

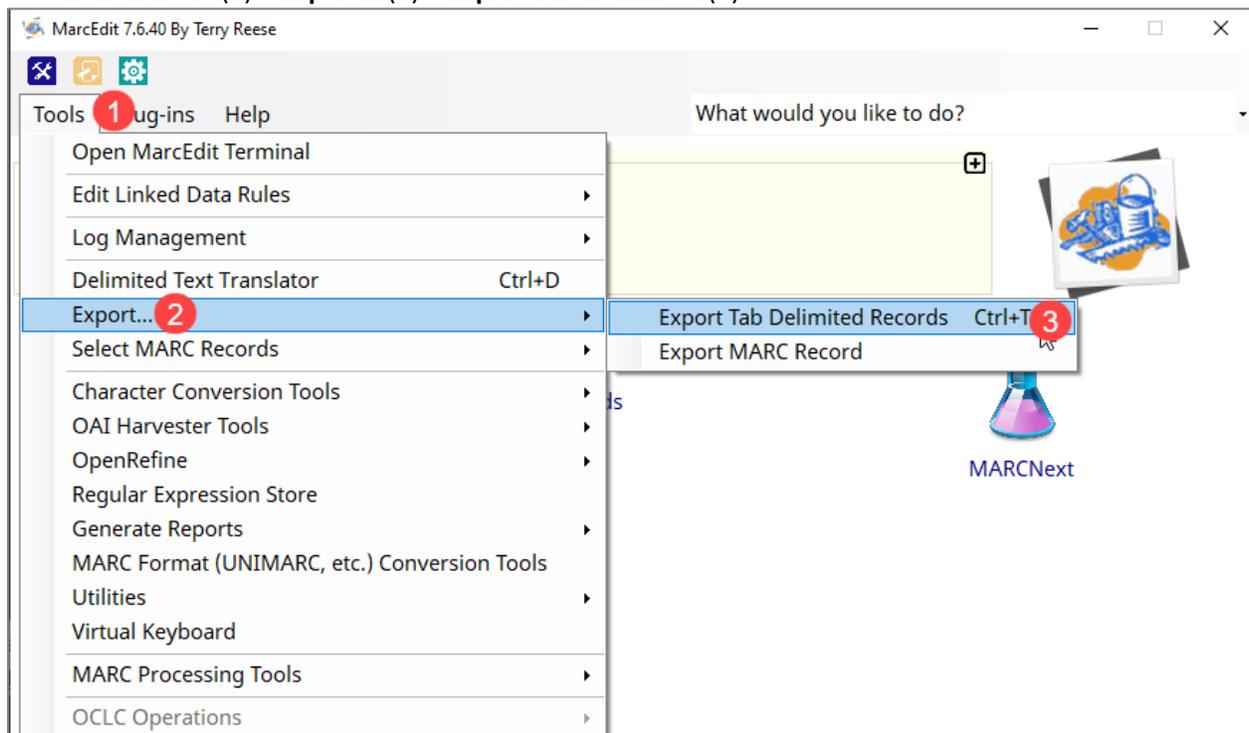
FDM Tutorial: Extract select metadata from catalog records using MarcEdit's Export Tab Delimited operation

Background:

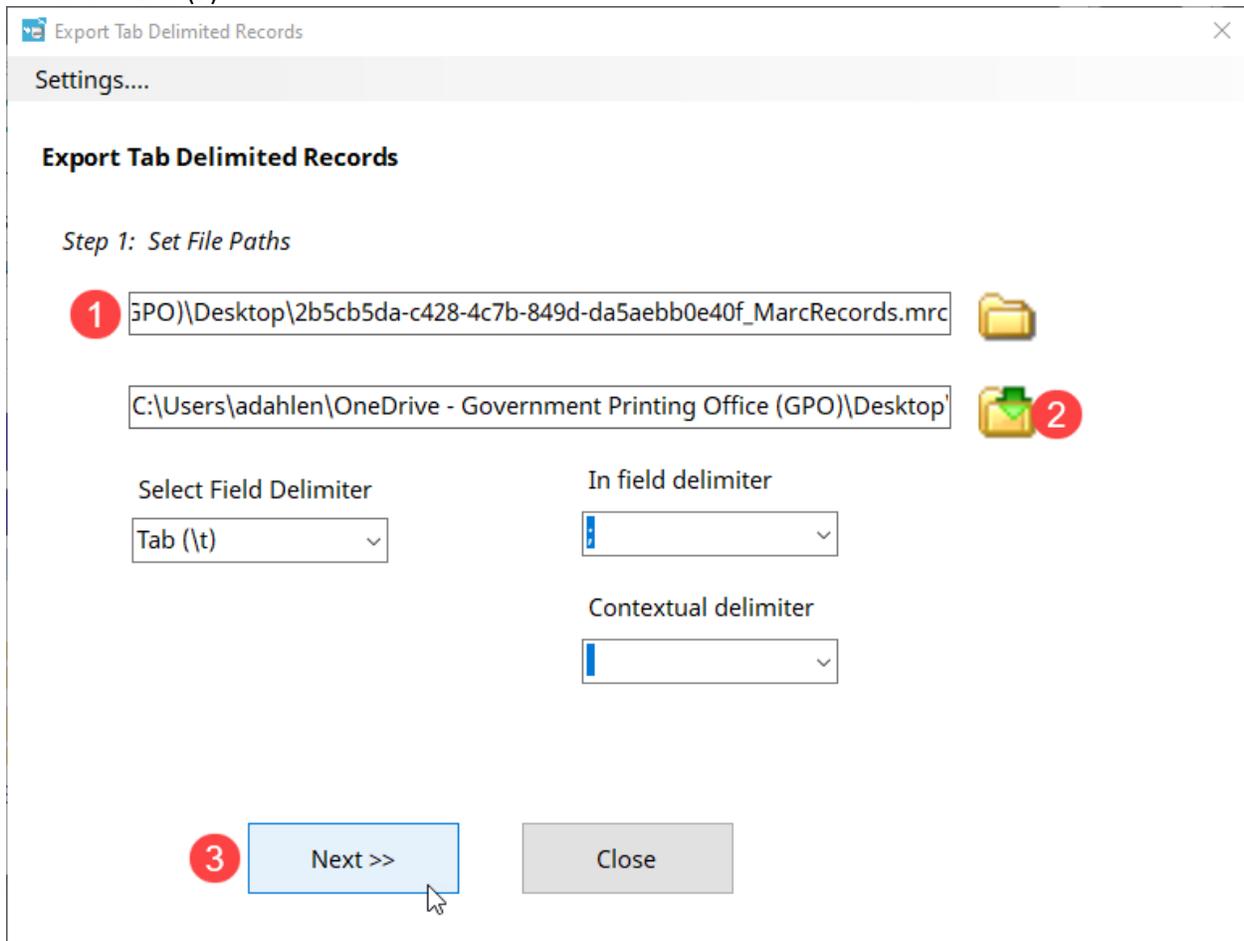
Catalog records contain a wealth of metadata that can be used for various purposes. Extracting select MARC fields into a spreadsheet is a simple operation when using MarcEdit.

Process:

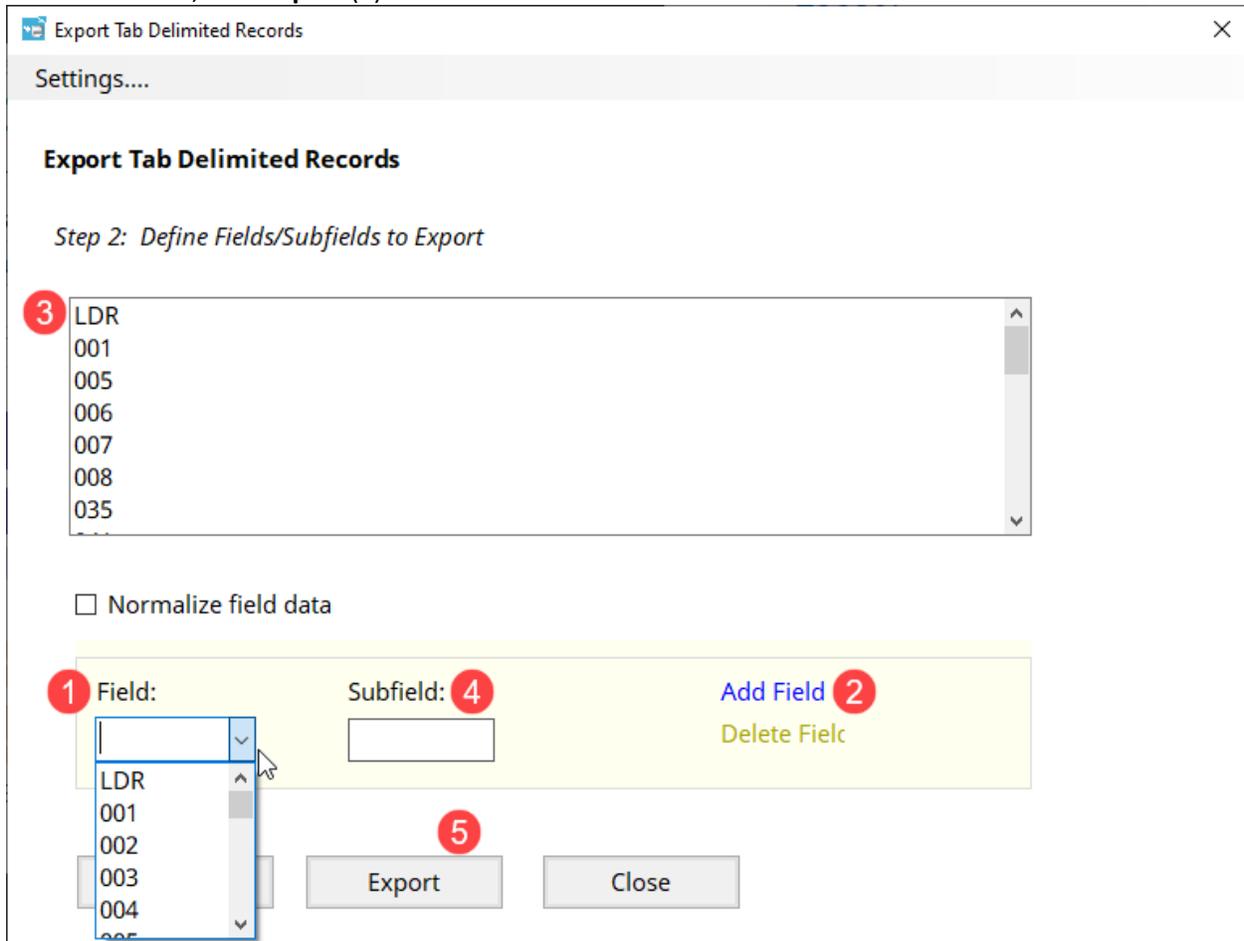
- Obtain a catalog record set.
- Open up **MarcEdit**.
- Click on **Tools** (1) > **Export...** (2) > **Export Tab Delimited** (3)



- Drag your record set to the top box (1).
- Click on the file icon to choose where your data should be exported to. Give the file a name and tell it where you want the file to reside. (2)
- Click **Next**. (3)



- Add MARC fields that you wish to extract to the Field box (1) and click **Add Field**. (2)
- The MARC field will populate in the box at the top. (3)
- You can specify Subfields to be broken out if you like. (4)
- Add the fields in the order that you wish to see the in the report.
- When done, click **Export** (5) and **OK**.



The text file will be found where you specified it should reside, and it will need to be opened up or imported into MS Excel or another spreadsheet tool.

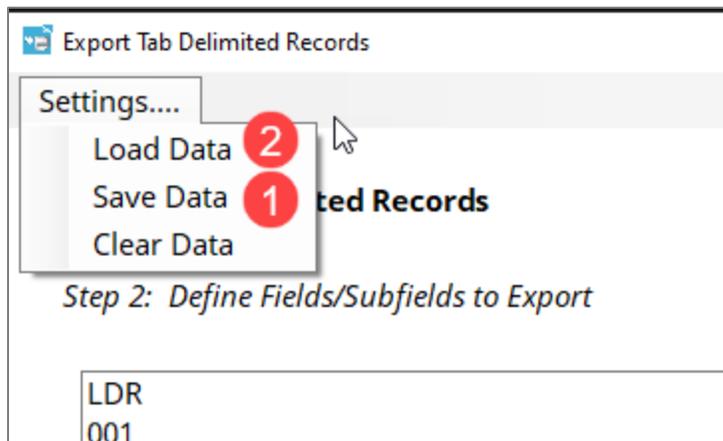
Save your MARC fields for use later on:

Before you click Export - when you have populated the box with all the MARC fields that you frequently make use of:

- Under **Settings....**, click **Save Data** (1) and give the file with your preferences a title and place to reside. You will be able to reuse the file later on. Tip: Give the file name something that is easy to recognize.

To use your saved settings or preferences, when you have another MARC record set to work with, and you get to the dialog box where it asks for your Fields,

- Click on the **Settings.... > Load Data** (2), and find your saved file.



Proceed with the **Export** like above.

Notes:

- The data will likely need cleanup to make it human-readable. For example, you may see [\\\\$a](#) to denote blank indicators and subfields. Doing a Find and Replace operation on MARC notation, replacing the MARC notation with nothing, will make it easier to read the text information.

Date 1/14/2025