

Working with the Record Viewer MARC Magician Professional

Tutorial 5



Just Browsing – Working with the Record Viewer

This brief tutorial deals with the Record Viewer, a special window for browsing through the records in your database. Although the Record Viewer can also be used for producing cards and labels, this tutorial does not cover that. For instructions on working with cards and labels, see the MARC Magician Help Topics.

In this tutorial you will learn how to:

- Open records in the Record Viewer.
- Browse through your records.
- Set Record Viewer options.
- Print records.

What is the Record Viewer?

The Record Viewer is a special window for viewing records. It shows the field and subfield data as it appears in the actual MARC record, including the field tags and subfield codes. You can have several records open in the Record Viewer at a time and quickly page from one record to the next. It allows you to do a quick visual check of your records before exporting or printing them.

The Record Viewer is more convenient than the Cataloger for checking records because you can quickly page from one record to the next. Also, you can have an unlimited number of records open in the Record Viewer, whereas in the Cataloger you can have ten open at a time.

It also shows detailed information that doesn't appear elsewhere in the program. Optionally, the Record Viewer can show the complete record data, including:

- Control field settings in "English"
- Leader and 007 and 008 control field MARC codes
- Additional materials data in "English" and MARC codes (006 and 007 control fields)
- Holdings data in "English"
- List of errors and warnings in the record (as defined by your Active Error Checking settings)
- Import repair log (list of things that were repaired when the record was imported)

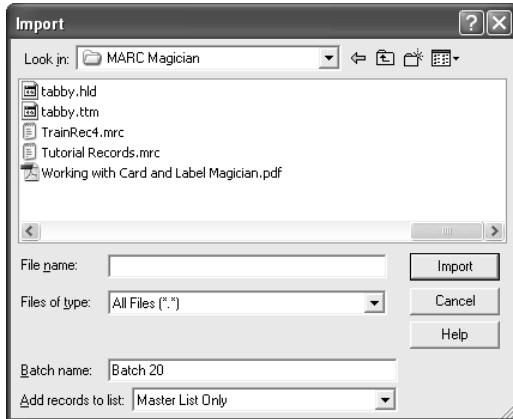
Import records


If you did not import records in the previous tutorial, proceed with the following steps to import the practice records into your database. If you already imported records, skip to the next section.

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 **Look in** box, and select **C:**. In the area underneath the **Look in** box, double-click the **Program Files**, 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.

Opening the Record Viewer

In this exercise you'll open a group of records in the Record Viewer.

Select all records

First you'll select all of the records in the Master List.

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

Open the Record Viewer

Next, you'll open the selected records in the Record Viewer.

- Click the **Record Viewer** button on the toolbar.

Setting Record Viewer options

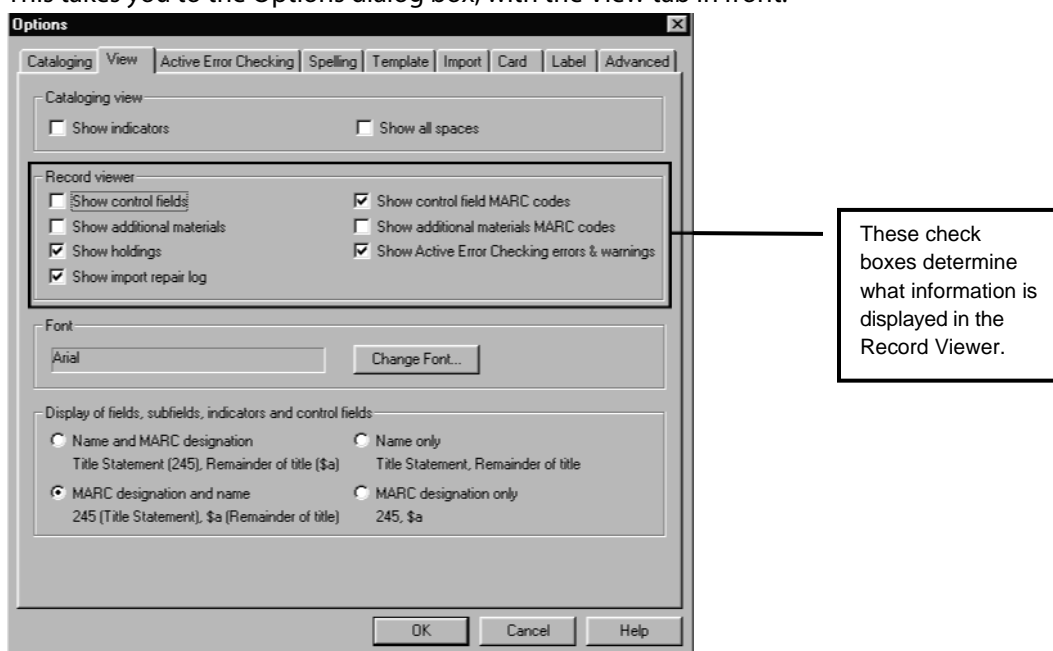
At the top of the record workspace, under the heading “Control Fields MARC codes,” you’ll notice that the current view shows the coded leader and control fields. This can be useful if you are familiar with MARC and know how to interpret this coded information. Otherwise, you’ll probably prefer to hide this information to leave more room for the bibliographic data.

In this exercise, you’ll learn how to set the Record Viewer options to display only the information that is pertinent to you.

Hide control field codes

1. Click **Options**.

This takes you to the Options dialog box, with the View tab in front:



2. Clear the check box labeled **Show control field MARC codes**.
3. Click **OK** to close the dialog box and save your settings.

You return to the Record Viewer. The control field codes are no longer displayed.

Editing from the Record Viewer

As you browse through your records, you may notice a mistake that you'd like to fix. Although you cannot make changes directly in the Record Viewer, you can open the record in the Cataloger and edit it there.

Open a record in the Cataloger for editing

- Click **Edit**.

The current record is displayed in the Cataloger.

You can edit text, add or remove fields and subfields, or change control field values. When you save the record and exit the Cataloger, the changes are shown right away in the Record Viewer, and you can continue checking records.

Printing from the Record Viewer

When you print from the Record Viewer, the printout shows all of the data as it appears on your screen. You can print just the current record or all of the records currently open in the Record Viewer.

Printing is so easy that there's no need to actually go through the steps now (and waste paper). For future reference, here's how it's done:

1. To print the current record, click **Print Record**, or to print all records, click **Print All**.

The Print dialog box appears.

2. Select the printer you want to use, and then click **OK**.

The print job is sent to the printer you selected.

Note:

You can also print single records directly from the Cataloger without opening the Record Viewer at all. The printout is identical to what you would get if you printed from the Record Viewer. To do this, open the File menu and click Print.

Closing the Record Viewer

When you are finished checking your records, you can close the Record Viewer.

- Click **Done**, or click the close button  in the top right corner of the window.

Review & practice

In this tutorial you learned how to use the Record Viewer to quickly check your records and fix any mistakes you find.

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 and viewing them in the Record Viewer.
- Open the Options dialog box again and change the View options to show other information. Click **Help** to read more about Record Viewer options.
- Take a look at the Cards and Labels tabs. To learn more, use the Help system.

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.

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