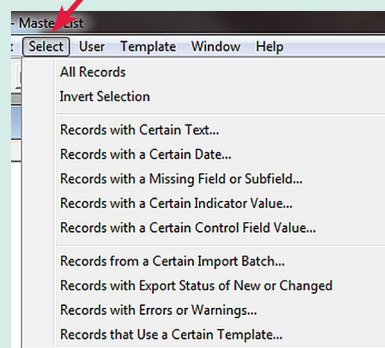
Use the Select menu to...
to find records with specific data
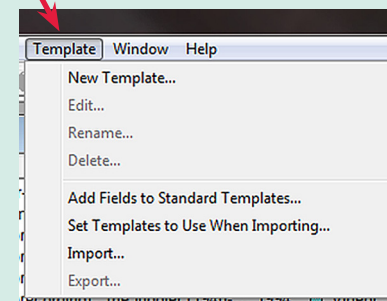
Use the Template menu to...
Create or edit templates
Import records using a specific template

Mitinet Library Services
www.mitinet.com
800-824-6272
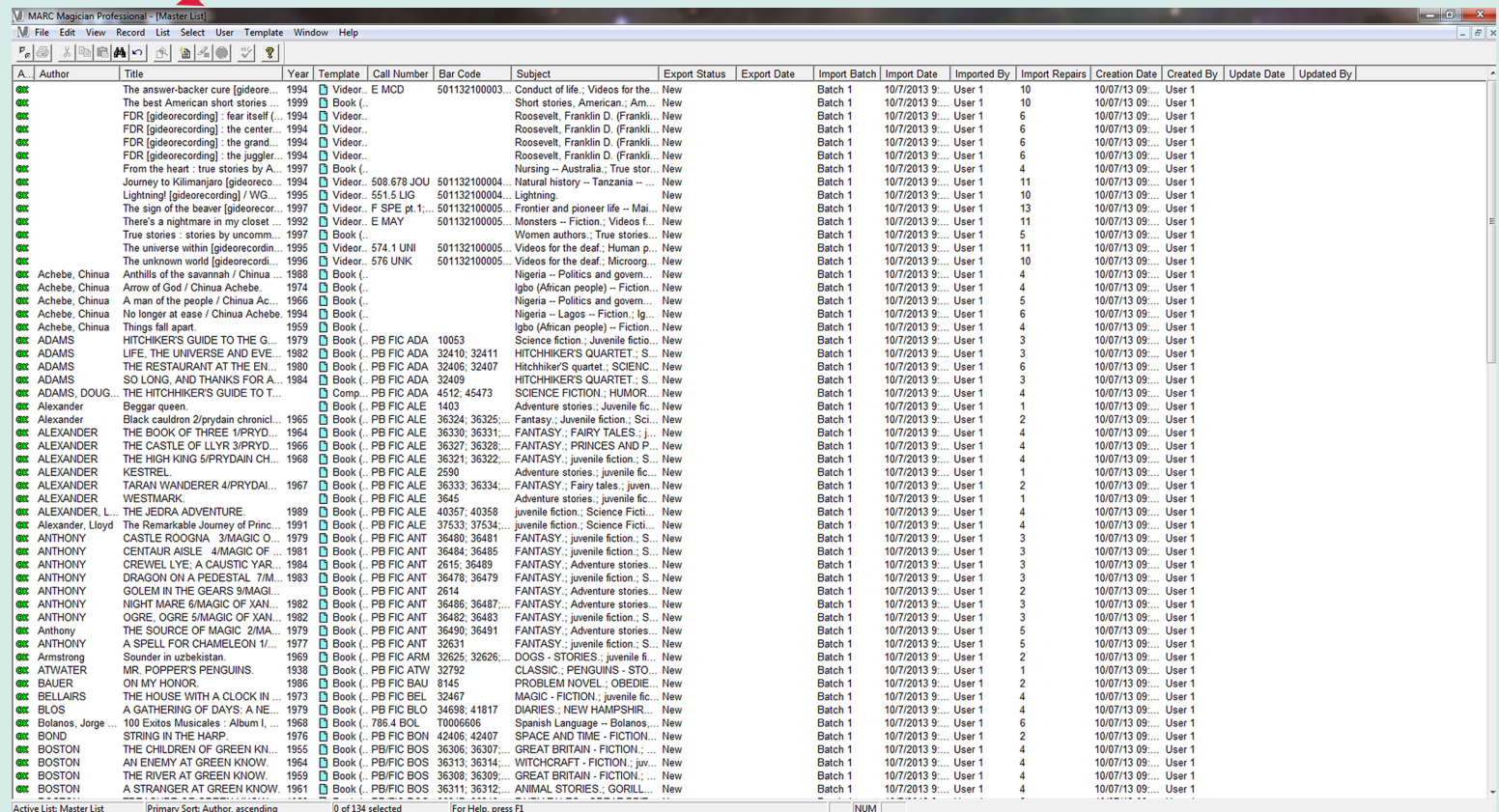
MARC Magician Pro Lists

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

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 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.

N	Weeding Truck							▢ ▢ ✕
A...	Author	Title	Year	Template	Call Number	Bar Code	Subject
OK	Achebe, Chinua	A man of the people / Chinua Ac...	1966	📄 Book (..			Nigeria -- Polit
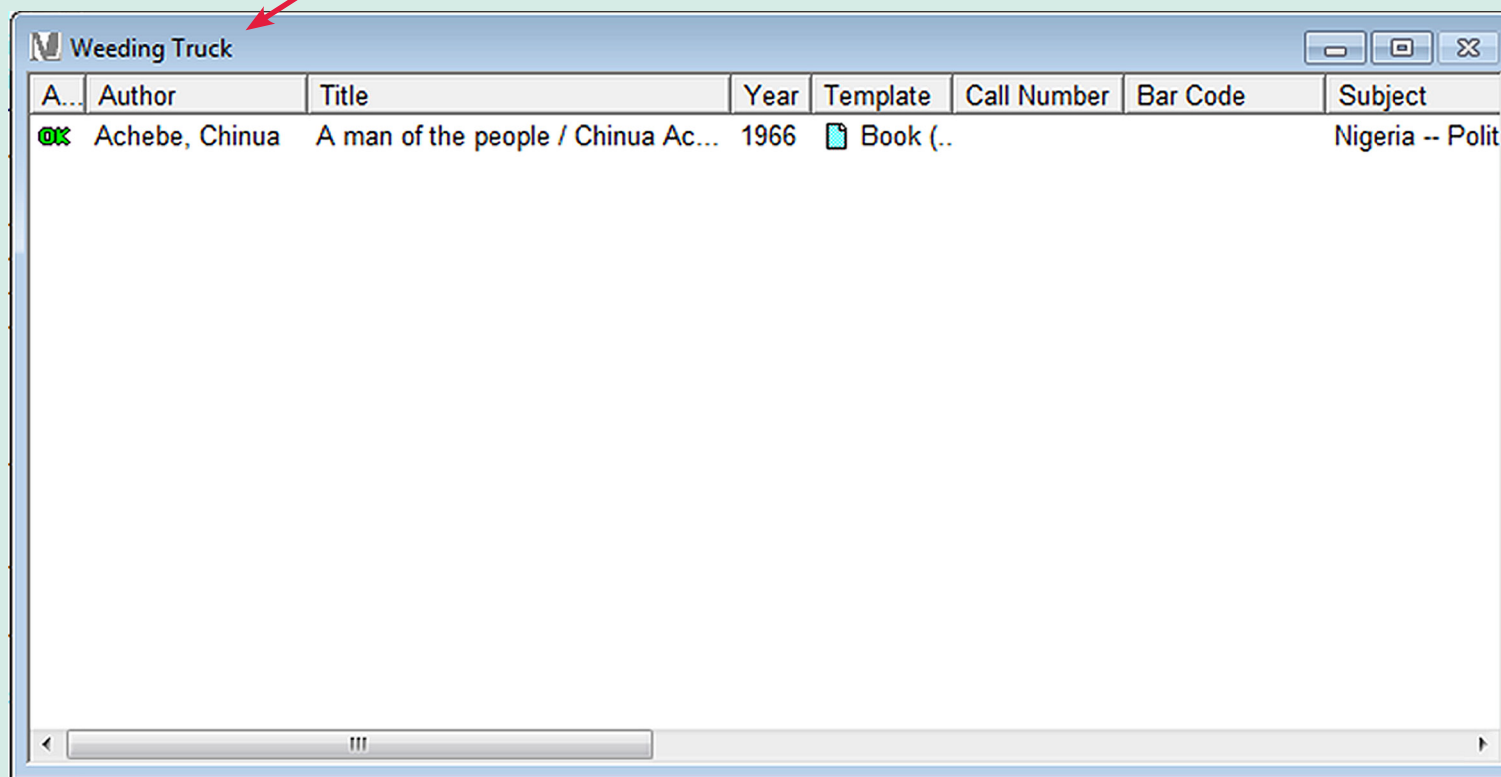
When the Weeding Truck is minimized, it shows as a tab at the bottom of the Main Window.

N We...	▢ ▢ ✕
Active List: Master List	Primary Sort: Author, ascending	0 of 133 selected	For Help, press F1
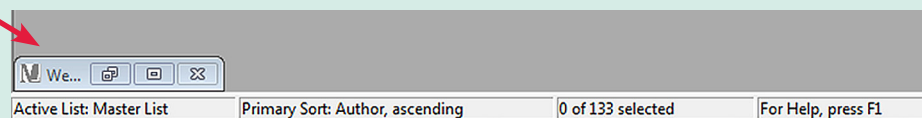
Record Viewer

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.

MARC Magician Professional How-To: Program Overview

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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.

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
                .123456789.123456789.123456789.123456789
     Type:      Videorecording – VHS
     Leader:    01306cgm··2200229·a·4500
     007:       vf|cbahos
     008:       001003e199400··cau057·g··········vleng·d

245    04   $a   The answer-backer cure
             $h   [gideorecording] :
             $b   The chores cure /
             $c   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 :
             $b   MCA Universal Home Video,
             $c   c1994.
300    __   $a   1 videocassette (57 min.) :
             $b   sd., col. ;
             $c   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 Minifre, 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 |

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.

These buttons are the MARC field tags and subfield codes. Click on one to display a menu of the commands available for that field or subfield.
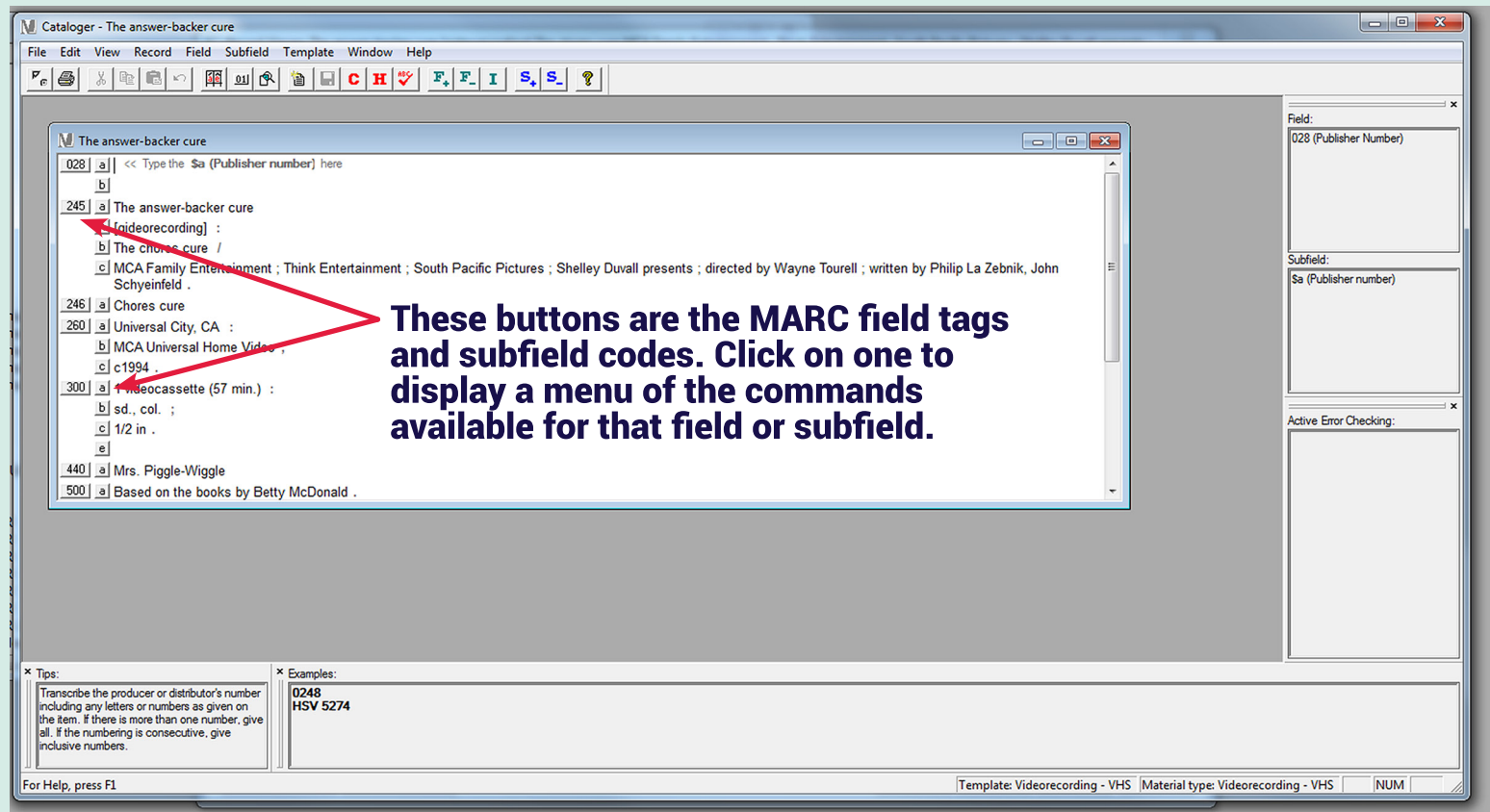
Cataloger allows a maximum of 10 open pages at a time. To look at the details for more than 10 records at once, use Record Viewer.

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.

Cataloger - The answer-backer cure

File   Edit   View   Record   Field   Subfield   Template   Window   Help

The answer-backer cure

| 028 | a | << Type the $a (Publisher number) here
| | b |
| 245 | a | The answer-backer cure
| | h | [gideorecording] :
| | b | The chores cure /
| | c | MCA Family Entertainment ; Think Entertainment ; South Pacific Pictures ; Shelley Duvall presents ; directed by Wayne Tourell ; written by Philip La Zebnik, John Schyeinfeld .
| 246 | a | Chores cure
| 260 | a | Universal City, CA :
| | b | MCA Universal Home Video ,
| | c | c1994 .
| 300 | a | 1 videocassette (57 min.) :
| | b | sd., col. ;
| | c | 1/2 in .
| | e |
| 440 | a | Mrs. Piggle-Wiggle
| 500 | a | Based on the books by Betty McDonald .

Field:
028 (Publisher Number)

Subfield:
$a (Publisher number)

Active Error Checking:

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.

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

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

For Help, press F1

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

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".

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.
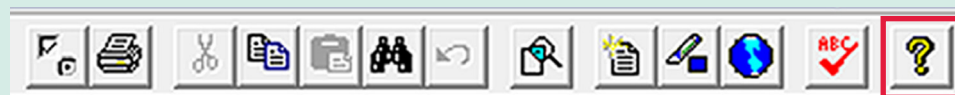
**General help topics: Including overviews, step-by-step instructions, & a glossary of technical and cataloging terms.
To get to general help topics, click the Help button on the toolbar, or press the F1 key on your keyboard.**
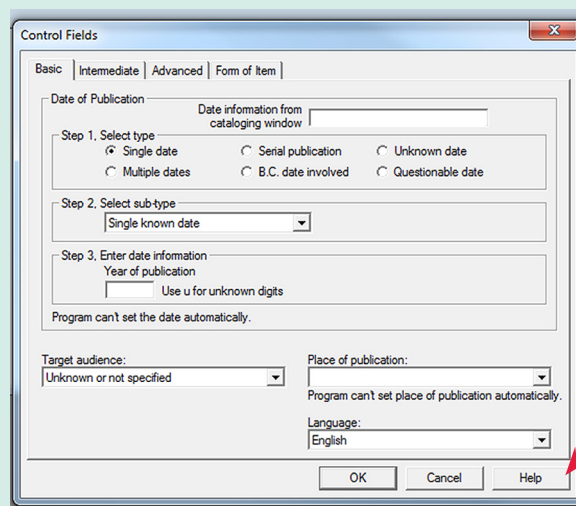
Dialog box help: Most dialog boxes have a Help button in the lower right corner. With the dialog box open, click the Help button or press the F1 key for an explanation on how to use that dialog box.
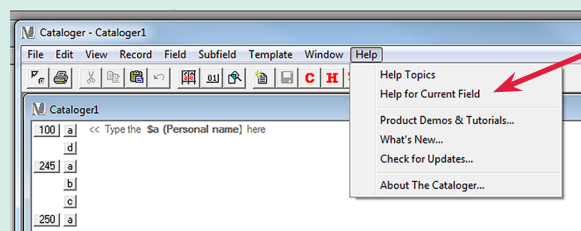
Cataloger's Reference: Gives general cataloging advice and details about most MARC fields, including examples and information about subfields and indicators. To open the Cataloger's Reference topic for a specific field, click the tag of that field and then click the Help button.

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!