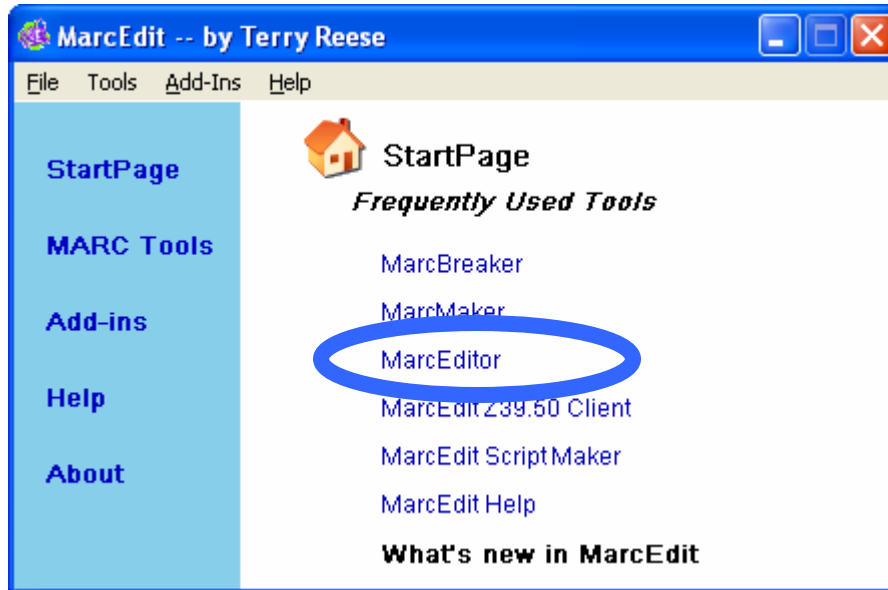


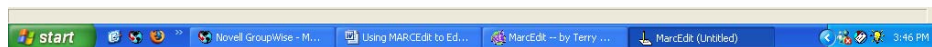
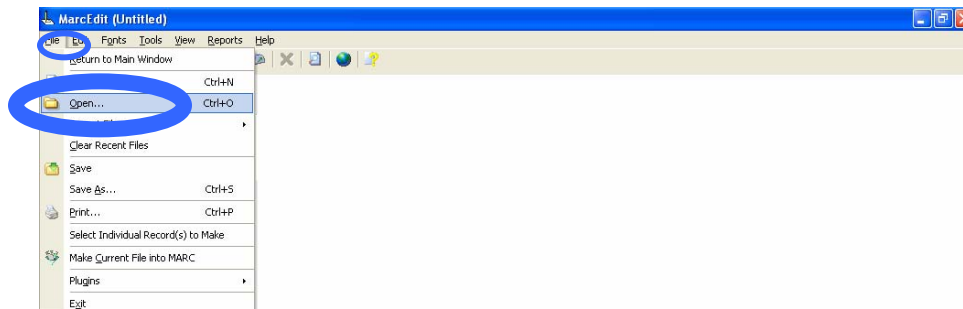
Using MARCEdit to Edit Bibliographic Records.

I. Opening MARCEdit

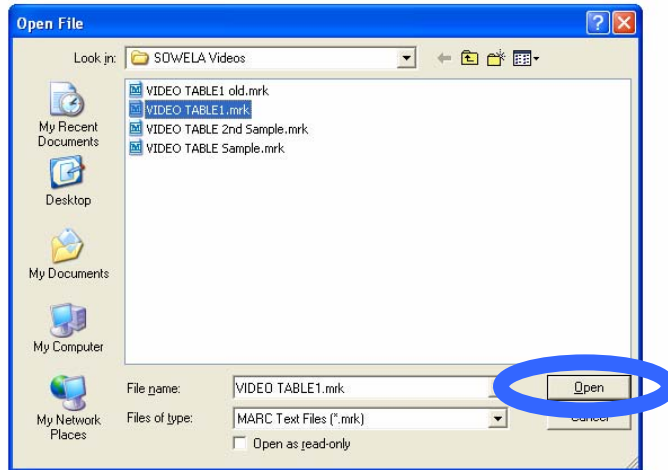
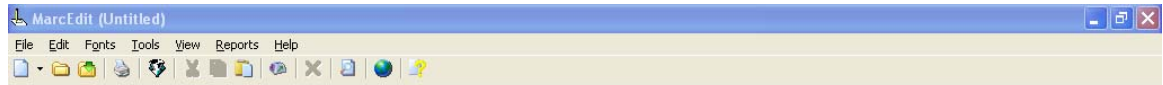
- A. Click on the MARCEdit Icon and the Select MARCEditor from the start page.



- B. Go to File. Then under file select open.



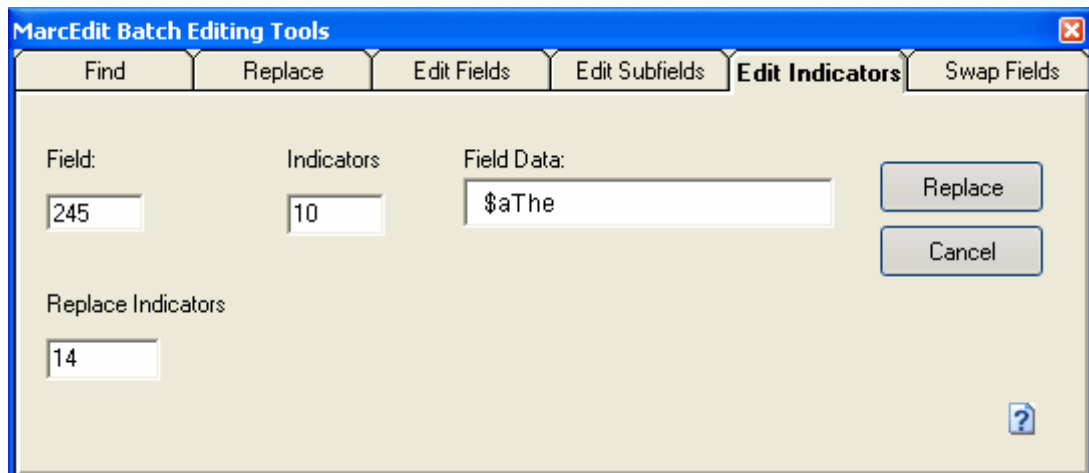
- C. Browse to find the name of the file. Highlight the filename, then select Open.



II. Edit Indicator Data

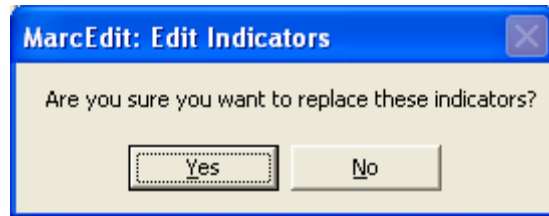
Edit Indicator Data is a very useful MARCEdit feature. In the example below, we will use MARCEdit to adjust the second indicator of the 245 tag, for the non-filing character for titles beginning with articles.

- A. Under Tools, select Edit Indicator Data. And enter that field, indicators, and data that you which to match along with the replacement indicators.

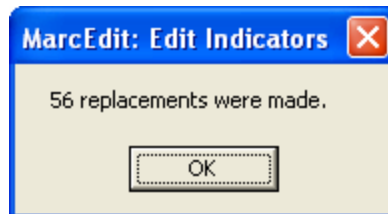


*Be certain to specify subfield a and leave one space after the article.

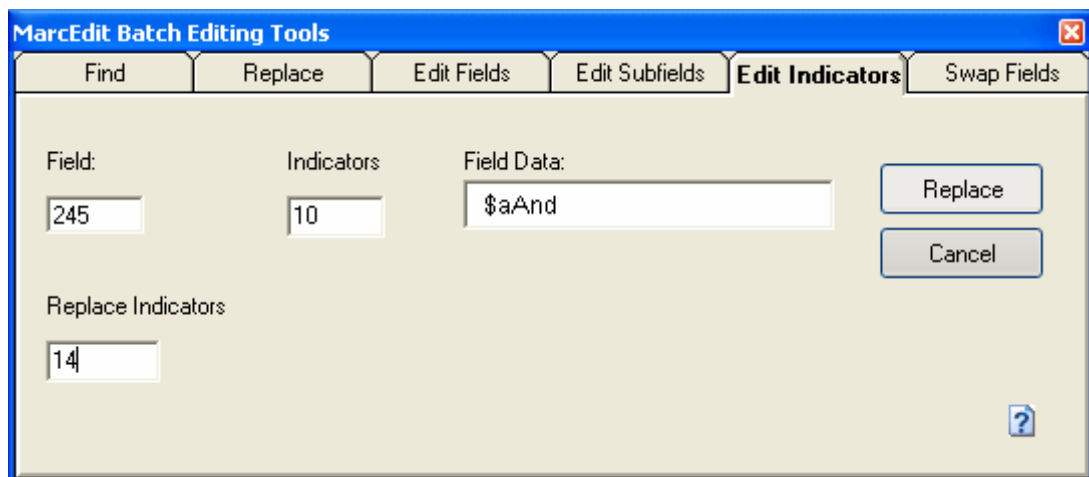
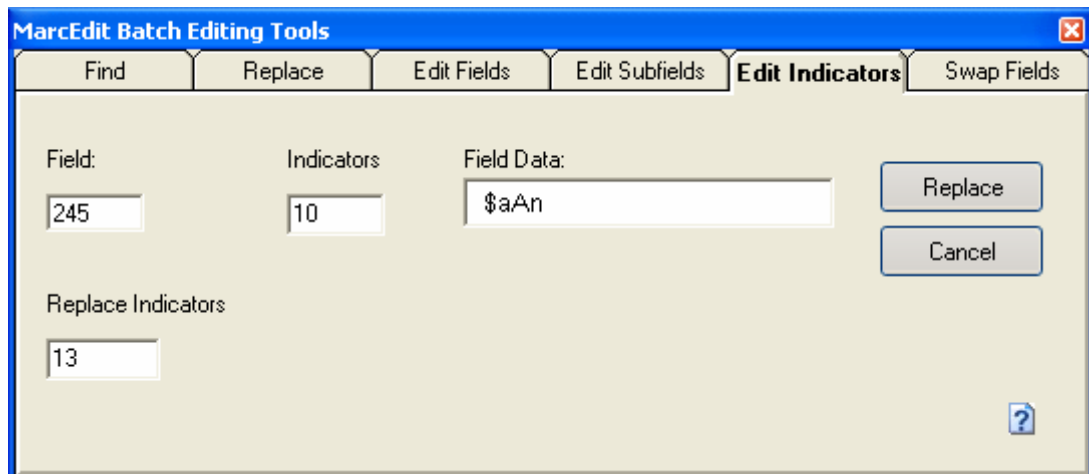
B. Confirm that you want to make the change.

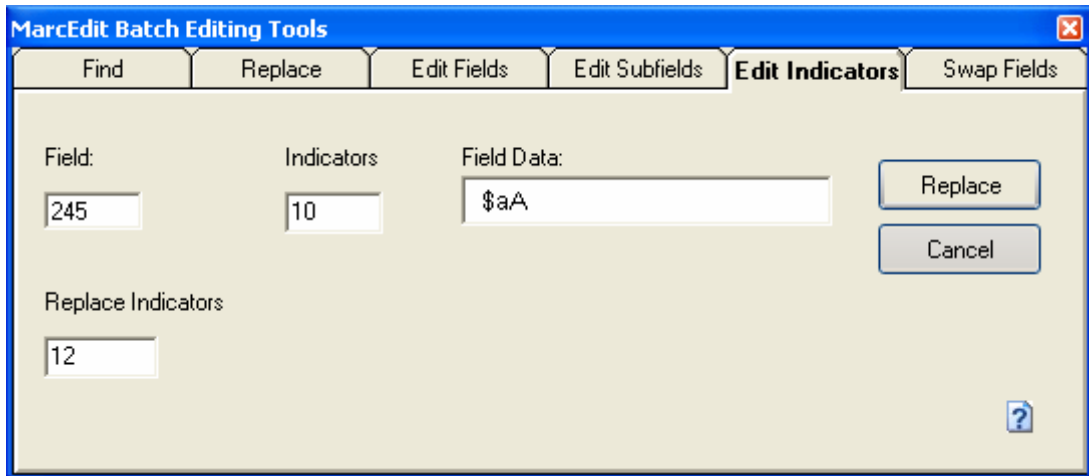


C. Number of Replacements made.



D. Repeat steps A-C for all the articles in your record.

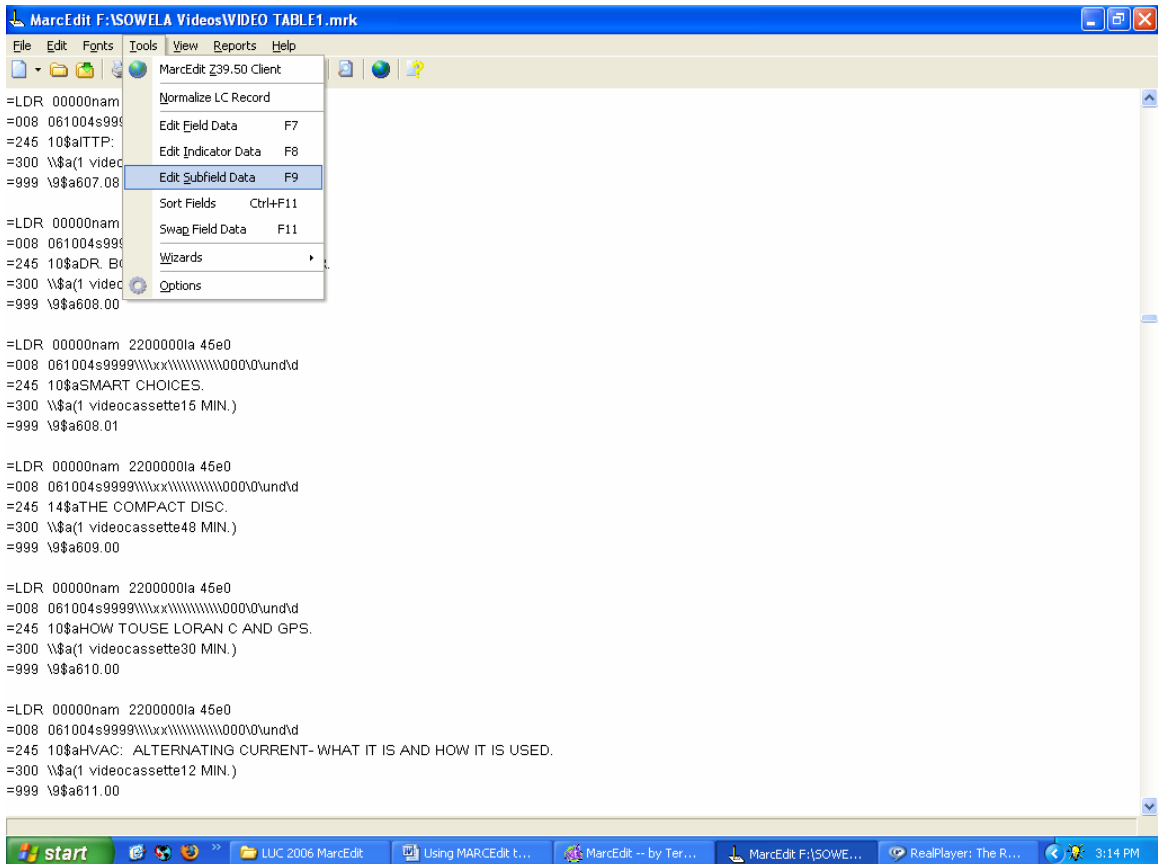




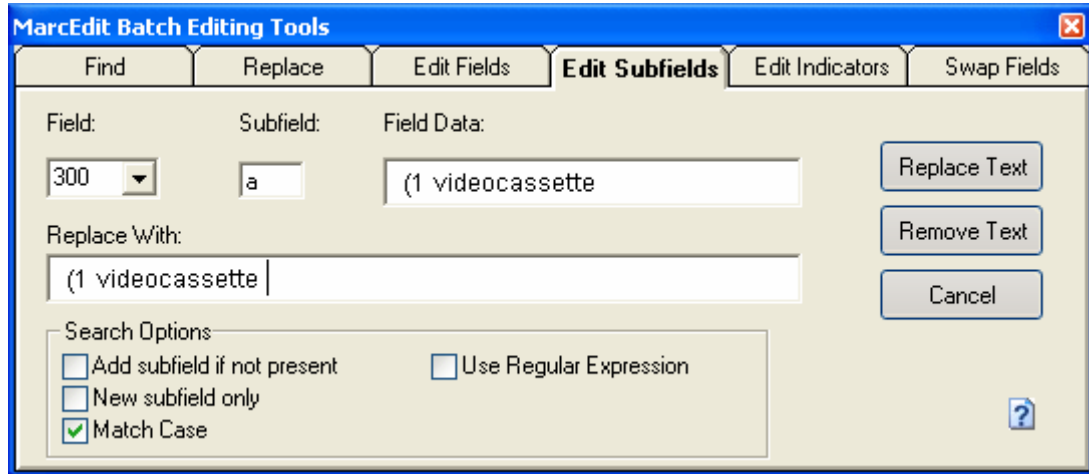
III. Edit Subfields

A. In this example, we will use the Edit Subfields feature to add a space between videocassette and the number in the 300 fields.

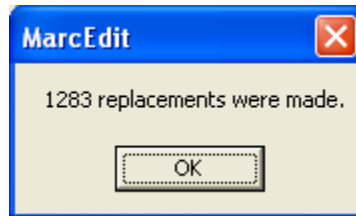
1. Under Tools, select Edit Subfield Data.



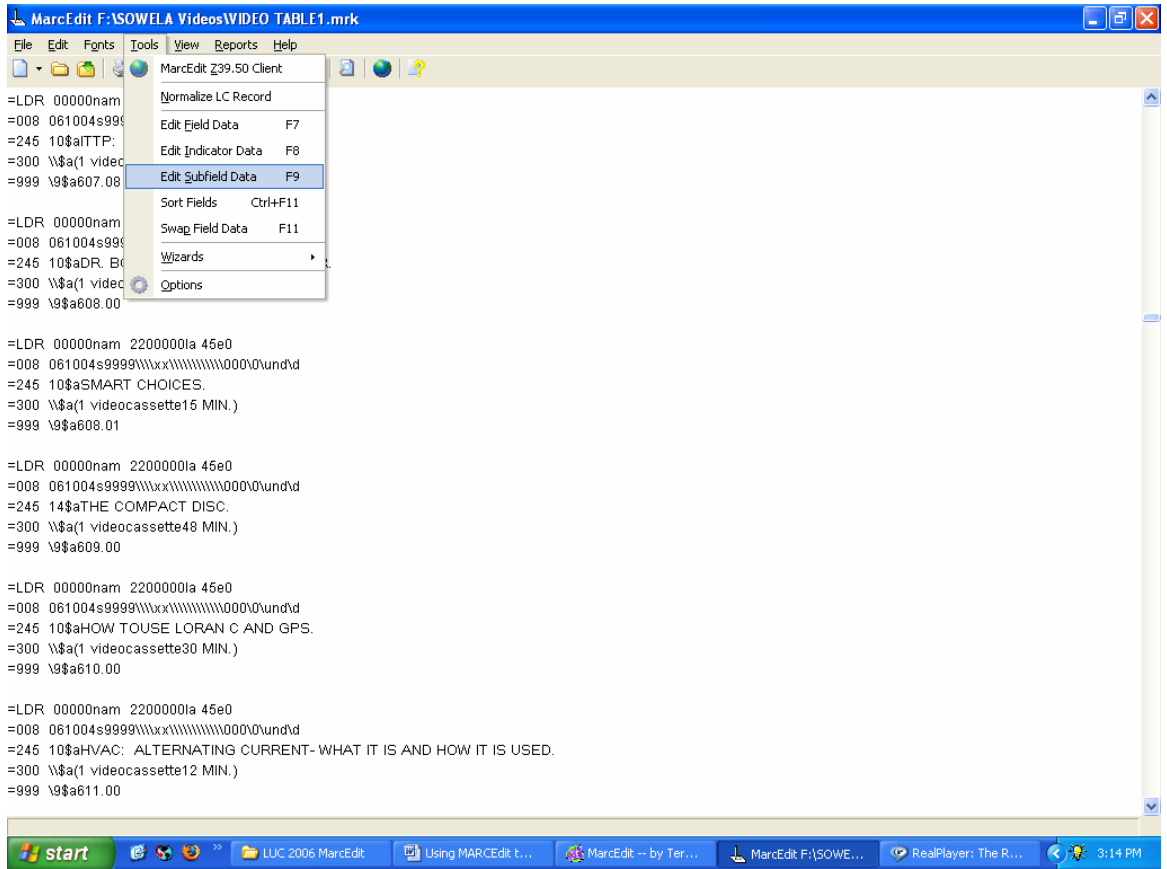
2. Enter the field, indicators, and data that you wish to match along with the replacement subfield data.



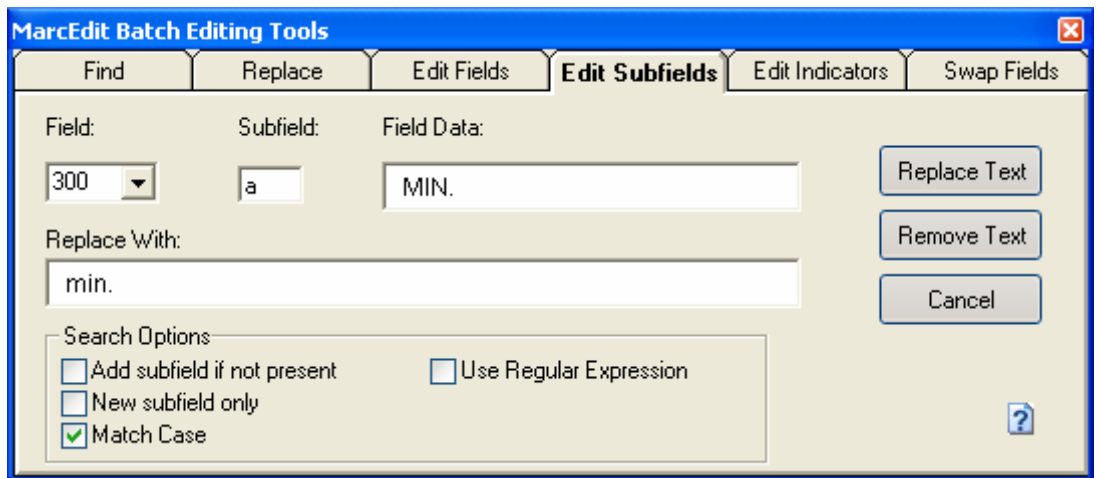
3. Click Replacement Text to make the changes.



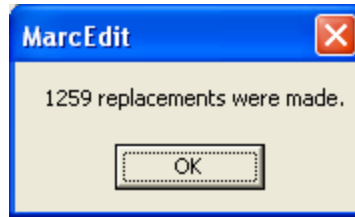
- B. In this example, we will use the Edit Subfields feature to change the MIN. to lower case (min.).
 1. Under Tools, select Edit Subfield Data.



2. Enter the field, indicators, and data that you wish to match along with the replacement subfield data.



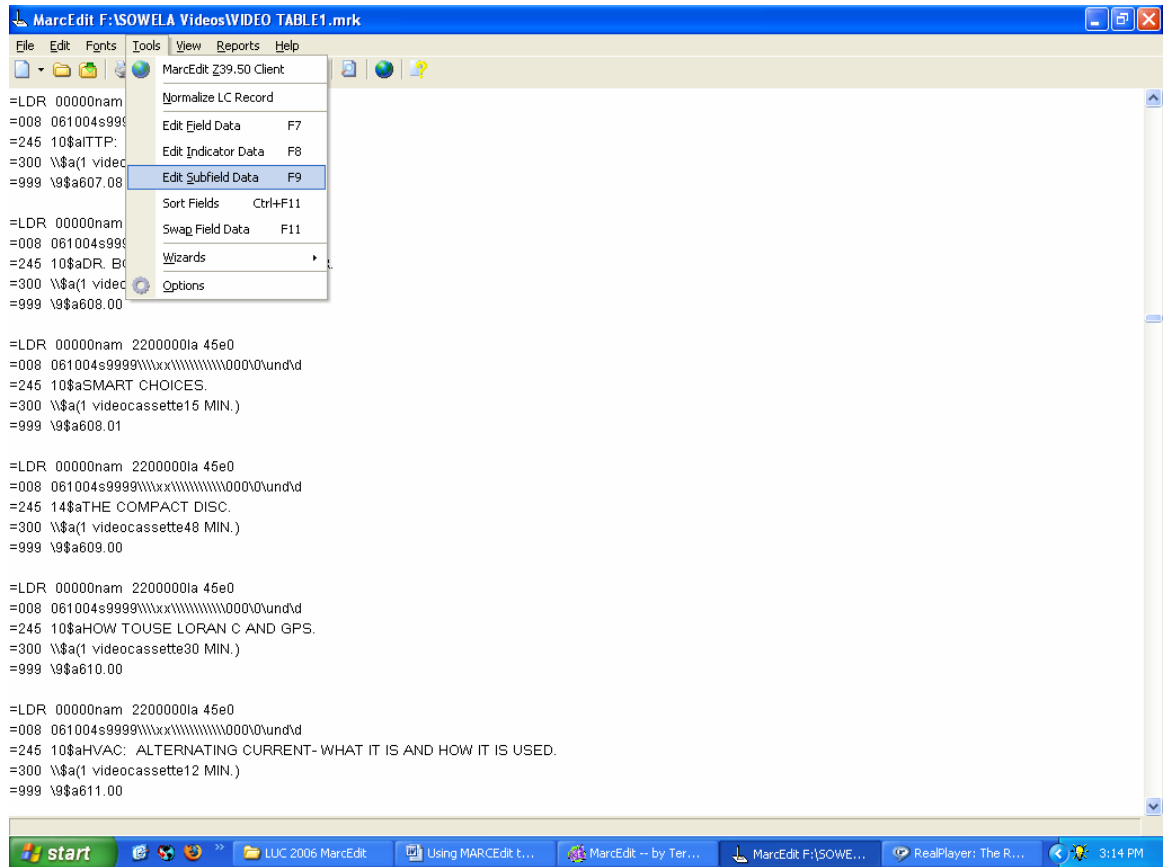
3. Click Replacement Text to make the changes.



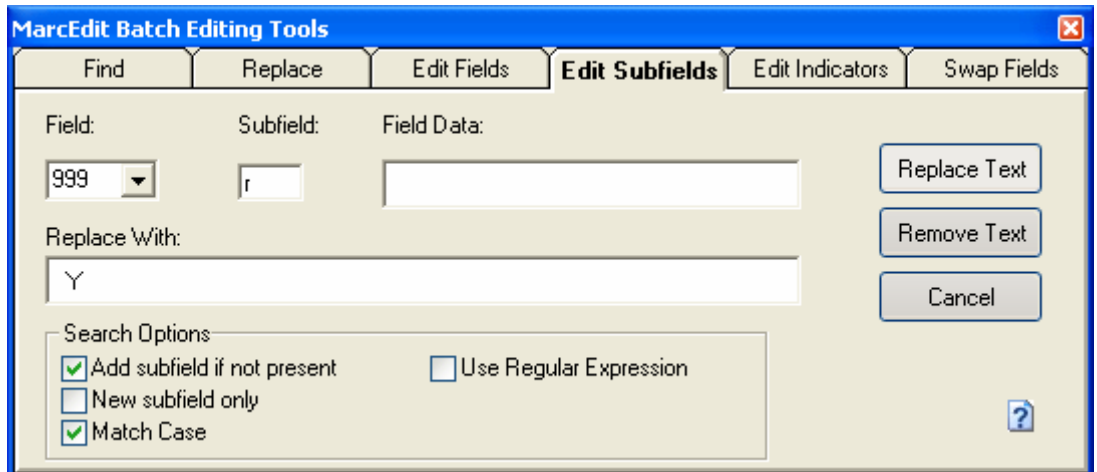
IV. Adding Subfields to Existing MARC Tags.

A. Adding a circulate flag (subfield r) to 999

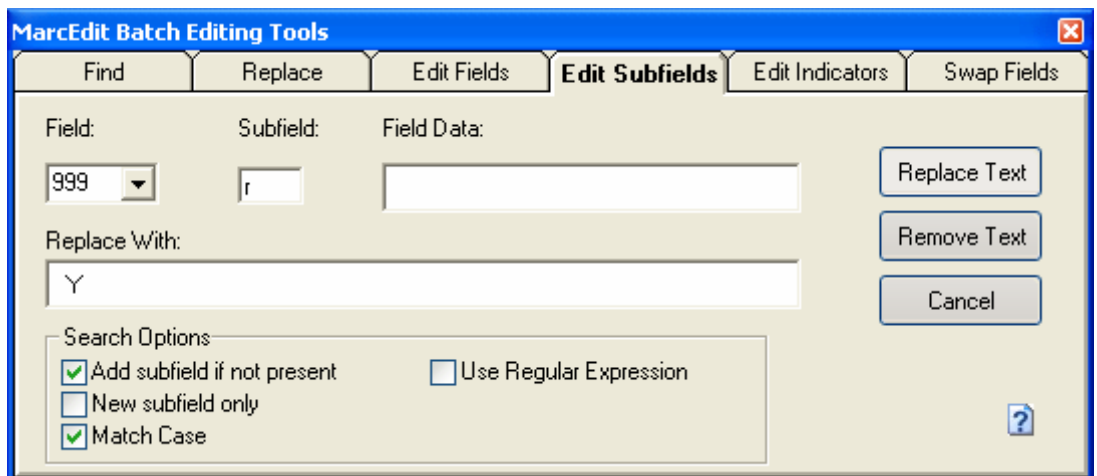
1. Under Tools, select Edit Subfield Data.



2. Enter 999 for field, r for subfield, leave field data blank, and Y for the replace with text. Be sure to check the Add Subfield if not present option.



3. Click Replace Text.

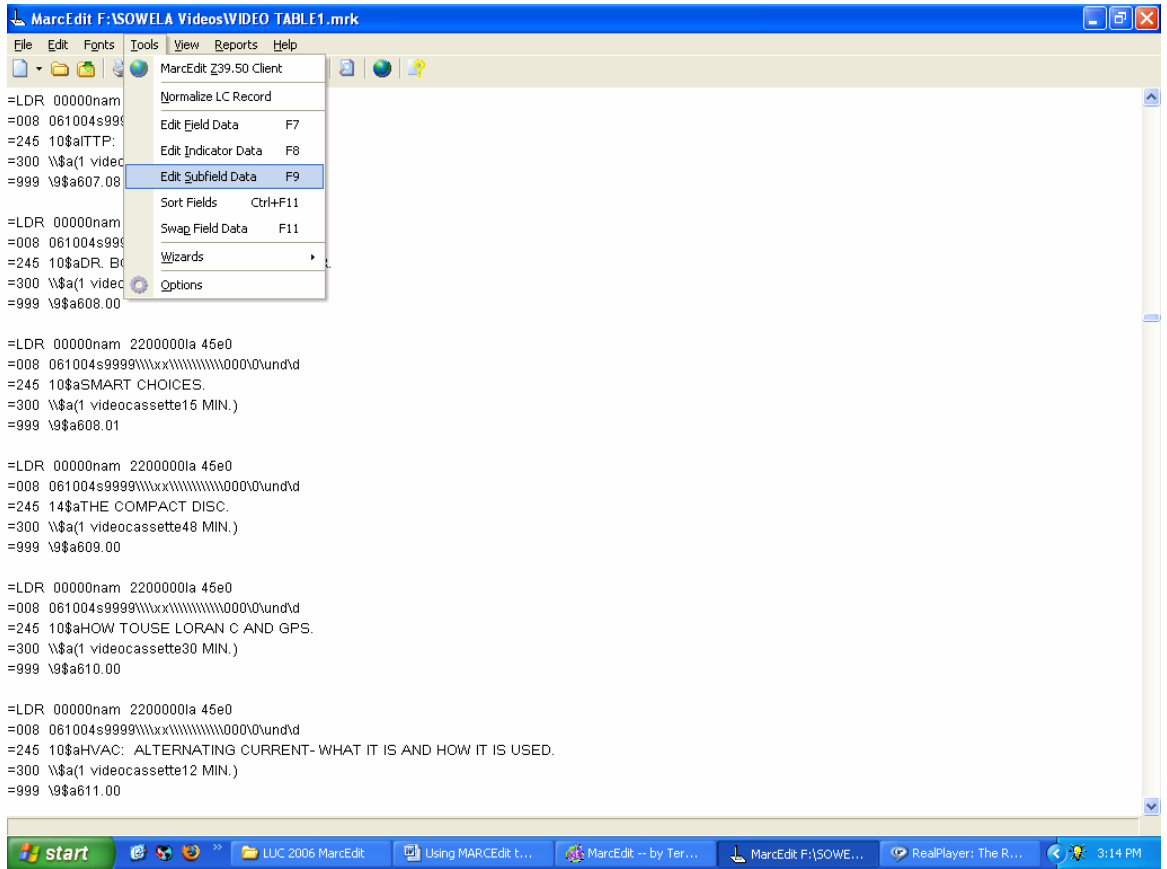


4. Select, yes (you want to replace this subfield).

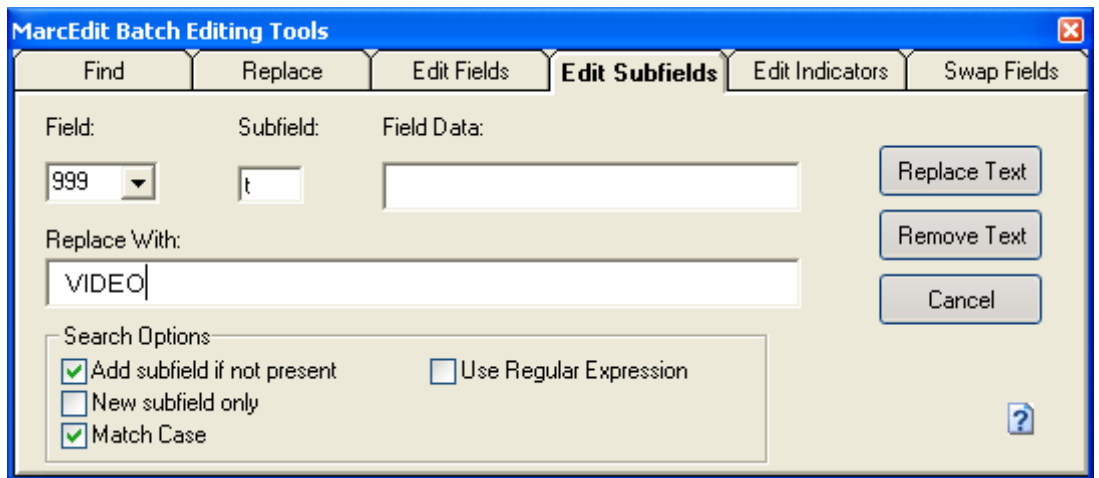


- B. Adding an item type (subfield t) to 999

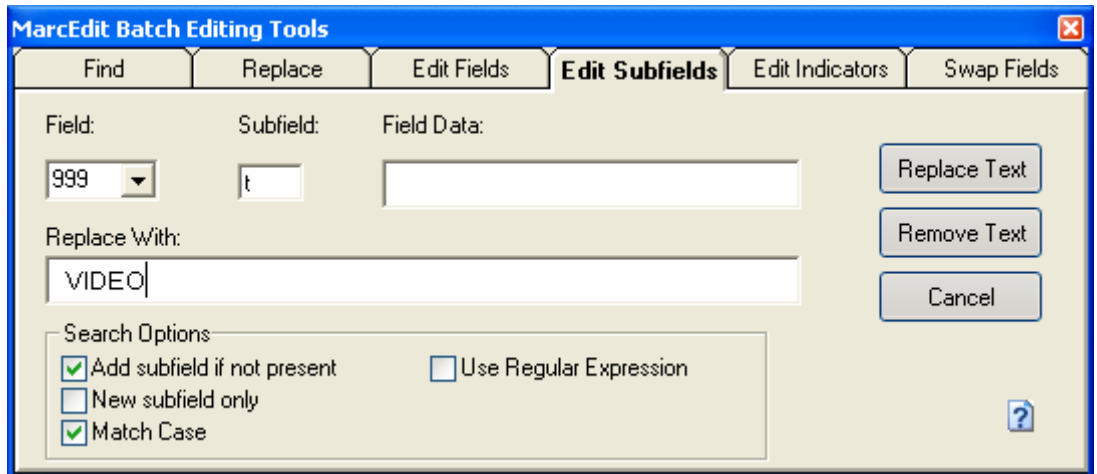
1. Under Tools, select Edit Subfield Data.



2. Enter 999 for field, t for subfield, leave field data blank, and VIDEO for the replace with text. Be sure to check the Add Subfield if not present option.



3. Click Replace Text.

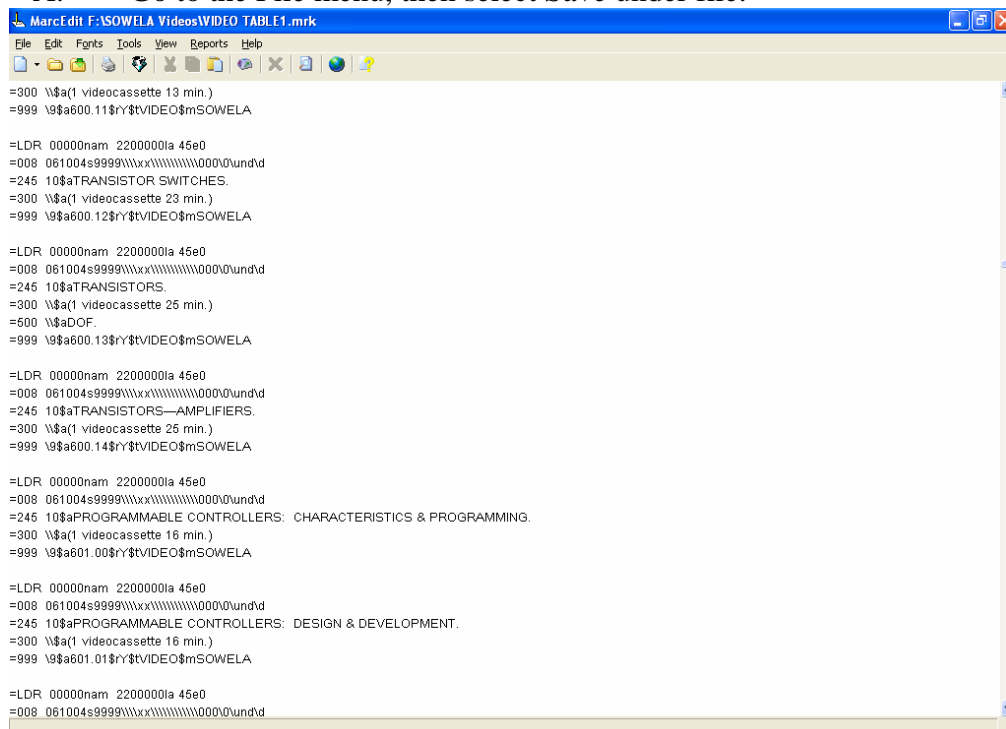


4. Select, yes (you want to replace this subfield).

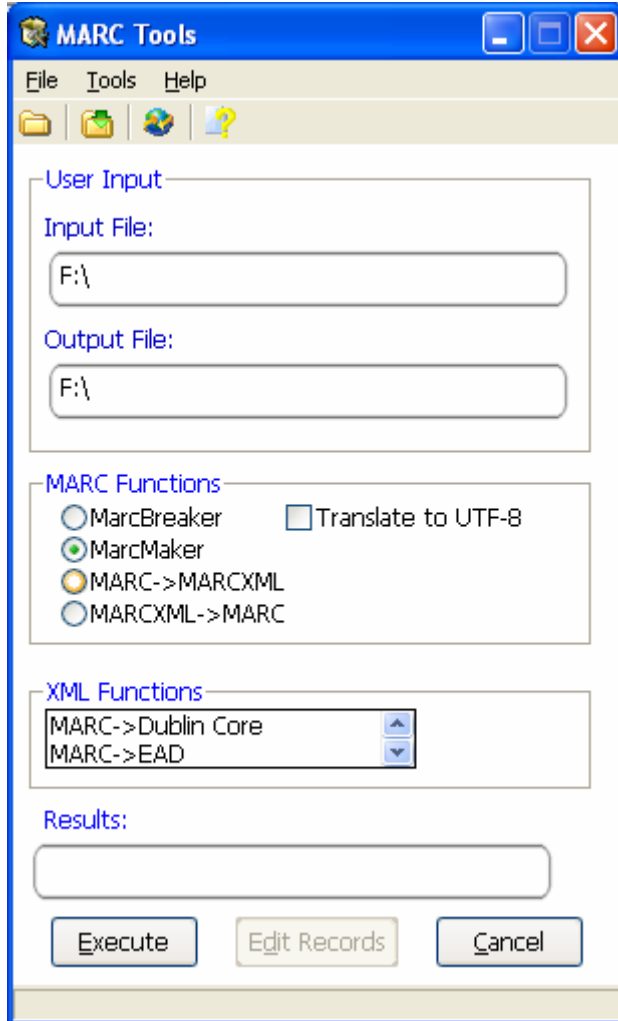


V. Saving .mrk (MARC editable text file) to .mrc (MARC)

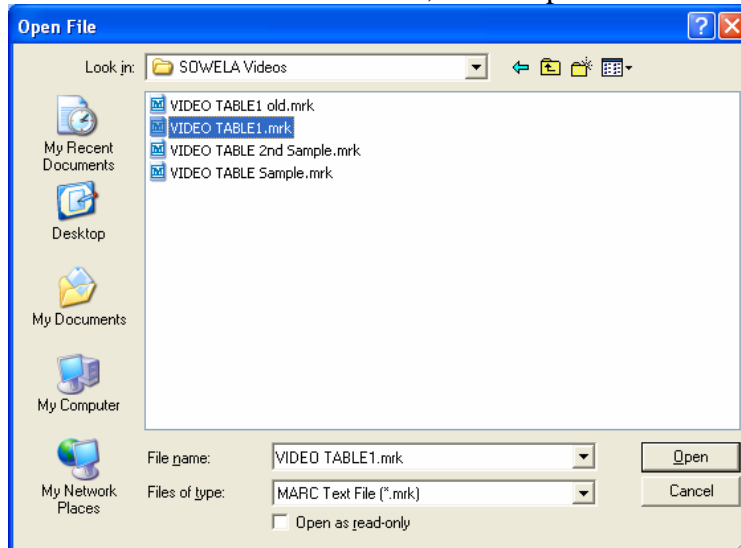
A. Go to the File menu, then select Save under file.



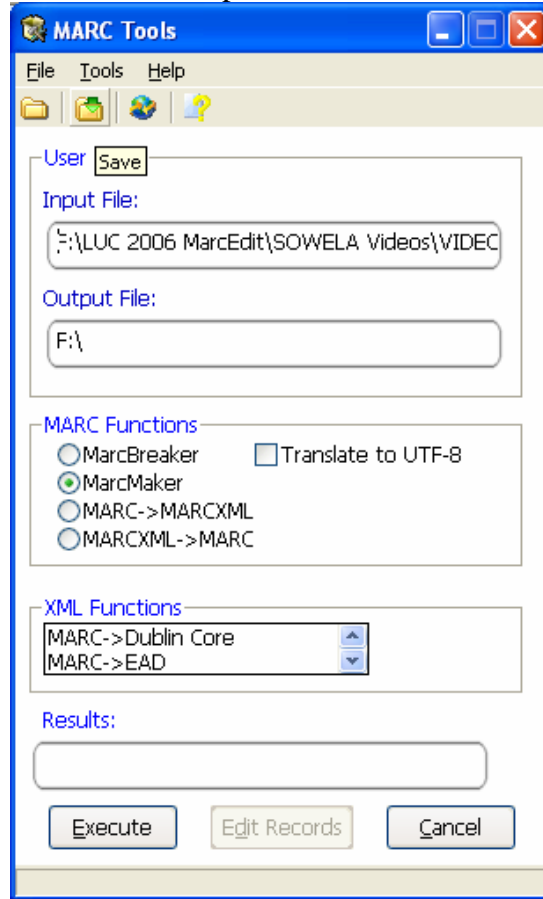
D. Select the first folder to find the file to open (your .mrk marc editable file).



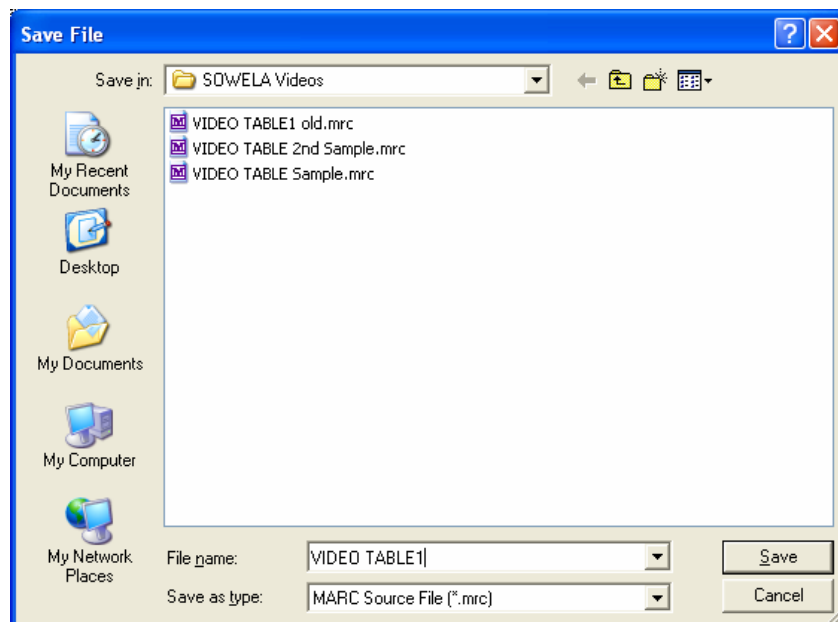
E. Browse to the file location. Then, select Open.



- F. Select the second folder, the one with green arrow to find the directory, you'd like to save the output file in.



- G. You'll have to type in the file name. Then click save.



H. Select Execute to create the file.

