

# Working with Record Lists

## MARC Magician Professional

Tutorial 4



# Getting Organized – Working with Record Lists

## In this tutorial you will learn how to:

- Import records.
- Sort records.
- Find specific records in the list.
- Move and resize record list columns.
- Show and hide record list columns.
- Select records.
- Delete records and restore deleted records.
- Create your own record lists.

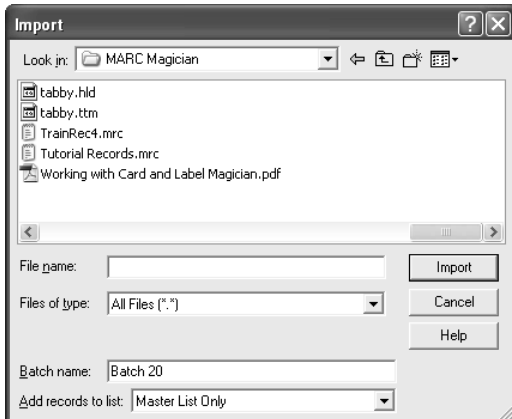
## Import records


The first step in working with this tutorial is to import records into MARC Magician.

### Import the tutorial records

1. Open MARC Magician.
2. Click **File** and then select **Import**.

The Import box appears:



Click the down-arrow  to the right of the **Look in** box, and select **C:**. In the area underneath the **Look in** box, double-click the **Program Files** folder, double-click the **MARC Magician** folder, and then click **Tutorial Records.mrc**.

3. Click **Import**.

The import starts. When it is finished, a summary box is displayed with the number of records imported and a count of the automatic cleanups that were done.

## Sorting records

The quickest way to sort the record list is to click the column header of the column you want to sort by. You can reverse the sort order by clicking it again.

### Sort by title

- Click the **Title** column header.

The records should now be sorted alphabetically by title. Notice that the current sort order is displayed on the status bar at the bottom of the window:



### Note:

Some records may have multiple entries in the bar code, call number, and subject columns. For example, most records have two or more subject headings, so the Subject column usually displays several entries for each record. For this reason, when you sort the records by subject, records with multiple subject headings will appear more than once in the list.

## Moving and resizing columns

In this lesson you'll change the look of record lists by rearranging columns and changing their size.

### Move a column

Because there are too many columns to display all at once on your screen, you may want to change the order in which the columns appear, so that the ones you use the most are always visible. You change the column order by dragging the column headers with the mouse.

A...	Author	Title	Year
@%	Tolstoy, Leo	Anna Karenina. / T...	1948
@%	Dürrenmatt, Frie...	Der Besuch der alt...	1960
@%	Christie, Agatha	The body in the libr...	1988
@%		Bugs / [videorecor...	
me	Cricket (I a Sall	Cricket	1973

**Before:** Author column before Title column

A...	Title	Author	Year
@%	Anna Karenina. / T...	Tolstoy, Leo	1948
@%	Der Besuch der alt...	Dürrenmatt, Frie...	1960
@%	The body in the libr...	Christie, Agatha	1988
@%	Bugs / [videorecor...		
me	Cricket	Cricket (I a Sall	1973

**After:** Title column before Author column

1. Point to the Title column header with your mouse.
2. Press the mouse button and hold it down.
3. While holding down the mouse button, drag the Title column header to the left of the Author column header.
4. Release the mouse button.

### Resize a column

You can change the width of record list columns. For example, if a column is too narrow to show all of the text in it, you can make the column wider. If the column is wider than it needs to be, you can make it narrower so that more columns fit on your screen.

split line

A...	Title	Author
☒	Anna Karenina. / T...	Tolstoy, Leo
☒	Der Besuch der alt...	Dürrenmatt, Frie...
☒	The body in the libr...	Christie, Agatha
☒	Bugs / Videorecor...	

**Before:** narrower Title column

A...	Title	Author
☒	Anna Karenina. / Tr. from the Russian by ...	Tolstoy, Leo
☒	Der Besuch der alten Dame; : eine tragisc...	Dürrenmatt, Frie...
☒	The body in the library / Agatha Christie.	Christie, Agatha
☒	Bugs / Videorecording. GPN/Nebraska ET	

**After:** wider Title column

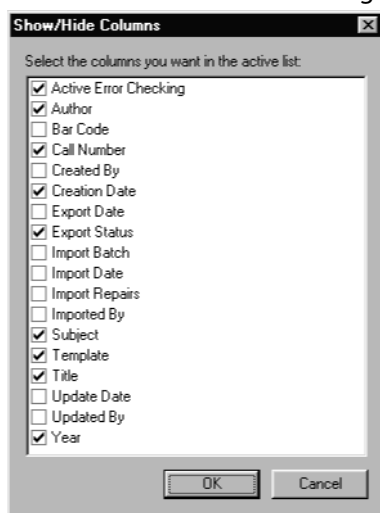
1. Point to the split line to the right of the Title column header.
2. When the pointer becomes a |, hold down the mouse button and drag the mouse to the right.
3. When the column is the size you want, release the mouse button.

## Showing and hiding columns

Another way to customize lists is to hide the columns that you don't need. In this exercise you'll hide some columns in the Master List.

1. On the **List** menu, click **Show/Hide Columns**.

The Show/Hide Columns dialog box appears:



This dialog box shows all of the possible columns.

2. Clear the check boxes for **Bar Code**, **Created By**, **Export Date**, **Import Batch**, **Import Date**, **Import Repairs**, **Imported By**, **Update Date**, and **Updated By** as shown in the figure above.
3. Click **OK** to close the dialog box and save your changes.

The Master List now shows only the columns you selected. You can show the columns again at any time by opening the Show/Hide Columns dialog box again and selecting the columns you want.

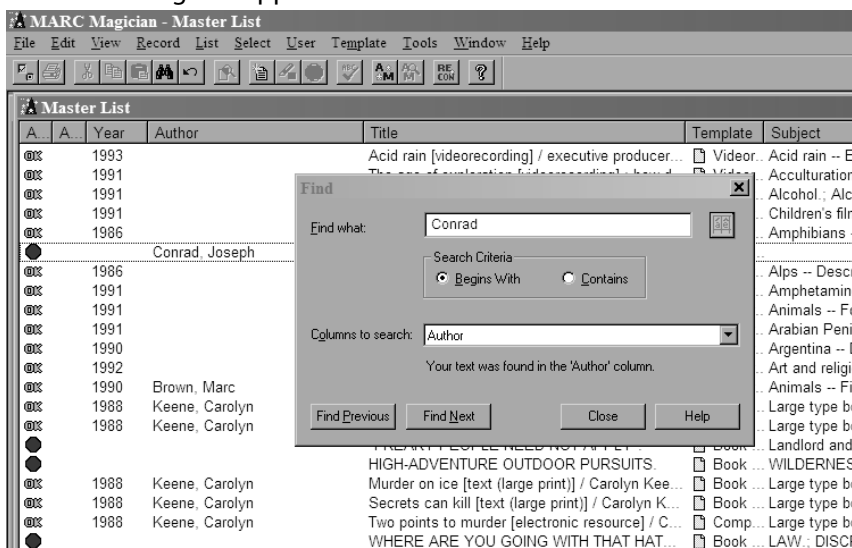
## Finding records

You use the Find command to locate a specific record in the list. This is particularly useful when you have a lot of records in your database. In this exercise you'll find the record titled *Almayer's Folly and Other Stories* by Joseph Conrad.

### Find a record

1. Click the **Find** button on the toolbar.

The Find dialog box appears:



2. In the **Find what** box, type **Conrad**.

You can choose whether the program should find the word if it appears anywhere in a column, or only if it appears at the beginning.

3. Under **Search Criteria**, click **Contains**.

The Columns to Search list contains all of the columns in the record list. This allows you to narrow the search. If, for example, you only want to find books written by Conrad, but not books about Conrad, you could limit the search to the Author column. That's what you'll do now.

4. Select the **Author** column, and then click **Find Next**.

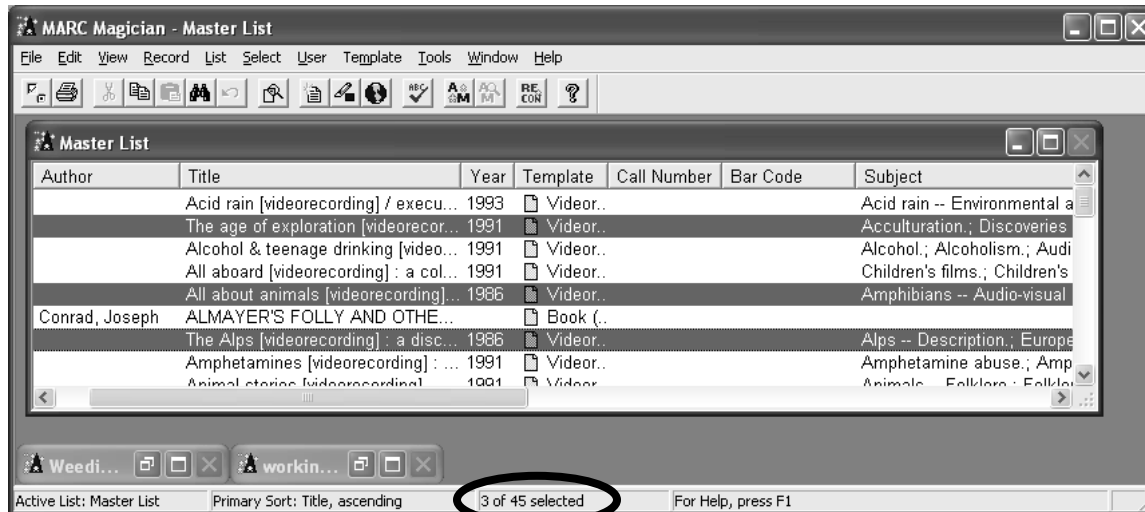
The program finds the record and outlines it in the list. It also scrolls to the column in which the text was found.

Note that the record is outlined – not selected. You'll learn how to select records in the next exercise.

## Selecting records

In this exercise you'll learn several different ways to select records.

In MARC Magician, knowing how to select records is very important, because before you can perform any operation on the records (like global editing, exporting, or printing), you have to select the records you want to work with. When you select a record, it appears highlighted in the record list.



### Note:

It is very easy to remove a selection (or “deselect” records): just click somewhere else in the list. The record you click on will be selected, but all other records that were previously selected will no longer be selected. You can deselect a single record by clicking it while holding down the Ctrl key.

### Select a single record

First you'll select just one record in the list.

- Click a record.

The record should now be highlighted.

- Now click a different record.

Notice that the first record you selected is no longer highlighted.

### Select several non-consecutive records

Next, you'll select several records that don't appear next to each other in the list.

1. Click a record that you want to select.
2. Press the **Ctrl** key and hold it down.
3. One by one, click each additional record you want to select.

(If you accidentally click a record you don't want, click it again to deselect it.)

4. Release the **Ctrl** key.

The records you selected should appear highlighted.

### Select a block of consecutive records

Now you'll select several records that appear next to each other in the list.

1. Click the first record in the block.
2. Press the **Shift** key and hold it down.
3. Click the last record in the block.
4. Release the **Shift** key.

The block of records you selected should appear highlighted.

### Select all records

Next you'll select all of the records in the list.

- On the **Select** menu, click **All Records**.

#### Tip:

Here's a quick way to select all records by using a keyboard shortcut: Press the **Ctrl** key and hold it down. Press the **A** key, and then release the **Ctrl** key.

### Select records that contain a certain word or phrase

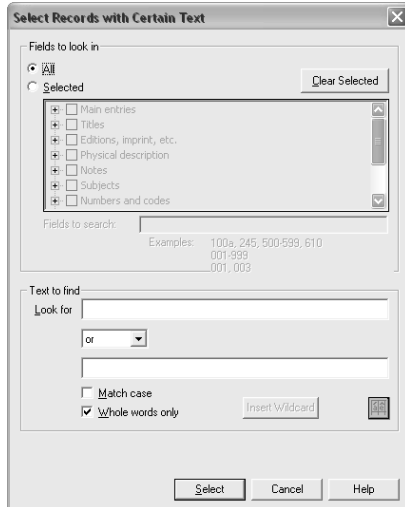
You can also select records using the commands on the Select menu. These commands enable you to select records based on whether they fulfill certain criteria.

Whenever you use these commands to select records, any previous selection is removed. Only the records that meet the criteria you specify are selected.

In this example you'll use the Records with Certain Text command to select records that contain a word or phrase that you specify.

1. On the **Select** menu, click **Records with Certain Text**.

The Select Records with Certain Text dialog box appears:



Under **Fields to look in**, you can choose whether the program should search the whole record or only certain fields or subfields. In this example, you'll search the whole record.

2. Click **All**
3. Under **Text to find**, in the **Look for** box, type **Brown**.

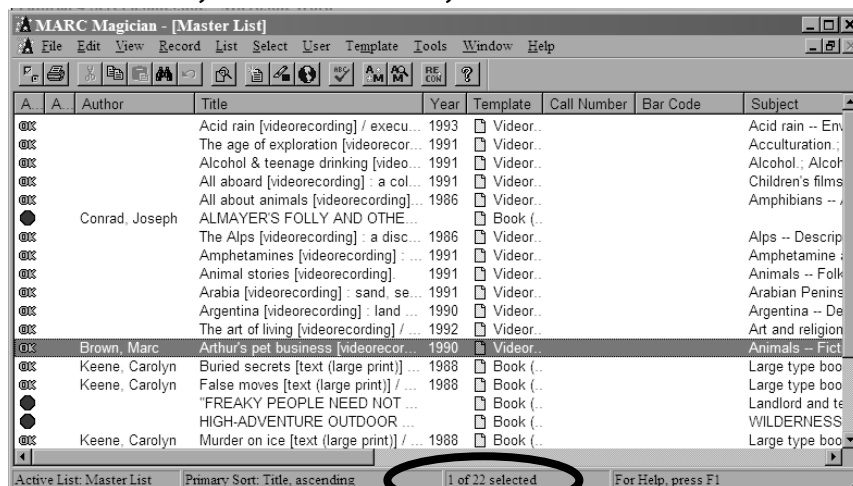
### Note:

If you select the **Match case** check box, the program will only search for text that is capitalized exactly as you typed it in the Look for box.

If you select the **Whole words only** check box, the program will only search for the whole word you typed (that is, if you type "monster" the program won't find "monsters").

4. Click **Select** to begin searching.

The program selects all records that contain the word "Brown" – in this case, just one. The status bar shows how many records are currently selected.



## Deleting records

When you delete a record from the Master List, it goes into the Weeding Truck. The Weeding Truck is analogous to the Microsoft Windows Recycle Bin. If you decide to keep the record after all, you can restore it to the Master List. Once you empty the Weeding Truck, however, the records it contained are gone permanently.

### Delete a few records

1. Select a couple of records in the Master List.
2. On the **Record** menu, click **Delete from All Lists**.

The selected records should disappear from the Master List. They are moved to the Weeding Truck, where they will remain until you delete them permanently by emptying the Weeding Truck.

### Tip:

Here's a convenient way to delete records using a keyboard shortcut: Select the records you want to delete. Press the **Ctrl** key and hold it down. Press the **Delete** key, and then release the **Ctrl** key.

## Restoring deleted records

If you decide that you want to keep the records you deleted after all, you can restore them to the Master List.

### Restore the records you deleted

1. On the **Window** menu, click **Weeding Truck**.

The Weeding Truck appears in the foreground and becomes the active list.

2. On the **Edit** menu, click **Select All**.
3. On the **Record** menu, click **Move to Master List**.

The records should disappear from the Weeding Truck. Now switch back to the Master List:

4. On the **Window** menu, click **Master List**.

You should now see the records in the Master List again.

## What are custom lists?

Custom lists are lists that you create in order to organize records into groups. This separates them out from the crowd, making it easier to carry out global editing tasks or export them in a single batch.

Custom lists contain a subset of the records in the Master List. Every record in a custom list is also always in the Master List. If you edit a record in a custom list, the changes to the record are reflected in the Master List (and any other custom lists that contain the record).

You can create as many custom lists as you wish, and, unlike the Master List and the Weeding Truck, you can delete and rename custom lists.

## Creating custom lists

There are a couple of ways to go about creating a new list. You can first create an empty list, and then add records to it, or you can select the records you want in the list first, and then add them to a new list.

In this exercise you'll use the latter method to create a list for all your video recordings. You also get a chance to use a different command on the Select menu.

### Select the records for your list

First you'll select all of the video recordings.

1. On the **Select** menu, click **Records that Use a Certain Template**.

The Select Records that Use a Certain Template dialog box appears:



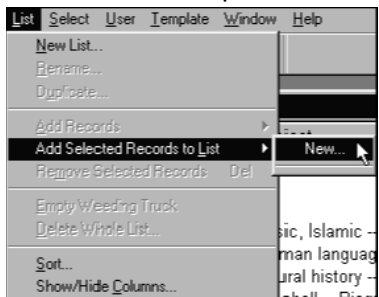
2. Click the **Videorecording - VHS or Beta** template, and then click **Select**.

All of the videocassettes should now be selected.

### Add the records to a new list

Now you'll create a new list containing just the selected records.

1. On the **List** menu, point to **Add Selected Records to List**, and then click **New**.



The New List dialog box appears:



2. Type a name for your list, and then click **OK**.

The videocassettes are added to the new list. The new list appears in a separate window inside the main window. The name of the list appears on the title bar.

### Remove records from your list

Now you'll take some of the records out of your list.

- Select a record or two, and press **Delete**.

The records are removed from your list, but they remain in the Master List.

### Tip:

To delete records from all lists (i.e., move them to the Weeding Truck), press the **Ctrl** key and hold it down. Press the **Delete** key, and then release the **Ctrl** key.

### Delete your list

The last thing you'll do is delete the list you just created.

1. On the **List** menu, click **Delete Whole List**.

The following dialog box appears:



When you delete a list, you have to decide what to do with the records in it. You can leave them in the Master List, or delete them from all lists and move them to the Weeding Truck.

2. Click **Keep them in the Master List (and other lists)**, and then click **Delete List**.

A message will appear at the bottom of the dialog box asking whether you're quite, quite sure.

3. Click **Delete List** again.

Your list disappears, and the Master List is your list.

## Review & practice

It's fair to say you've learned a heck of a lot in this tutorial. You now know how to "redecorate" in the main window by moving and resizing columns. You can locate, sort, and select records, and you know how to manage and group records with custom lists.

Now you can take a break, practice some more on your own, go right on to the next tutorial, or get to work on your own records.

### Take a break

If you'd like to take a break, on the **File** menu, click **Exit**.

### Practice some more

Here are some suggestions for practicing on your own:

- Practice selecting records using the mouse together with the **Shift** and **Ctrl** keys.
- Try out some of the other commands on the Select menu.
- Explore the other commands on the List menu.
- Create some more custom lists and practice adding and removing records.
- As always, refer to Help when you have questions.

### Go to the next tutorial

If you'd like to jump right in to the next tutorial, stay where you are in the main window. You're all set to begin the next tutorial. Remember that you can do most of the tutorials in any order you'd like.

### Get to work on your own records

If you feel like you don't need any more practice and want to get to work on your own records, you just need to delete the practice records and you're ready to go:

1. Click **Select**, and then click **All Records**.
2. Click **Record**, and then click **Delete from All Lists**.

The Master List should now be empty.

6/4/2008