

OLAC-MOUG Lightning Talk

Kansas City, MO

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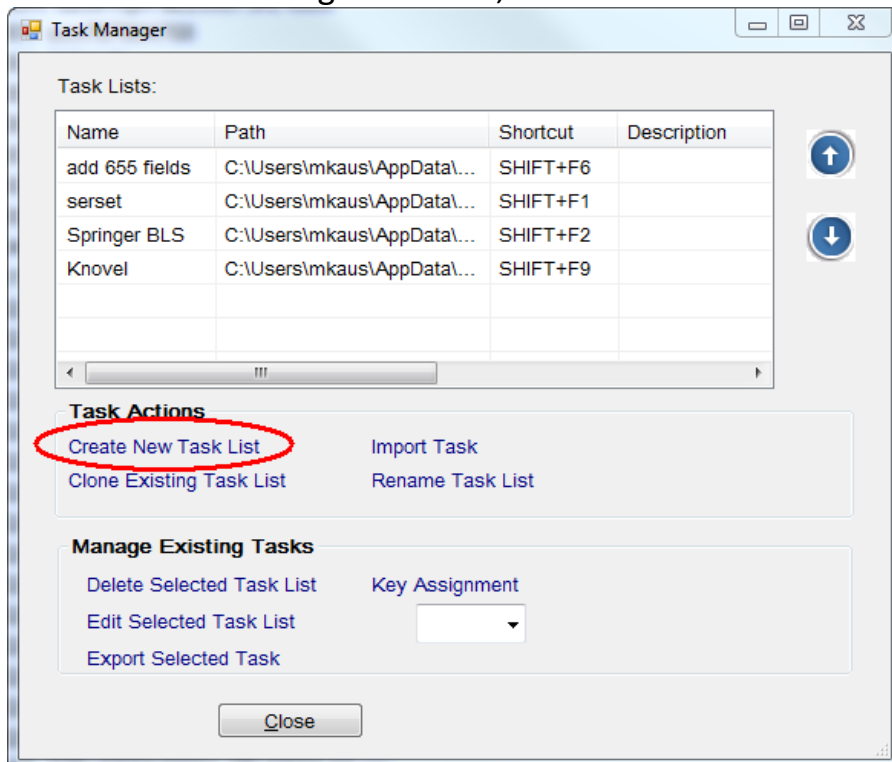
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Title: Using “Tasks” in MarcEdit to do your dirty work

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.

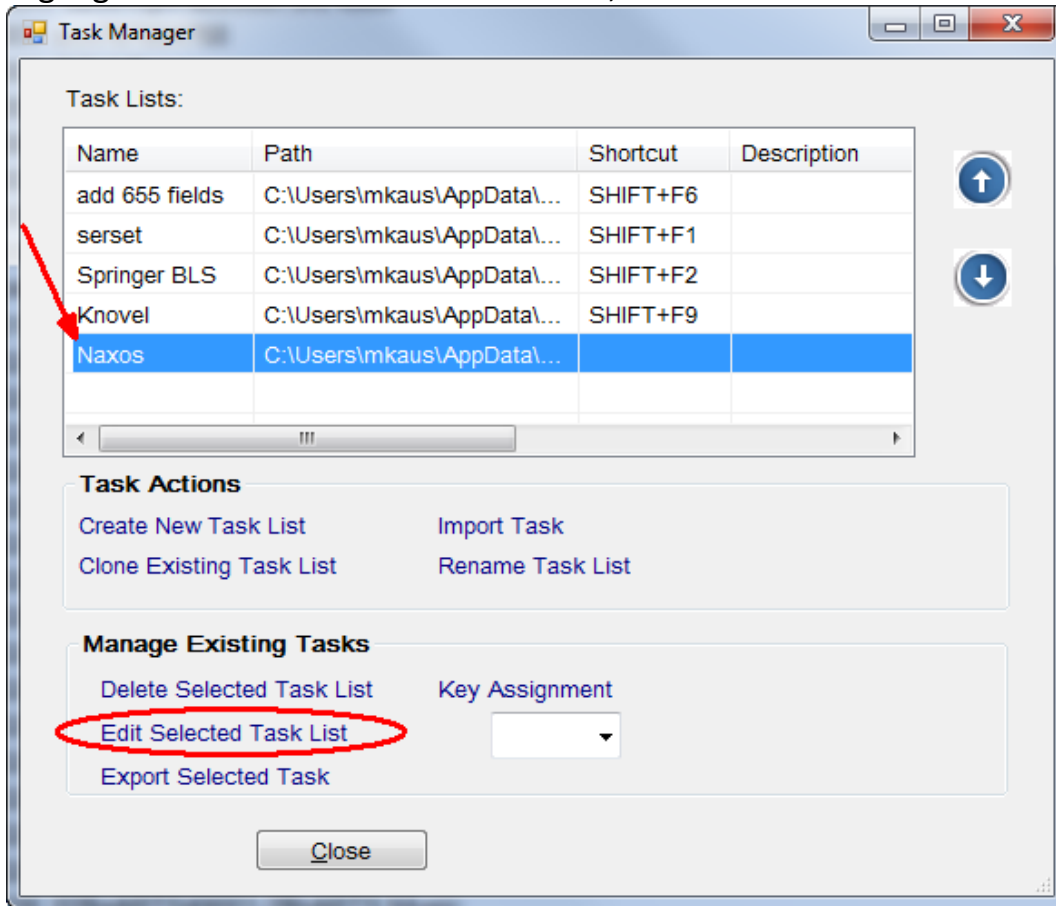
From the menu bar, select Tools – Manage Tasks

From the Task Manager window, select Create New Task List

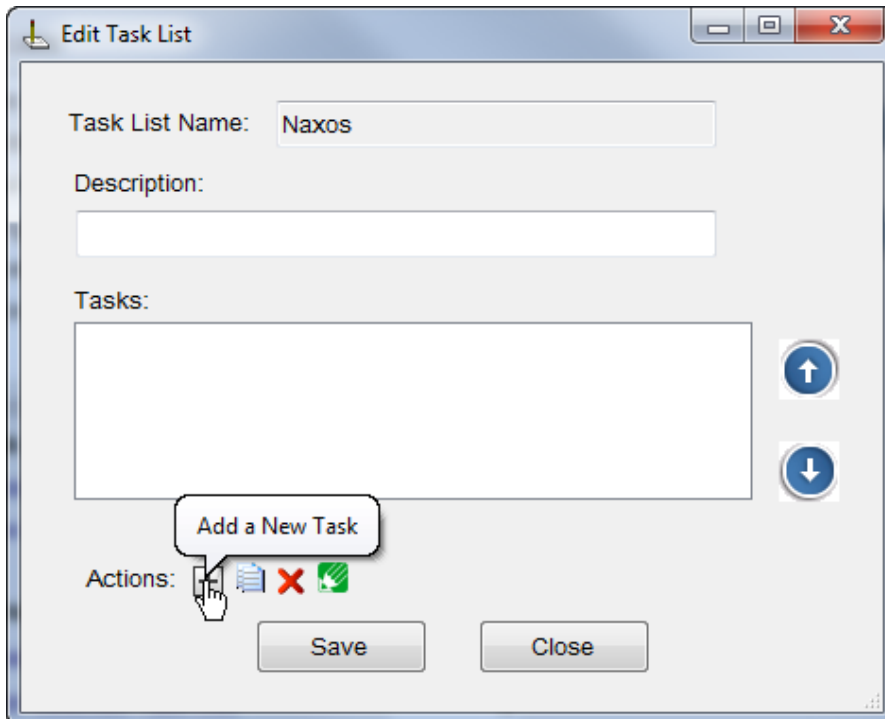


Enter the Task Name

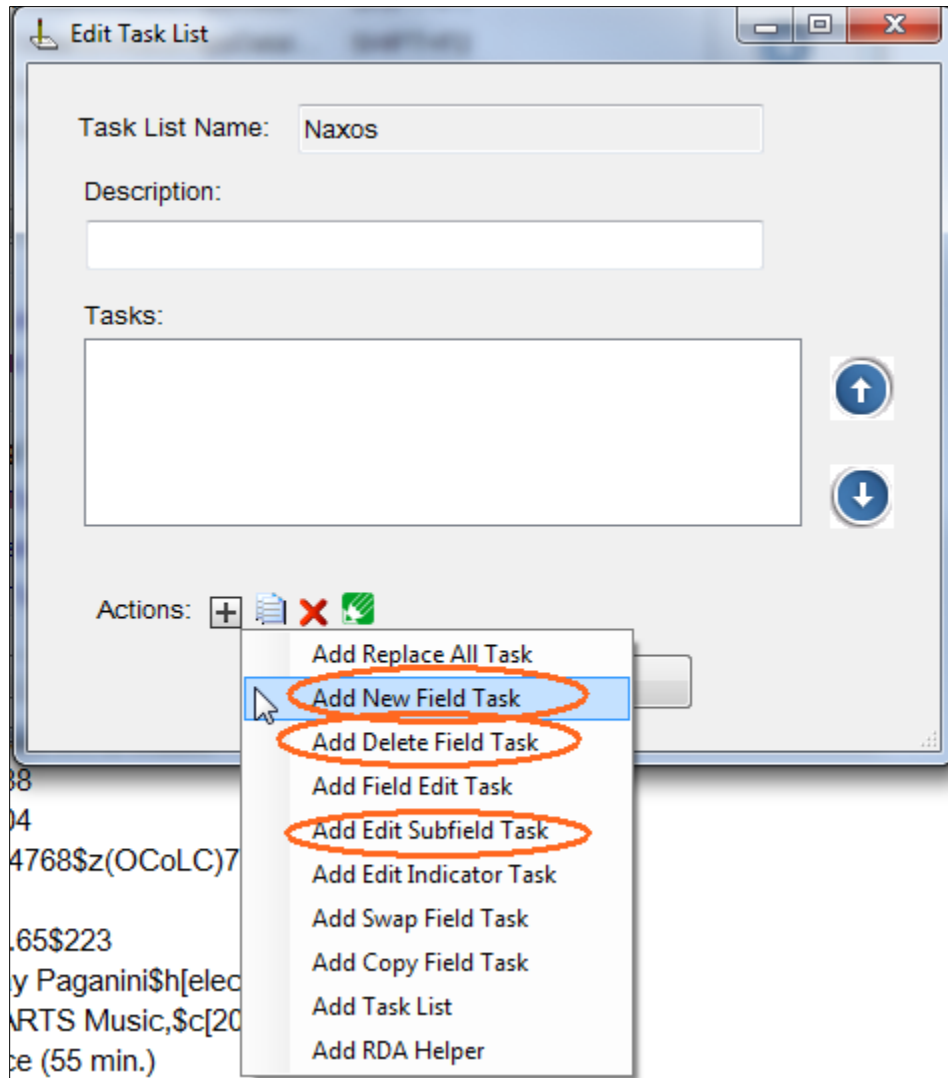
Highlight the new task from the task list, and click Edit Selected Task List.



Click the Action button to Add a New Task

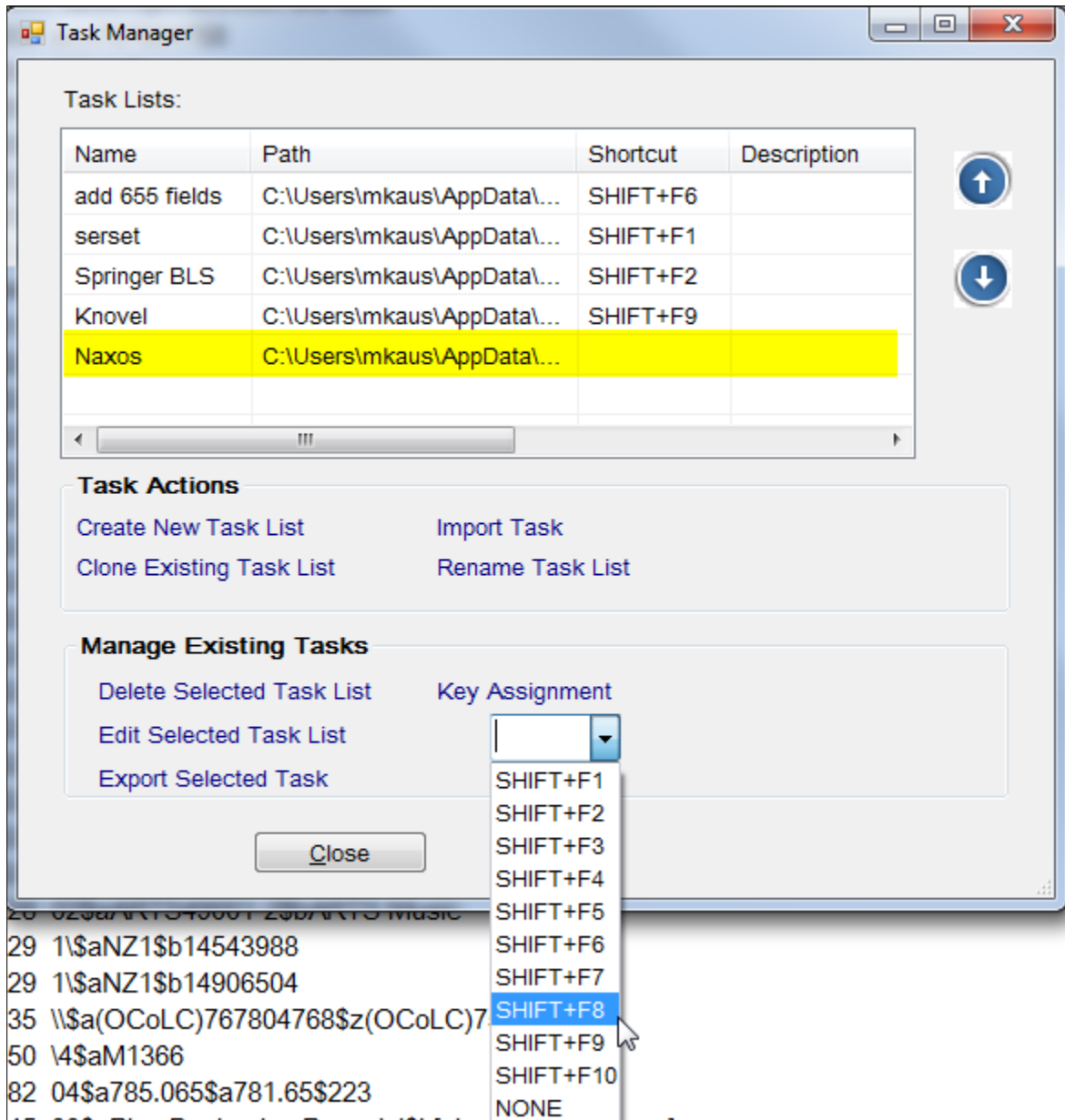


Select one or more appropriate task(s)



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

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.