

Advanced Global Editing

MARC Magician Professional

Tutorial 8



Beyond the Basics – Advanced Global Editing

This tutorial covers two new global editing commands: Change Field and Force Text into Subfield. You'll also be using some advanced features: "only when" to make a change only when a certain condition is present, and "get text" to copy text from elsewhere in the record.

In this tutorial you will learn how to:

- Globally change a field.
- Use the "only when" feature to make changes only when a certain condition is present.
- Globally "force text" into a subfield.
- Use the "get text" feature to copy text from another part of the record.

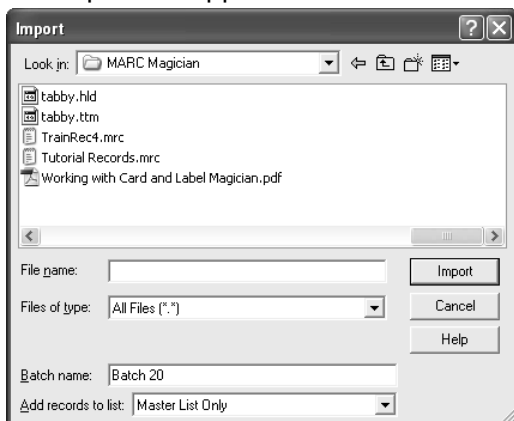
Import records


If you did not import records in a 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 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.

Changing a field & “only when”

The scenario: Some of your video records have the words “VHS format” in the 500 (General Note) field. The proper field for this information is 538 (System Details). Because these records also contain other 500 fields that are correct, you cannot simply change all of the 500’s to 538’s – you’ll have to see to it that only the incorrect fields get changed.

In this exercise, you’ll use the Change Field global editing command to fix these records. You’ll use the advanced “only when” feature to ensure that only the 500 notes that contain the words “VHS format” are changed.

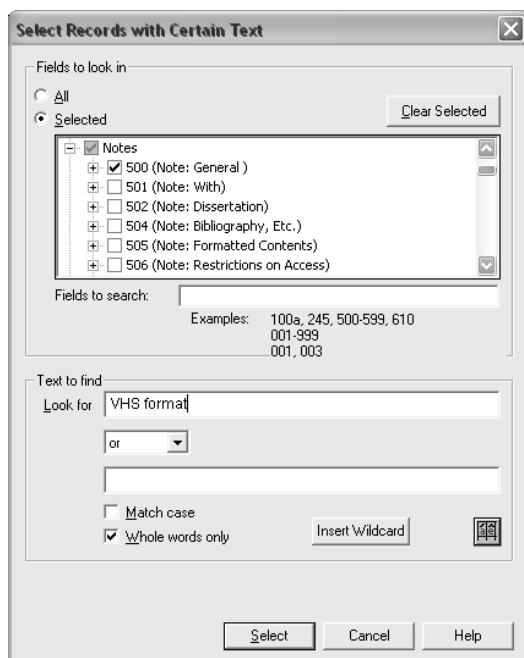
Select records with certain text

The first thing you’ll do is select all of the records that have “VHS format” in the 500 (General Note) field.

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

The Select Records with Certain Text dialog box appears. Because we used this dialog box in the last tutorial, parts of it are filled in already.

2. Under **Fields to look in**, click **Clear Selected** to clear the previous setting.
3. Click the plus sign next to the **Notes** category to expand it, and then select **500 (Note: General)**, or type **500** in the **Fields to search** box.
4. Under **Text to find**, in the **Look for** box, delete any existing text and type **VHS format**.



5. Click **Select**.

The records should now be selected in the Master List. Look at the status bar at the bottom of the main window to see how many are selected.

Add selected records to list

Next you'll add the records you just selected to a custom list. Although you don't have to do this step before editing the records, creating a separate list will help you keep better track of these records following the global edit.

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

The New List dialog box appears.

2. In the **Name** box, type a name for your list, and then click **OK**.

A new list is created. It should contain the twelve records with "VHS format" in the 500 field.

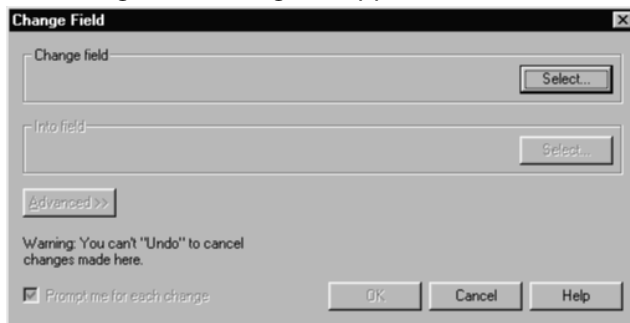
Change field

Now you are ready to do the global edit.

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

2. Click the Global Editing button  on the toolbar, and then click **Change Field**.

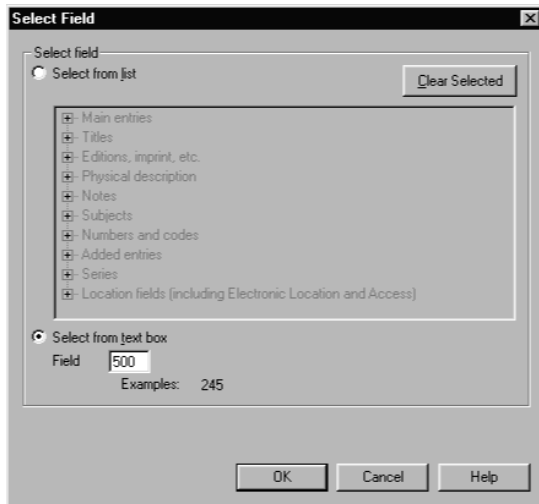
The Change Field dialog box appears:



3. Under **Change Field**, click **Select** to choose the field to change.

The Select Field dialog box appears:

4. Click **Select from text box**, type **500** in the box, and then click **OK**.



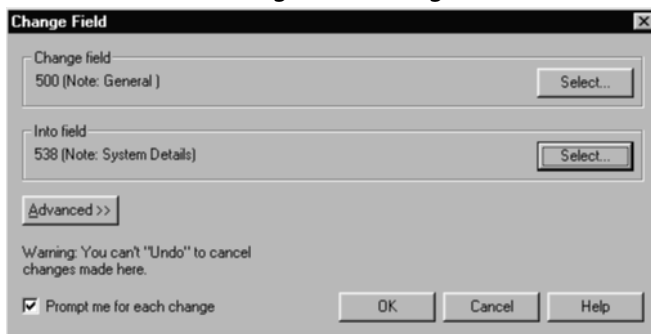
You return to the Change Field dialog box. Now you can select the field you want to change the 500 into.

5. Under **Into field**, click **Select**.

The Select Field dialog box appears again.

6. Select **538 (Note: System Details)** or type **538** in the box, and then click **OK**.

You return to the Change Field dialog box, which should now look like this:



Next, you'll restrict the change to only certain 500 fields by specifying the advanced "only when" criteria.

7. Click **Advanced**.

The Change Field dialog box expands to show the following:



Right now, **Always** is displayed under **Only when field meets these criteria**. You don't always want to change the 500 to a 538 – you only want to change it when it contains the words "VHS format," so you have to change this setting.

8. Click **Change** to change the criteria.

The Only when field meets criteria dialog box appears:

9. Click **Only when the following condition is met**.

Next you'll select a specific subfield in the 500 field and specify what text it must contain in order for the field to be changed into a 538.

10. Under Condition, select **\$a (General note)**.

Next to that, you should see the word "Contains" displayed in the list.

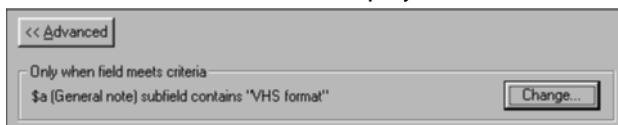
11. Type **VHS format** in the box as shown below.

Your Only When box should look like so:



12. Click **OK** to save your settings and return to Change Field.

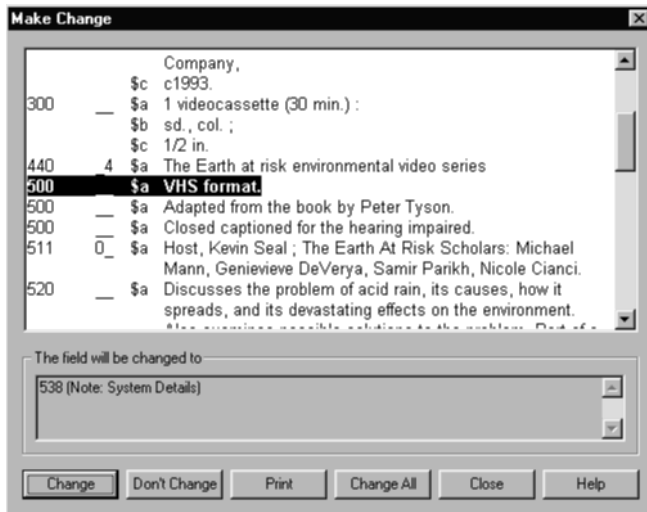
Your criteria should now be displayed under **Advanced**:



You're just about ready to begin the global edit!

13. Review the settings in the Change Field dialog box, and then click **OK**.

The Make Change dialog box appears:



This dialog box shows the first record. The field that will be changed is highlighted. At the bottom of the dialog box, you see what the field will be changed to. So far, so good.

14. Click **Change** to change the field and continue with the global edit.

The Make Change dialog box will appear for every potential change. Review the next three or four changes, clicking **Change** each time to make the change and move on.


15. The command seems to be working as intended, so you can click **Change All** to complete the global edit without further prompting.

When the program finishes editing, you see the Completed Change Field dialog box, which tells you how many changes were made.

Review changes in the Record Viewer

To be sure that the global edit worked properly, you'll do a quick visual check of the records in the Record Viewer.

1. All of the records in your list should still be selected, but if they're not, open the **Select** menu and click **All Records**.

2. Click the Record Viewer button  on the toolbar.

Here's how Force Text into Subfield works: If the subfield you are forcing text into does not appear in the record, it is added with the text you specify. If the subfield you are forcing text into is in a field that is not already in the record, the field is added with the single subfield and the text you specify. If the subfield you are forcing text into is already in the record, the existing text is removed and replaced with the text you specify. If there is more than one of that subfield in a single field, duplicates are removed.

Note:

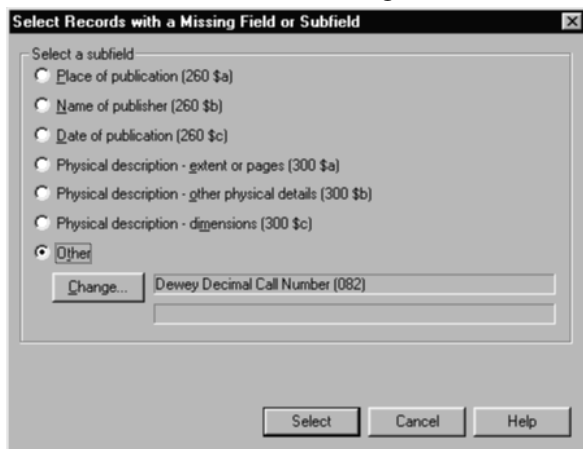
Force Text into Subfield is the best global editing command for adding holdings information, because it adds the information to the existing holdings rather than adding a new one. It only adds a new holding when none exists already.

Select records with an 082 field

Before you begin global editing, you'll select the records you want to work with – that is, just the records that have an 082 field. To do this, first you'll select all of the records that don't have this field, and then you'll use the Invert Selection command to select only the records that do.

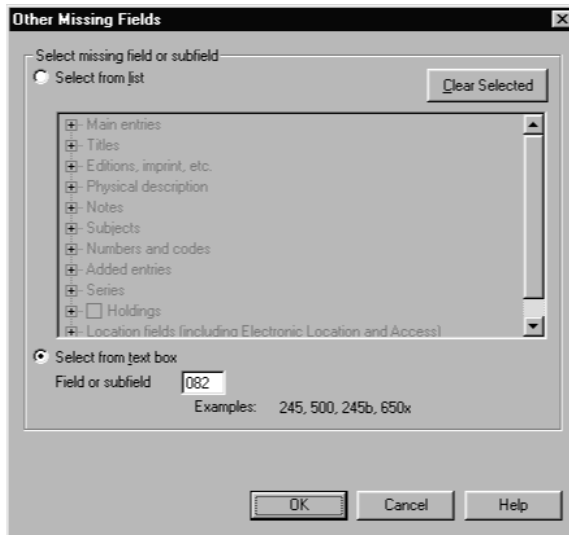
1. On the **Select** menu, click **Records with a Missing Field or Subfield**.

The Select Records with a Missing Field or Subfield dialog box appears:



2. Click **Other**, and then click **Change**.

The Other Missing Fields dialog box appears:



3. Click **Select from text box**, type **082** in the box, and then click **OK**.

You return to the previous text box.


4. Click **OK**.

The dialog box closes and the records that are missing the 082 field are selected in the Master List.

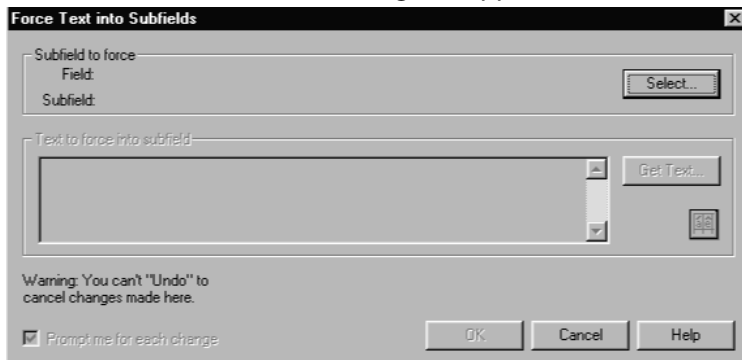
5. On the **Select** menu, click **Invert Selection**.

Now only the records that have the 082 field are selected in the Master List, and you are ready to begin global editing.

Force text into subfield

1. Click the Global Editing button  on the toolbar, and then click **Force Text into Subfield**.

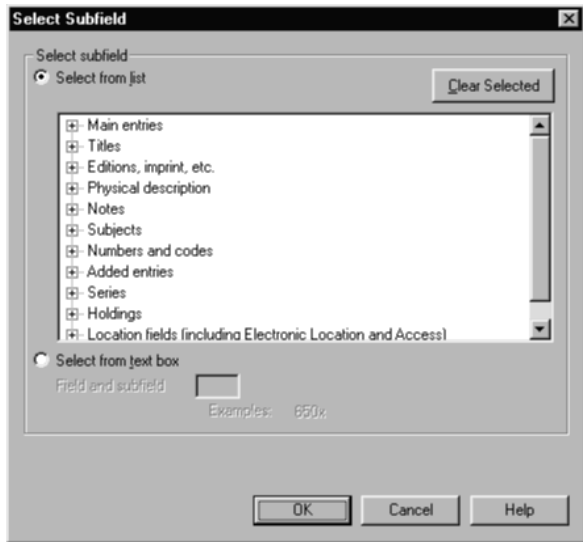
The Force Text into Subfield dialog box appears:



First you have to select the holdings subfield into which you'll copy the information from the 082.

2. Click **Select**.

The Select Subfield dialog box appears:



What you do next depends on your holdings type:

3. If you use Easy Entry holdings, click the plus sign next to the **Holdings** category, and then select the holdings element as follows:

With this holdings type...

Choose...

Alexandria V

Title Call #

Athena

Call no. - Main

Dynix

Call number

Follett Catalog Plus

Call number

Library Pro

Circ call

LibraryWorld

Circ call

Winnebago Spectrum CIRC/CAT

Local call number

852 with 4 part call number

Classification number

852 with 1 part call number

Call number

4. If you use Custom holdings, click **Select** from text box, and then type the holdings field tag and the subfield code that you use for the call number (or classification number) in the box.
5. Click **OK** to return to the Force Text into Subfield dialog box.

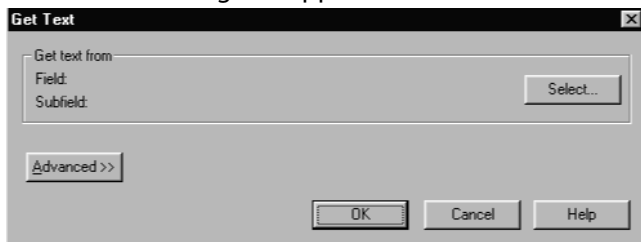
The holdings element or subfield you selected should now be displayed under Subfield to force.

Get text

The next step is to specify what text you want to force into the subfield you just selected. In this scenario, you want the information to come from subfield 082 a, so you will use the “get text” feature to copy the text from this subfield.

1. Put the insertion point in the white box under **Text to force into subfield** by clicking anywhere in the box.
2. Click **Get Text**.

The Get Text dialog box appears:

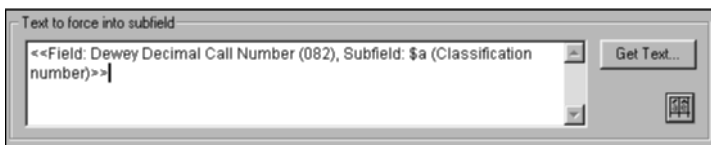


3. Click **Select**.

The Select Subfield dialog box appears.

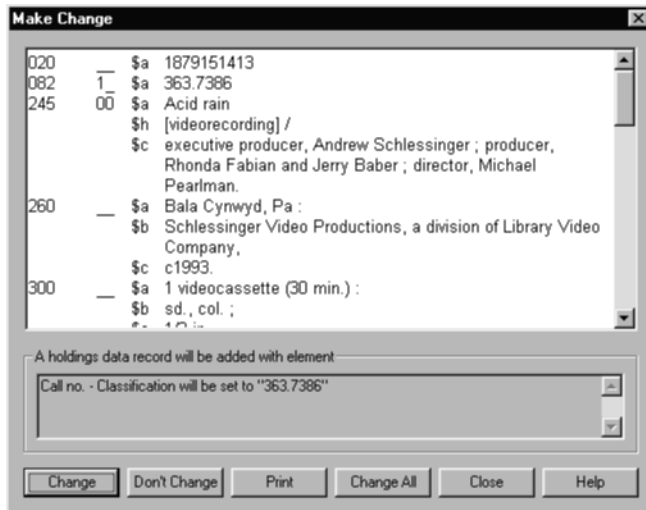
4. Click **Select from text box**, type **082a** in the box, and then click **OK** to return to the Get Text dialog box.
5. Click **OK** again to return to the Force Text into Subfield dialog box.

Under **Text to force into subfield**, you should now see the following:



6. Click **OK** to begin global editing.

As with other global editing commands, the Make Change dialog box appears, giving you the chance to review each potential change before it is made:




7. The first one looks fine, so click **Change** to make the change and continue to the next record.

As always, you should check the first few changes to make sure that everything is working properly. After reviewing three or four records, click **Change All** to make the change in all of the selected records, without further prompting.

When the program is finished editing the records, the Completed Force Text into Subfield box appears, showing you how many changes were made.

Review changes in the Record Viewer

The records should still be selected in the Master List. If you like, you can review the changes as you did in the first exercise:

1. Click the Record Viewer button  on the toolbar.

In the Record Viewer, holdings data appears near the bottom of each record. (If you do not see any holdings, click Options. The Options dialog box appears with the View tab in front. Under Record viewer, make sure the **Show holdings** check box is selected.)

2. When you are finished checking the records, click **Done** to close the Record Viewer.

Review & practice

Congratulations! You just completed the last tutorial. Hope you enjoyed yourself.

Now you can take a break, practice some more on your own, 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:

- Try some other global editing commands such as Change Control Field Value, Delete Fields, and Change Subfield. Can you think of a scenario where these would be useful in your library?
- Use the "only when" and "get text" features in different contexts.
- As always, refer to Help when you have questions.

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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