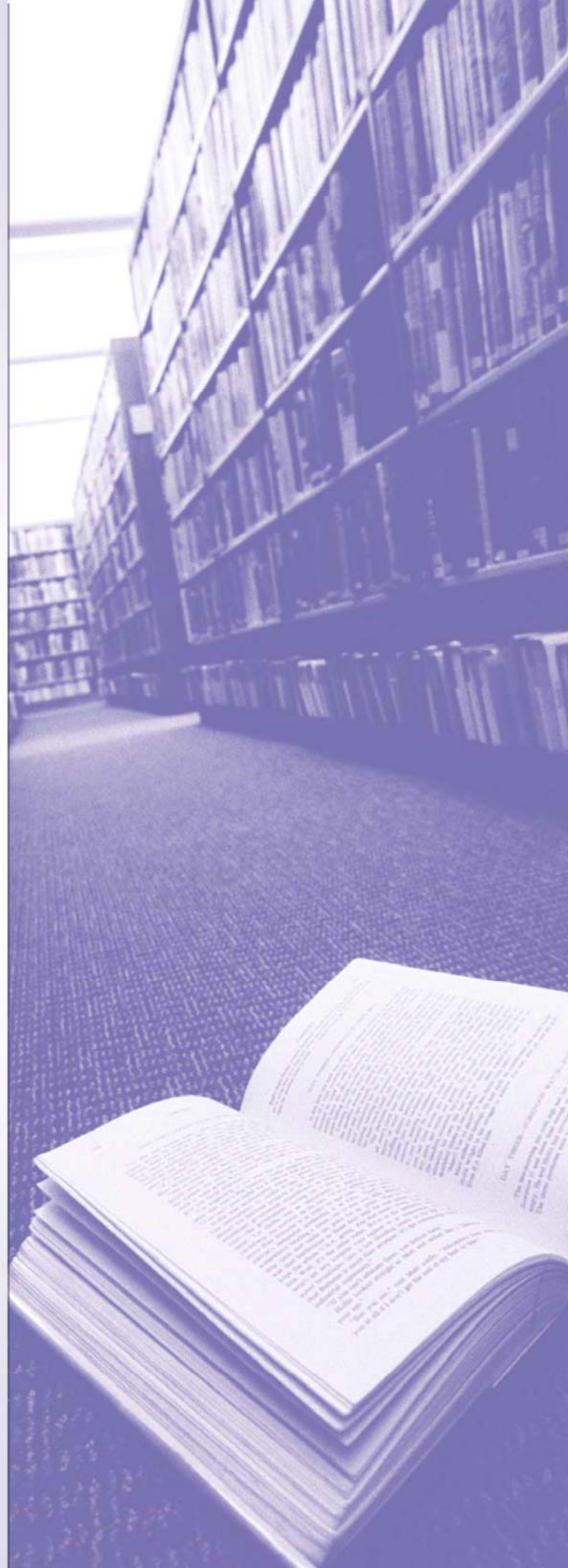


Editing Records

MARC Magician Professional

Tutorial 2



Increasing Your Skills – Editing Records


In the first tutorial, you learned the basics of creating new MARC records. In this tutorial you'll edit the record you created, learning more about MARC Magician as you go. If you haven't done the first tutorial, you'll need to go back and do that one before you do this tutorial.

In this tutorial you will learn how to:

- Add, delete, and change fields and subfields.
- Add fields to all standard templates.
- Reverse your last action with Undo.
- Display detailed information about specific fields.
- Check spelling.
- Add words to your user dictionary.

Open a record

The first thing you should do is open the record you created in the first tutorial – *The wee book of muskrats*. There are several ways to open a record. You can:

- Double-click the record.
- Click the record once to select it, and then click the Edit button  on the toolbar.
- Click the record once to select it, and then press **Enter**.


The record is opened in the Cataloger.

Adding fields and subfields

As you learned in the first tutorial, the template determines which fields and subfields are displayed by default in the Cataloger. But what if the template doesn't include a field you want to use?

In this exercise, you'll learn how to add fields by adding a summary note to your record.

Add a field

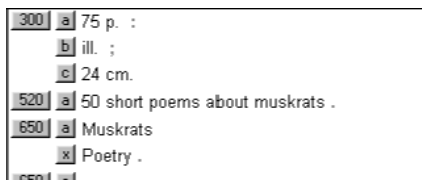
1. Click the Add Field button  on the toolbar.

The Add Fields dialog box appears:



2. Under **Check the fields to add**, select the **520 (Note: Summary)** check box, or type **520** in the box underneath.
3. Click **OK**.

The field is added to the record.




4. In 520 a, type **50 short poems about muskrats**.

Add a subfield

You use a similar procedure to add subfields to your record. Although you won't be adding a subfield in this tutorial, here's how you would do it:

1. Put the insertion point anywhere in the field you want to add a subfield to.

2. Click the Add Subfield button  on the toolbar.

3. In the Add Subfields dialog box, select the subfield you want, and then click **OK**.

The subfield you selected is added to the field directly after the subfield that had the insertion point. You can move the subfield to a different location within the field by dragging the subfield code with your mouse.

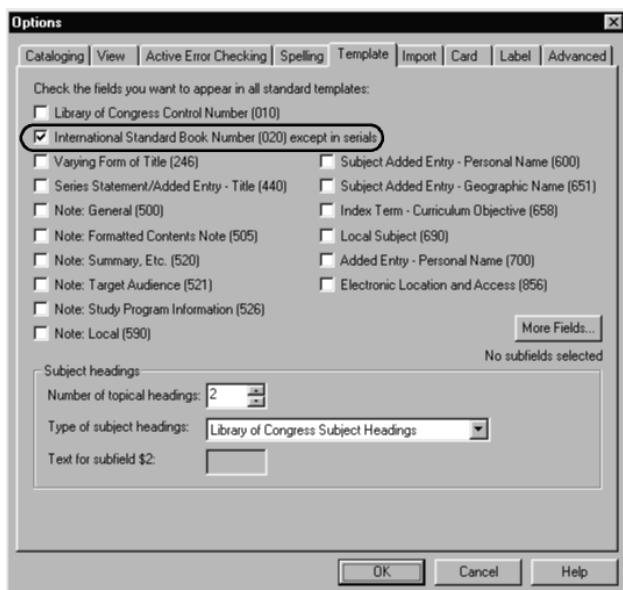
Adding fields to all standard templates

In the last exercise you learned how to add a field to a single record. Now suppose you want to use this field in *all* of the records you create. In MARC Magician, you have the option to add fields to all standard templates, so that you don't have to add them yourself every time you create a new record.

In this exercise, you'll add an International Standard Book Number (ISBN) field to all standard templates.

1. On the **Template** menu, click **Add Fields to Standard Templates**.

The Options dialog box appears with the Template tab in front:



2. Select the **International Standard Book Number (020)** check box, and then click **OK**.

Note:

You can select as many fields as you like. If the field you want does not appear on the dialog box, click the More Fields button to select from the full list of MARC fields.

You'll notice that the ISBN field does not appear in *The Wee Book of Muskrats*. That is because records that are currently open in the Cataloger do not get updated right away. If you were to close this record and then open it again, however, you would see the ISBN field.

Create a new record

Let's see if the field shows up when you create a new record:

1. Click the New Record button  on the toolbar.

The Select Template dialog box appears.

2. Select the **Book (not atlas or songbook)** template, and then click **OK**.

The 020 (ISBN) field should now be the first field in the record.

3. Close the record without saving it.

Deleting fields and subfields

You can remove a field or subfield from your record in a couple of different ways. One way is to delete all of the text in the field or subfield. When you do this, you still see the blank field or subfield in the record window, but it does not become a part of the MARC record.

Note:

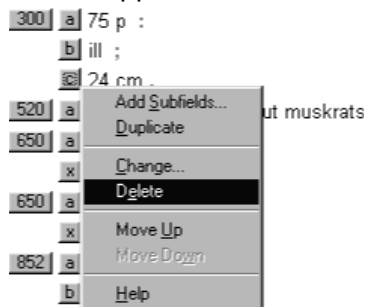
Fields and subfields that don't have any text in them are never saved with the record when you export it from MARC Magician – so there is no need to remove them from your records.

Delete a subfield

In this exercise, you are going to learn a quick way to remove a subfield from your record by deleting the 300 c (Dimensions) subfield.

1. Click the **300 c** subfield code button.


A menu appears:



2. Click **Delete**.

The subfield is deleted from the record.

Note:

Another way to delete a subfield is to put the insertion point in the subfield and then click the Delete Subfield button  on the toolbar.

Oops! – Undoing your last action

You can reverse the last action you performed in the Cataloger by using the Undo command.

Undo the last command

Since the last thing you did was delete a subfield, you will “undelete” the subfield so that it is back in the record.

Click the Undo button  on the toolbar.

The 300 c subfield should now be back in your record.

Changing fields and subfields

If some of the information in your record is in the wrong field or subfield, you can change the field or subfield into a different one. In the last tutorial, you entered the genre *Poetry* in the 650 x (General subdivision) subfield. The correct subfield for this information is 650 v (Form subdivision). In this exercise you'll change the 650 x into a 650 v so that your information is in the right place.

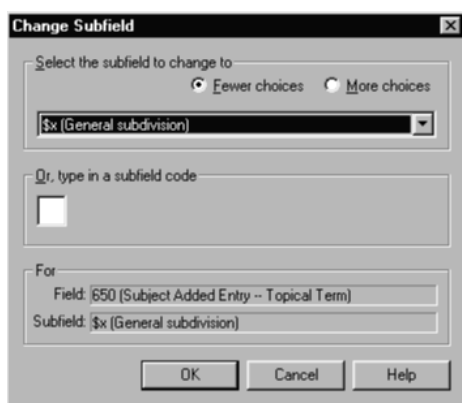
Change a subfield

1. Click the **650 x** subfield code button.

A menu appears.

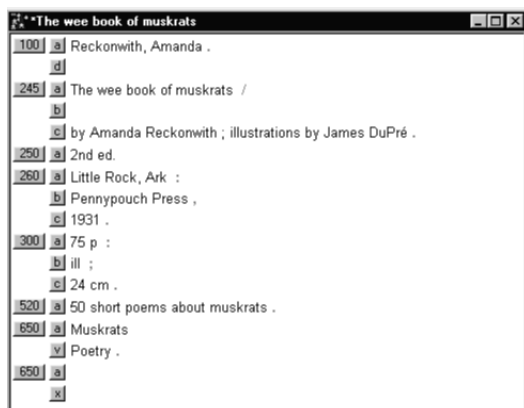
2. Click **Change**.

The Change Subfield dialog box appears:



3. Select **\$v (Form subdivision)**, or type the letter **v** in the box, and click **OK**.

The dialog box closes and you return to your record. You should now see a **v** instead of an **x** in the subject field.



Displaying help for a field

If the Tips and Examples panels don't give enough information about a particular field or subfield, you can view the Cataloger's Reference for any of the fields you see in the Cataloger. The Cataloger's Reference provides in-depth information about each MARC field and subfield right on your screen.

In this exercise you'll display the Cataloger's Reference for the 100 (Main Entry: Personal Name) field.

Open the Cataloger's Reference

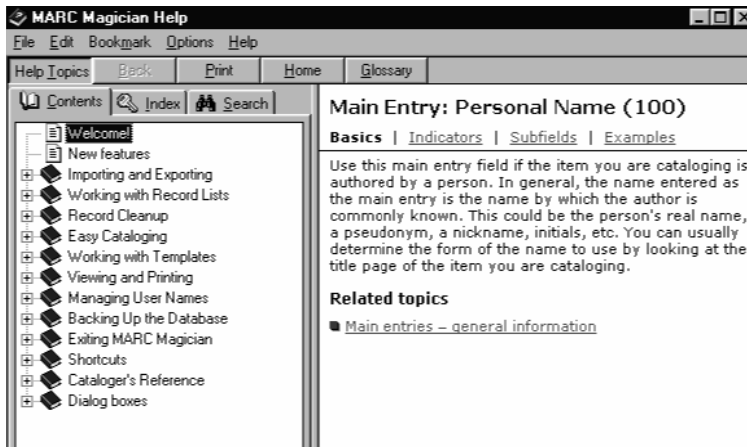
1. Click the **100** field tag button.

A menu appears:




2. Click **Help**.

The Cataloger's Reference topic for this field appears:



There are four subheadings below the main heading: Basics, Indicators, Subfields, and Examples. The Basics topic is displayed at the moment, so the "Basics" subheading appears in black. You can click the other subheadings to switch to the corresponding topics. Notice that the Basics topic also provides a link to general information about main entries.

When you have read all you want to read about the field, you can close the Help window.

3. Click the close button  in the top right corner of the window.

Hte spelling checkre

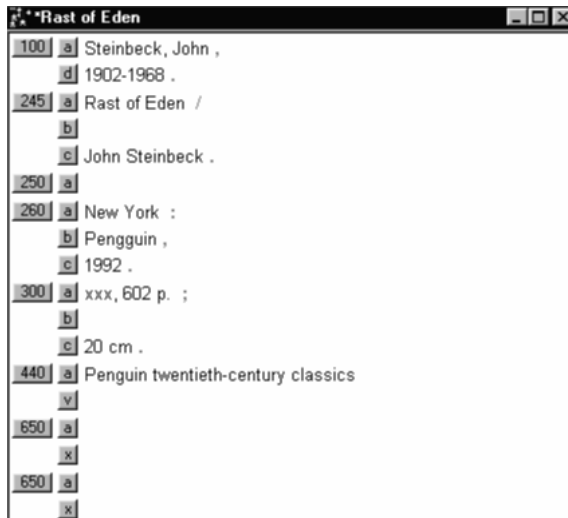
In the last exercise in this tutorial, you'll check the spelling of your record. You'll learn how to start the spelling checker and correct misspelled words.

First, you need to make a record with some spelling errors in it.

1. On the **Record** menu, click **New Record**, and then select the **Book** template.


A new record appears in the Cataloger.

2. In order to make it easy to follow the tutorial, look at the screen below and fill in the subfields as shown:

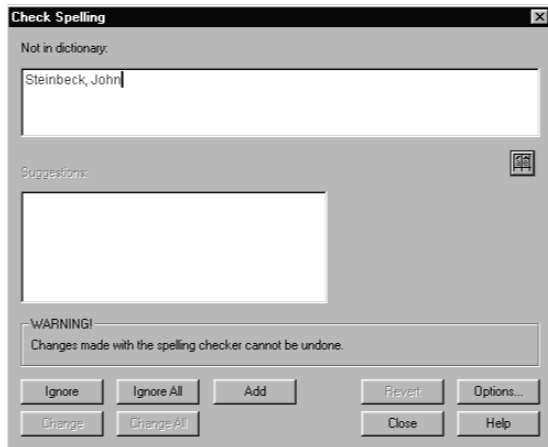


You'll have to add the 440 (Series Statement/Added Entry) field to get your record to look like this one. See "Adding Fields and Subfields" if you need help.

Start the spelling checker

Click the Check Spelling button  on the toolbar.

The program begins to check the spelling, starting with the first field in the record. Very soon the spelling checker stops on an unrecognized word. You see the Check Spelling dialog box:



The unrecognized word is highlighted in red. In this case, the red word is **Steinbeck, John**. What's wrong with it? Nothing! Sometimes the spelling checker stops on a word that is spelled correctly because that word is not in the spelling dictionary. This is especially likely to happen with proper names.

Note:

You may be wondering why the program seems to think that **Steinbeck, John** is one word, when it is obviously two words. The reason is that the spelling checker is currently set to treat personal name fields as whole words. The spelling checker has many options that you can set to determine how it behaves. If you are curious about what these are, click **Options**. The Options are not covered in this tutorial, but you can get more information by clicking the **Help** button in the lower right corner of the Options dialog box.

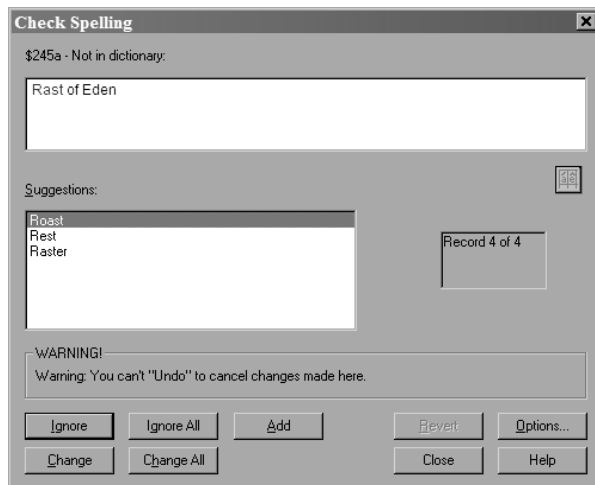
Ignore a word for the entire record

Because the name is spelled correctly, you can ignore it and move on. Author's names often appear in the record more than once. By ignoring the word for the entire record, you won't stop on future occurrences of it.

Click **Ignore All**.

Steinbeck, John will be ignored for this record, and the spelling checker continues to check the information.

Here comes another unrecognized word:



Type in a correction

This word really is spelled wrong. You'll need to correct it. Unfortunately, none of the suggested words shown is the one you want. You have to type in the correction:

1. Click at the beginning of the red word.
2. Delete the **R** and type an **E** in its place.

3. Click **Change** to continue the spell check.

The correction is made in your record and the spelling checker continues checking.

Choose an alternate word

It stops on the word **Penguin** next.

Under suggestions, click the word **Penguin** and then click **Change**.

The spelling checker replaces the misspelled word with the alternate word you selected, and continues checking.

Ignore a word

The next unrecognized word is the Roman numeral in the Physical Description field. This word is what you want it to be, so you should not change it. Instead, just ignore the spelling checker for this one.

Click **Ignore**.

Add a word to your user dictionary

Next up is the word **twentieth-century**. No spelling error here – the dictionary simply doesn't recognize it. You'll add this word to your user dictionary so that the program will no longer consider the word misspelled.

Click **Add**.

After you have gone through the whole record, you see the record window again, with the correct spelling:



Close the Cataloger

Now that you are finished with this exercise, you can close the Cataloger and return to the main window.

On the **File** menu, click **Exit**.

A dialog box will appear for each record, asking whether you want to save your changes. Click **Yes** for both records.

Review & practice

In this tutorial you've learned many more of the features and techniques involved in working with records. Among other things, you've learned how to:

- Add fields and subfields to your records
- Add a field to all standard templates
- Remove and change fields and subfields
- Undo your last action
- Use the spelling checker to find and correct spelling errors.

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 adding, removing, and changing fields.
- Think about what additional fields you might like to include in the standard templates.
- Try out some of the other commands on the menu that appears when you click a field tag or subfield code (Duplicate, Move Up, Move Down).
- Open the Cataloger's Reference for some other fields and read more about them.
- Create another record with spelling mistakes and work with the spelling checker some more.

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 any practice records you've made 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.

6/3/2008