OLAC-MOUG Lightning Talk Kansas City, MO October 24, 2014

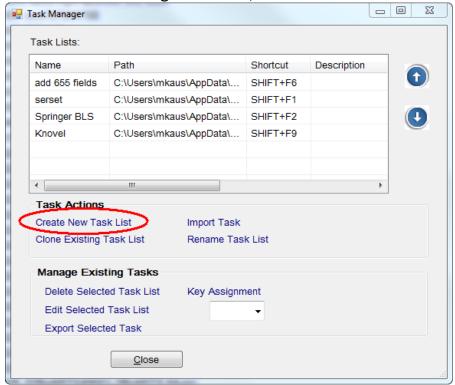
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Title: Using "Tasks" in MarcEdit to do your dirty work

When you're using MarcEdit to make the same edits to vendor packages month after month, why not set up a "task" to run the edits for you? This presentation will show how a task list is created to make the same edits to the Naxos bibliographic records.

From the menu bar, select Tools – Manage Tasks

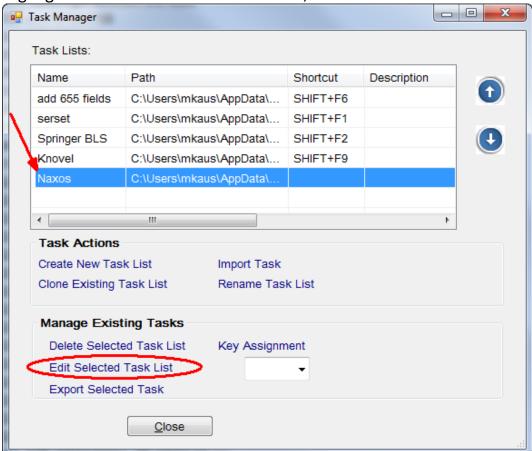
From the Task Manager window, select Create New Task List



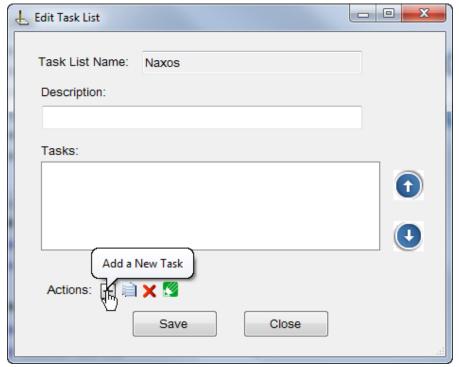
Enter the Task Name

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Highlight the new task from the task list, and click Edit Selected Task List.

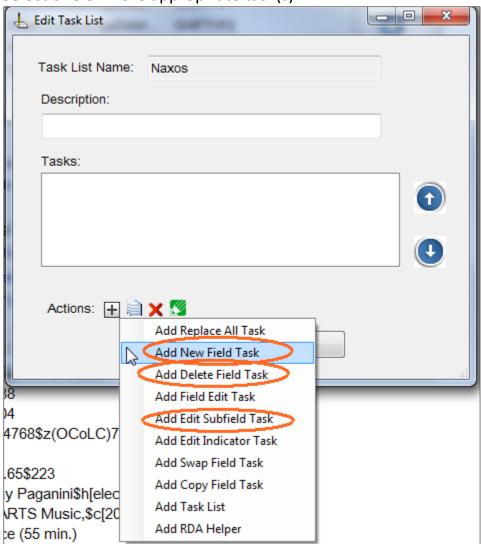


Click the Action button to Add a New Task



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Select one or more appropriate task(s)



Order of tasks does not seem to matter. Click Save after all edits are complete.

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- - X Task Manager Task Lists: Name Shortcut Description Path add 655 fields C:\Users\mkaus\AppData\... SHIFT+F6 serset C:\Users\mkaus\AppData\... SHIFT+F1 Springer BLS C:\Users\mkaus\AppData\... SHIFT+F2 Knovel C:\Users\mkaus\AppData\... SHIFT+F9 Naxos C:\Users\mkaus\AppData\... Task Actions Create New Task List Import Task Clone Existing Task List Rename Task List Manage Existing Tasks Delete Selected Task List Key Assignment Edit Selected Task List Export Selected Task SHIFT+F1 SHIFT+F2 SHIFT+F3 Close SHIFT+F4 SHIFT+F5 29 1\\$aNZ1\$b14543988 SHIFT+F6 SHIFT+F7 29 1\\$aNZ1\$b14906504 35 \\\$a(OCoLC)767804768\$z(OCoLC)7 SHIFT+F9 \ 50 \4\$aM1366 SHIFT+F10 82 04\$a785.065\$a781.65\$223 NONE

Highlight newly edited task, and select key assignment from drop down list.

(After selecting key assignment, click Key Assignment again to actually assign) Close Task Manager window.

With MarcEdit document open, type appropriate shortcut key (SHIFT+F8) to run appropriate task.

Verify Tasks in Results window. Make further edits if necessary.

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