

## MarcEdit for Beginners - Transcript

Please stand by for realtime captions.

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Hello everyone if you are looking for [ Indiscernible ] You are in the right place my name is Kathy Baer, I am from GPL and [ Indiscernible -- echoing ] We will get started in the webinar in about 5 minutes, thanks.

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[ Silence ]

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Hello everyone welcome to the MarcEdit for beginners webinar doing a sound check we will get started with the webinar in about 2 minutes thanks. Hello everyone thank you for joining us for the MarcEdit for beginners webinar we will get started in about a minute. Hello everyone and welcome to MarcEdit for beginners presented by Leslie Engels and from [ Indiscernible ] My name is Kathy Baer and my [ Indiscernible ] Thank you for joining us for today's Academy webinar I am looking forward to it and I certainly hope you are too it will be a good presentation before we get started with the presentation we have a bit of housekeeping for you we are recording today's session we will email a link of the recording and slides to anyone who registered for the webinar we will also be posting it on the FDL peak Academy website and [ Indiscernible ] Using the email you used to register for the webinar [ Indiscernible -- echoing ] And include the title of today's webinar along with the [ Indiscernible -- low volume ] That information is also in the chat. During the program if you have any questions you would like to ask our presenter or if you have any technical issues feel free to ask questions in the chat box which for those on desktop computers or laptops is located in the bottom right-hand corner of your screen and just so you know Leslie will break for questions at various points during the presentation while Leslie is presenting power pop PowerPoint slides those using the [ Indiscernible -- echoing ] If you wish to exit the full screen mode mouse over the blue bar at the top of your screen it will expand and click on the blue return button to get back to the default view. When Leslie switches away from the PowerPoint to her screen you will no longer see the chat box at that point if you want to ask a question in chat or if you want to watch the chat traffic go to the top of the screen and mouse over the blue bar when the menu drops down click on chat to available the chat box. [ Indiscernible -- echoing ] We always appreciate your feedback and now onto our webinar our presenter Leslie a Engels and is the metadata [ Indiscernible -- echoing ]

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Thank you Kathy and welcome everyone. I am going to set some context for this webinar. And my expertise as Kathy said in regard to MarcEdit. I am going to be using and demonstrating MarcEdit 7.3.11 , [ Indiscernible ] Who created MarcEdit has created version 7.5 it is in beta right now, and I think it is fairly soon it will be available, not beta, and it is different from 7.3, so normally you could just get upgrades by having your preferences set to upgrade MarcEdit but with 7.5 you have to uninstall 7.3 and then reinstall 7.5. So that is a lot of technical stuff but I wanted you to know about the trajectory of MarcEdit. It is a powerful software suite that is used to create and edit metadata, specifically but not exclusively [ Indiscernible ] It consists of different tools and it is constantly being developed and created by its creator Terry Reese. One of the challenges that I-1st found when I was learning MarcEdit is that there are multiple ways to get to what you want to do in it which made it confusing until I figured that out so just a heads up that might be if you are confused about using MarcEdit that might be the reason because you knew there was a way to do something and now you cannot figure out how to get to that way or you got there a different way and now you are confused how you did that so just be aware that that is one of the features that Terry has built into it multiple ways of getting into something which is

great but it can also add some confusion. My background in MarcEdit is that I have been using it since 2012 and I taught myself mostly using the resources available on the handout and that I am going to put on the screen in just a second. And I have taught workshops and webinars using MarcEdit for nine years all of that to say I am not a power user, there are many people out there who know much more about the features and tools that are available in MarcEdit, but I do know enough to use it in my job on a daily basis and make my life so much easier. So hopefully you will gain enough knowledge and information about the tool to be able to delve into it and make it work for you. I have a very limited knowledge of regular expressions, but again I am not a power user and MarcEdit is capable of doing so much more than I will be showing you today and that I have the skills for. So for support, these are the main types of support available. There is the MarcEdit homepage which if you have downloaded MarcEdit you would have gone to the home page. It also includes on the homepage a MarcEdit 101 webinar series which you might want to look at, there are other tutorials available there, and there is also a form to contact Terry Reese so if you have a question for him. The MarcEdit field guide is a fairly new resource and it is incomplete, but Terry developed it so that users of MarcEdit could edit that field guide and update it. So it is a very useful tool but be aware it is not complete. The listserv is a very valuable resource, so if you are using MarcEdit I encourage you to sign up for the listserv. [ Indiscernible ] And he also answers almost all the questions that are posted every time I have posted a question he has answered it, so as I said it is a very valuable resource for you and I often search answers to see if I can find how to do what I need to do. He also has a YouTube channel where he posts various videos on various tools. And within MarcEdit itself there is a variety of ways to get help so there is lots of support out there which makes learning how to use this tool a whole lot less daunting. So some of the outcomes from this webinar and I apologize for these green arrows, I had animated them and WebEx does not do animation so hopefully you will still be able to see what I am pointing at, I will talk to you about setting preferences, we are going to break and make a file using the mark tools, I am going to go into [ Indiscernible ] And hopefully we will have time to show you how to split and join MaRC files. A word about records and it is important to understand the record forms when you are using MarcEdit which helps minimize the confusion about using the tools as well. When we get records from a vendor or from connection or someplace that supplies records like [ Indiscernible ] They come as a .mrc file, it is a binary file, and it is a blob, you cannot read this file without using some sort of tool that will convert it into a form that is readable, and that is what MarcEditor is, it is what makes it possible to read a MaRC file. When you get files they are in the binary format, and some of the tools are able to do what Terry calls break and make a file. When you break a file, you convert it into a mnemonic file which has the extension .mrk and that makes it usable in the MarcEditor. Another form that you get has a .dat extension, and that is a connection file. -- [ Indiscernible ] These extensions are viewable in your computers file, also another word about context, I use PC but MarcEdit is available on a Mac but I am totally unfamiliar with a Mac, so if you are a Mac user you will have to translate what I am saying into what a Mac would do. So in the files, you will see the files as they are on the screen. You can see right here this is a .mrk file, it is a mnemonic, and the icon is blue. The .mrc file, you can see the icon is purple and all of the .mrc files have an icon that is purple and the .mrk files have an icon that is blue. This can help you determine which files you want to use and know that you can edit the .mrk file, you can still do some work on the .mrc file, but not in MarcEditor. So before I get to the demonstration are there any questions Kathy?

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Nope not yet.

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Okay. So now I am going to share my desktop. All right you can see I have MarcEdit [ Indiscernible ] Now you will notice up in this ribbon that it contains the MaRC tools and the MarcEditor as well, that is a new feature and since those are available in the ribbon I do not need them on my dashboard so if I wanted to use other tools I could remove them and put other tools on there, and I will show you how to do that. So

I talked about their being help and support available and right here on your main screen there are three ways to get to help. Under quick links there is I need help with, and you can click on any of these functions or actions and that will take you right to the MARC field guide that I mentioned before. If you click in what would you like to do , I want to do a regular expression, I just start typing and it starts to bring up my options for help. So one of those options is how do I use regular expressions, another one is help with regular expression language, there is a regular expression store available where you can find other people's regular expressions that they have created, and then there is a link to YouTube and on the listserv here. So the easy ways to get to help, there is also a help button, and if you click on that, as you can see there is all kinds of help here, you can view tutorials and other things. So right away you have support for what you want to do. So now I am going to walk you through setting up preferences, and the preferences icon is right here in the ribbon, it is the little blue cog, and if you just click on that you will get to your preferences. I am not going to go through all of these preferences some of these I recommend you just leave the default until you are a little bit more familiar with MarcEdit and you want to know how you want to change things. But when it first opens up, it opens up to this main window and this is where you can select the icons that you want on your dashboard right here so as you can see I have selected [ Indiscernible ] But I can only have four, so if I wanted to select -- if I try to select more than four, it will tell me that I do not have enough room and that I need to deselect something. So I will just select this one, and when I apply it, my settings are saved. And next time I see the dashboard it will be there. MarcEditor and MARC engine, I will not really talk about this, this is an area that I will leave as default and once you are more familiar with MarcEdit, come in and figure out what you want to do with these. Ease of use. As you can see I have set my theme to the dark gray theme because it makes it easier on my eyes, but the default is the white theme. There is also a darker theme, so it looks black. With this dark gray theme, something to be aware of is that in some of the tools when I click on one of the boxes to enter data in, I cannot see my cursor. I did email Terry about this and there is really nothing he can do it is not a MarcEdit thing, the cursor has to do with Windows, so he did make the cursor bigger, but there is really not much else he can do. So if you are changing your theme just be aware that you might not be able to see your cursor very easily. In file associations this is where it is set as default to be able to open the .mrc files with the [ Indiscernible ] If I was to go in my files and find that .mrk file I would double-click on it and it would automatically open with the MarcEditor so I wanted to add .dat here, so I am going to put it in the box, you can see the dot is already there, and I want to associate it with the MARC breaker. So I want to say that, yes. So now next time I download a file from connection and I want to edit it in MarcEditor I just need to click on the file and it will open MarcEditor as a .mrk, it will break it and then it will be able to open it up . Okay next is language. You can change your font, you can change your language if you are meeting to edit records that are merrily in a foreign script, you can set that script here, you can also change your font, I would caution you on that because not every font is compatible with the MARC character set. So just be careful with that. So if you prefer a sans font over a serif font, then you can change it in here if you want. Locations has to do with being able to network your Mark files, I do not do that here, but if you are in a place where you want multiple people to access for instance the task folder, you can set that up within here. Other again this is an area to explore after you are familiar with it. You can set this so that it automatically checks for updates. By default it is set to do that. I like that because I do not have to remember to check and download and because Terry is constantly updating, it is really good to set it so that you automatically get the updates. From what I understand because he has been working on 7.5 he has not really been updating 7.3 anymore. And configure watcher, this is a nice feature that I want to investigate but I do not currently use. When you have a place where you are getting files on a regular basis for instance I get see RDP files from [ Indiscernible ] Once a month I can set this up to watch the folder and it will automatically download that file whenever there is a new file put into that folder. And you can schedule it to do it or you can schedule it to check on a regular basis. I think that is really a cool feature. You can also integrate

MarcEdit into three different [ Indiscernible ] And your local system. I use Alma and I would like to be able to do this so I need to spend some time investigating that but I think this is a really cool feature. You can also integrate OCLC, market it with OCLC. You need to contact OCLC to get a whiskey [ Indiscernible ] He worked with OCLC to integrate this, and I tried to do this and when I contacted OCLC, they thought I was a developer and there was a little confusion so I never actually did get this key, but I think Terry has made it a lot easier and probably OCLC is more familiar with what we are trying to do so [ Indiscernible -- low volume ] So those are your preferences, and I am going to click okay and close it and because I had set it up to add some new icons, it closed and reopened, and now I have that other icon here. So before I move on, are there any questions about what I have done?

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You said that you can enable [ Indiscernible ] If it works with folio as well?

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Just [ Indiscernible ] I do not know about folio. I think folio is an open source, so it is possible, if not, you can always contact Terry and ask him to work on that, he is very open to users interest. Any other questions?

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No, you got a thank you.

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All right so now I am going to demonstrate some of the tasks and these are kind of your basic getting started in MarcEdit tasks so as I mentioned before there are multiple ways to activate a task you can do it from your dashboard, there are these icons in the ribbon, there are also tasks available in the tools, and this is where I started getting confused. There is a tools button on the main screen of MarcEdit, there is also a tools button in MarcEditor, they are two different buttons, they go to different functionality. So in this tools bar, you have tools that can edit or do things to the .mrc file, the maid file , the blob, so there are great tools here. These are I would say a more upper-level tool, tools to use, there are some ways of batch processing records splitting and joining which I have a button on my dashboard for because I do those, so there are some great tools in here, but these you need to use these tools on a .mrc record, not the .mrk file. So I am going to click on the MARC tools to open that, and this will allow me to first of all break a file I want to edit in MarcEditor and this is where I go to then compile that file back into the blob or a binary file and make it. So I am going to demonstrate that. As you see the default is MARCbreaker I can choose other options there are ways to convert other sorts of metadata as well. And I am going to click on this folder to select the file that I want to open. So I am going to select this online file and because this is the breaker, the only options that I can see are the .mrc files, so that is really kind of nice, I am not trying to break a mnemonic file or a file that is already broken, so I am going to select this one, open, and then I am going to select this folder for a place to save it, and it defaults to saving it in the file that you just got your record from, so I am going to just put a name in there, and I am going to click save. It is set up for the default character including MARCeight, so because I do not know whether it is MARC or you TF, I can [ Indiscernible ] It is really important to understand the character sets that you need for your ILS, and it is not as crucial to understand the character set of the files you are getting because Markeight can be translated into UTF-8. If it is already a UTF-8 file you do not need to worry about it, if that is the character set that your ILS needs, and your Alma needs UTF-8. I always start out saying that this might be a MARC8 file and I want to translate it to UTF-8. So I click [ Indiscernible ] And it tells me how many records were in that file. So on this one there were 493 records in the file. I can click on edit records here which would then open MarcEditor and I can edit this file in the MarcEditor, but I want to show you another way that you can get into the MarcEditor. So this is the MarcEditor. It is kind of a notepad file or word processing file, it is the same sort of functionality and there is all sorts of other functionality in here as well. I am going to open a file, I am going to give you a tour of this and open a file. As you can see there is an icon ribbon here, and again remember there are

multiple ways to get to things in MarcEditor and MarcEdit. So all of these tools available on this ribbon are also available somewhere up here on the menu, these are just one that I think Terry thought were the most used and so he put them in the ribbon. A couple things I want to point out is that you can use this to compile your records and convert them back to a binary file, you can use this or you can use the tool that I just showed you to make a file so there are multiple ways to convert back to your .mrc file. There is the ALA character set available here so if you are needing icons, that is really handy. And there is this folder which contains your global MARC editing tasks. These are also available under tools, but again this is a shortcut to get to these tasks and I will be showing you some of these tasks in a little bit. So up in the menu under edit, file is basically open) those are really nice, under edit, you will find it is grayed out because I do not have a file open here, but there is an undue and a special undo. Be aware of these and use them if you need to. Whenever you are editing a file of records, I recommend that you save a lot because you do not want, you want to keep the work that you done because [ Indiscernible ] So that you can open it again without the breakage in there. So undue and special undo will help you undo something that you may not have worked out the way that you wanted it to work out without losing all of the things that you have done that you want to keep. There are fonts here if you can change font and color. Under reports, a really nice feature is this field count feature, and I am going to actually open a file so that you can see some of these things. So under field count, it is really nice, it tells you how many if you did not already know, it tells you how many records are in this file. So field 000 is essentially a count of the records. There are 309 records. I can scroll down and find out what fields are in this file, how many of them, and how many are record. So for instance this field 006, I know there are 309 records in this file, so all 309 records have at least one 006 field, and there is one record that has two. So when I first open a file I will scroll down [ Indiscernible ] Looking for fields that I may not be familiar with, I am looking for fields that are pertinent to that file, so with a CRDP file I want to make sure that all of my files have 086 fields and I can see that all of my fields have at least one [ Indiscernible ] Number and some of them have multiple. All of them should have at least one 245 field and only one 245 field, I would think if I have more than 309 occurrences of the 245 field I would want to find out which one had an extra one and fix that. The same with the 300 field I want to find out what that extra one is in here, so that is what I am going to be looking for and showing you how to find that other things I am going to be looking for there are some 5XX fields that either I do not want in my record or since these are online records I want to make sure that they all have at least one 866 field. There is also this 922 field and I will be looking into that and see what is in there and see if I want to keep that or not, so this field count option is really helpful. The other thing that I use for every file is the MARC validator. This will validate both the structure of the MARC file as well as whether there are fields or indicators or set fields that do not belong. And it matches all of those up with the rules file that comes with marketed or. If you have local fields that are not your typical MARC21 fields, you might want to edit it to include those local subfields so you do not have errors being reported on those. So I am going to check my file for any errors, and it runs really quick and it tells me that I have some errors. So this one is saying that I have a 650 indicator one with invalid data and indicator one I would say four is an incorrect indicator and one and I have another here so I will that is in the 236 field so after I give you a tour I will come back and work to resolve some of these errors. If I run that and I find that I have a whole long list of errors I can group those results by field, and that way if I have a problem say with a 730 field, then I can investigate what that problem might be and possibly do some batched changes rather than fixing them one by one. So this search will validate the record structure so if there is anything wrong with the MARC structure itself, and it shows me that there is, there is a serious error, the field is formatted incorrectly. And it tells me what the ever is. I can always put the errors on a clipboard so I can look at them off to the side while I am working on a file or I can print them out if I wanted to do that. I am checking the time and I probably need to hurry up. So I will close that for now, under the tools, there are a bunch of tools to help me edit this record and deal with the data in this record. There is an ability to connect to the

OCLC world cat here, there is also a plug-in which I will go back to hear. On MarcEdit there is this list of plug-ins, a plug-in manager that you can select different plug-in managers for, and I have selected the OCLC [ Indiscernible ] In order to enable it in MarcEditor so that when I go to plug-ins I can select this and I can do some searching in OCLC connection with this plug-in. So that is all I am going to show you with the toolbars, I will go back to my MARC validator and see about fixing these errors. So when there is this shortlist, I find that this link to go to the record works okay, but there are times when the link does not actually take me to the record, so I tend to not go through this link and just kind of make a note of what the error is and try to find the error a different way. In this case I am going to go, the other error was in a 246 field. So now I am going to click on this. See if it takes me there. Jump into record 256 and the error is in a 650. Okay, here are the four, and all I need to do is replace this with a blank and I replaced this error. I want to talk about the record structure here in MarcEdit. All of the fields start with N =. Then there are two spaces, and then there is an indicator, a blank indicator is indicated with this backwards/, [ Indiscernible ] And then there is the subfield code, and no spaces between any of that. I am going to pause right now and see if there are any questions.

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No questions.

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All right. So it is really important to remember this = when you are searching for a field. So I fixed that error, I am going to close this and show you how to search for a field [ Indiscernible ] I am going to go up to edit and click on find, and it just automatically puts in this field, what my cursor was on, it happened to be on the K. Because I want to search for a field, I will type in the = and then to 46 and then find all, and it will take me into this results list where it is indicating in this column that it found the text so you can see 246 is at the beginning, and then there is this column of action, and you can click on either column to sort. So clicking on the top of the column, clicking on the found text sorted this alphabetically. Over here on action, clicking that sorts it by record number and then you can check through that record if you wanted. So I am looking for one that has a problem with the indicator and by clicking on found text, it sorted it, it is just reading this as a character string so it sorted it with this one at the top because that extra space there is missing, so this is the one with my problem, I am going to jump to that record, and it even highlights the field that I am looking for, I will just go in here and add that space, and as you can see all of the first indicators should line up, and I have fixed that. As I said I like to save my file when I make changes, when I fix errors so that I do not lose the changes that I made so I will just save it, and it is that quick. I am also going to go in and look for that extra 300 field. And I am going to sort these. Because I am looking for anything that does not say one online resource. I could sort these by record number and scroll down to see if I can see multiple numbers here, but that takes a long time if the file is big. Because this is a record of online resources I am expecting to see one online resource in all of these and I will probably find one at the bottom that does not have that, and that is probably the one with my multiple 300 fields, and it has multiple 300 fields. So I am just going to get rid of that, and I do have to get rid of this space, or had I have broken the MARC structure. It is really easy to put errors into your file, so be very careful when you are doing things that you do not accidentally leave a missing line or remove an = in front of a field tag. So now when you are done with editing your file you can always go up and validate your file to make sure you have not put any errors into it. Okay. I was going to search for a missing field but I do not think I have that in my record, but I will show you how to search for a missing field, so if I had for instance [ Indiscernible -- low volume ] So that is now missing a 300 field, if I looked at my field counts and noticed that I was missing a 300 field, I could go to edit shortcuts, first of all, edit shortcuts, field edits, find missing fields, and do a search because it knows that I am looking for a field I do not have to use the = at the beginning of my search, but in the other one it is looking for a text string so I have to use an = four the tag numbers so it it knows it is looking for a tag and not [ Indiscernible ] So I will click on that and it will tell me which ones are missing, there are two files that are missing 300

fields. I can click on that and add in my 300 field. That is basic editing, before I move on to some more gnarly editing tools, are there any questions?

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Yes I enjoyed that gnarly editing tools question can you check for errors in individual records rather than the whole file?

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I think what you are asking is, can you validate a MARC structure on an individual record rather than the whole file? I think you have to check the whole file. If this is not what you were asking, if you could ask your question again, that would be great.

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We have another question, are there any keyboard shortcuts?

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Yes there are. You can see them listed over here on the right for those things that have keyboard shortcuts. I think there is a way in preferences, remember this little blue icon, to set it up so that there are keyboard shortcuts displaying all the time, but there are for some of the actions that you want to take.

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And in response to your previous question and answer, [ Indiscernible -- low volume ]

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Great, so glad. Any other questions?

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No, sorry.

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The next thing and I am running out of time, I am going to just try to rush through this, so there are some wizards down here that help you do some editing, you can add delete a field build a new fields copy a field edit field data and indicator data edit subfield data, and these are all of course, you can do these one by one, but these help you do them by batch. So I am going to go into the add delete, so I will delete a field because I do not want the GPO feel field -- they have changed their note, this is the field I do not want anymore. I am going to just copy that, paste it, and get rid of that. So you cannot really see my cursor, but it is in there. So I want it to find the 500 field that has this data in the field, and I want to delete it. So that is all you need to do, just put the field number and the data, and I am going to delete that field and it tells me 309 fields were deleted. And to add a field you are going to just do the same thing, we add a 949 field and we put catalogued by me, and I want to put that in all of the records, so I can just at that add that field. You can notice there are already some details that are selected so you want to go through and make sure that the things you want selected are selected. There is also the ability to use regular expressions in all of these tools, and I will demonstrate that. Right now. So I want to delete any of the 6XX fields that have a second indicator of four. So there are various ways you can configure your regular expression to do this. All right, I want to make sure I have done it right. And that is saying I want to delete any fields 6XX fields where the second indicator is for. It is counting characters here. I need to use regular expression, and I can delete that and it said 12 fields were deleted so that is a really helpful regular expression that I use on a regular basis. So there are other tools you can use here edit indicators is very helpful for instance if I looked at those 6XX fields with a second indicator of four and I decided that I actually wanted that field there but I wanted to change it to zero I can just do that here, it will say 650, indicator 4, I wanted replace it with indicator 0. I can do that in this place. I can edit subfield data is and I can just group by , let's see, 336, subfield two, [ Indiscernible -- low volume ] There are errors, and I want to say three [ Indiscernible -- low volume ] Let's say there was none and I want to replace them with [ Indiscernible ] That would do that. So there is another way to do this, so these are all batch ways of editing your MARC records that are really helpful that our little wizards that help walk

you through them. They are really cryptic, I must say, so it took me a while to figure out what all of these were asking for, but once you figure it out, then they are really a helpful tool, just be aware match case is usually selected so if you are not typing exactly, you might want to deselect that so that it does not have to match the case in order to do things, you can input a subfield information, let's see. You can select to put data at the ends of strings or at the beginning of strings, so there are all kinds of options, that is the thing about this tool is that there is a lot you can do so it can be overwhelming but once you start getting familiar with using these wizards, they just become very usable. However, there is a really cool tool that will allow you to combine all of those tasks together into one task so I have already set up a variety of tasks in here that I do to certain sorts of files all the time, so we [ Indiscernible ] And I have set up a task manager to batch change those records with things that I know need to be done to all of these fields so for our [ Indiscernible ] Let's go into [ Indiscernible -- low volume ] If I click on that it shows me all of the tasks that I have set up for it to do. I can even create a task for instance that cataloging note, I have created as a task so that I can just add it into other tasks that I want to create, so I have created this cataloging note task, and in this new online one, it has included that cataloging note task right in my task here, so that when I use the task manager, I can just select this, this is view online, it is prepping the tasks, it is running them, and it just did my task. So very handy, I do not have to go in and set up those individual wizards every time, I can just do my assigned task to do that. Are there any questions?

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We have three so far. I will take them in order. May have said this early on but can you do some of this batch editing for records in an ILS?

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That is a good question. I believe that you can, this is what I understand, in Alma if you have configured market it -- MarcEdit to work with Alma, you can possibly do it there because the holdings records are marked records. It is possible to do it there, it is also possible to export those holding records although I think right now Alma cannot export holdings records but I think at some point they can export the holdings records and export them into market it and edit them there, but I do not show know for sure I know because [ Indiscernible ] You ought to be able to do some batch changing with holdings records in Alma. So that is my answer to that.

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Another question for the field data does it have to be in the order that the words appear or can it find an individual word no matter its place in the field?

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I think what you are asking is in one of these so for instance, sorry I have never built a new field, so let's say I wanted to [ Indiscernible ] And I want to have it replace that word, wherever it is in the field and I want to replace it with a comma or a semicolon. And I wanted to do that anywhere it finds this character string in the record I believe so yes, I do not believe it is looking for this at the beginning of the field. So I can just process that, and no modifications were made it could be because it is not anywhere, and let's see if it is. I can also do it here and replace. So we will do that, I am putting the = here, because if I do not, it is looking for 500 anywhere. And here it will not be able to find it anywhere, let's just see if contents is anywhere. I looked for it in the 500 field, not the 588 which is why it did not find it, so let's see if that will work. [ Indiscernible -- low volume ] And I want to add or replace it with a:. For modifications were made so it can find it anywhere when you use this one. Any other questions?

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How do you create a task?

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Very easy, you just go to manage tasks, and under here, task action, I can clone a task, delete, edit, new. So new and select and I have to name it. And now I am going to add a task and I can select any of these,

so let's say I want to add from my task list so let's click on that, I want to delete all of the 6XX with indicator for, and I can add another one, a new field, add a 500 field with a C RDP record and add that field and you just keep doing that, you save it, and now you have got your task here. Okay?

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Can you select and delete multiple records from a file simultaneously using the data search?

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You cannot do it that way. But you can do it in this tool. Let me close this. All of these stay up [ Indiscernible -- low volume ] I do not know if that is what you are asking, here you can delete selected records and you have to select the file and select the data that you are looking for and then you can delete it here. That is all I am going to show you because we are running out of time.

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Can you delete multiple 246 two 390 fields?

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You can delete any field you want to. I think you have to do it field by field like you would have to specify you are editing a 246 field, but any of the fields in here are editable, and if that did not answer your question, then re-ask it please.

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I am not going to get this next question correct so I apologize, in response can you [ Indiscernible -- muffled ]

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I think I know what she is asking, so any time that I have deleted, I have deleted based on the first field, but I think that you can. I think that you can specify when you do this delete search, what you are looking for, and you can even use regular expressions, Matt's exact words, but you can look for the subfield C for instance, and you can pull it in here and it will pull all the records in here and indicate which ones have that data you select them and then you delete selected, so I believe that that can be done that way, I just have not done it.

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She says thanks for the experiment with that, I believe I have read all of the questions.

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I want to show you how to make a file. I can compile this here and it will make it. Or I can go to Mark tools change this to MARC maker, go and select my one that I just edited, and save and execute, and it will do my 309 records, and I like doing it this way because I know that it processed [ Indiscernible ] Sorry I could not get to joining and splitting, but hopefully you have enough information to get started with MarcEdit, and if you have any questions, I am almost done, I will stop sharing, and if you have any questions, please feel free to contact me.

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Thank you so much Leslie. We have no more chat questions at this point but thank you so much for offering and providing your email address there. Getting lots of thank yous in the chat.

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You are very welcome.

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Question is the recording going to be shared, and yes it will be on the FDLP Academy website tomorrow, and you will also get [ Indiscernible ] The URL for the satisfaction survey, it is just pulling up to the chat. Another question Leslie are you self trained or did you attend a class on MarcEdit?

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Totally self trained, all of those support resources on the handout, that is how I trained myself.

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They will be available on the activity academies archive. Please go back up to [ Indiscernible ] Thank you so much for filling that out, really appreciate it. Seeing lots of thank youse, hopefully [ Indiscernible ] Thank you so much Leslie, it was great.

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You are very welcome.

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Seeing no questions, so thanks, everybody have a great day.

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All right.

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[ Event concluded ] [Event Concluded]