

Using MARC Report

Note: This is not a comprehensive guide to all the functions and features available in MARC Report. Please see the MARC Report Help menu for more complete information.

To open MARC Report, double-click the desktop icon

To customize your settings, click *Options* on the menu bar, then make desired changes in the appropriate tab(s)

To find the MARC file you wish to check:

On the menu bar, click *File>Select MARC file*

Find the file that you want to review and highlight it

Click *Open*

To check for errors in the bibliographic records

On the menu bar, click *File>Run Edit Session*

The first bib record in the file will appear

Errors will appear in the Brief Messages box on the right

Click on the message and it will position your cursor on the error in the record. An explanation of the error will appear in the Notes box on the bottom right of the screen

Make corrections as needed

Click *Save*

Click the right arrow button at the bottom to continue to the next bib record

To close the file at the end of an edit session

When finished editing all records, click the X in the upper right corner

The software will prompt "Do you want to save these results? YES NO"

Click *Yes*

It will then tell you the file already exists and ask if you want to replace it?

Click *Yes*

The following message will appear: “The edit results have been saved to ...”

Click *OK*

To edit bibliographic records in MARC Report

Add a line

Click on the tag below the place you would like to add a tag

Click *Insert*

Type tag number

Tab to indicators and fill in if needed

Tab to text area and type in the rest of the field.

The delimiter symbol is created with <Ctrl> <D>. Enter the appropriate beginning subfield

Delete a line

Position the cursor on the line you wish to delete and type <Ctrl>+Delete, then *OK*

OR simply highlight the entire subfield portion of the line and click *Delete* (when you save the blank lines will disappear)

Correct information in a line

Position your cursor on the tag, indicator, subfield, punctuation or word that you need to fix and type the correct information

Add 007

Click the *007* box at the top of the record

Choose the format you need from the dropdown menu of *007* templates

If you do not know what to fill in each blank, click on the element then <F1>

Choose the correct one and click *Change*.

To see a list of function keys available in an edit session, click CTRL+ALT+K

Some commonly used function keys:

F1 MARC help

F3 Add diacritic

F7 Content list

F10 Generate 336, 337, 338

Be Aware!

MARC Report does not know our local practices. It will not tell us to delete subject headings that we don't use or add GMDs to RDA records, etc. It will tell us about coding problems, but we still have to know SHARE local policies.