# 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)

🥳 MarcEdit 7.6.40 By Terry Reese - 🗆 🗙								
8	2 🏟							
То	ols 🚺 ug-ins Help				What would you like to do	o?		-
	Open MarcEdit Terminal					Đ		
	Edit Linked Data Rules	•				1		
	Log Management	۰						
	Delimited Text Translator Ct	rl+D						
	Export2	•		E	Export Tab Delimited Records	Ctrl+T 3		
	Select MARC Records	•		E	Export MARC Record	45		
	Character Conversion Tools	×	ls				-	
	OAI Harvester Tools	•						
	OpenRefine	+				MARCNex	t	
	Regular Expression Store							
	Generate Reports	•						
	MARC Format (UNIMARC, etc.) Conversion To	ols						
	Utilities	•						
	Virtual Keyboard							
	MARC Processing Tools	•						
	OCLC Operations	Þ						

- 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)	
🔁 Export Tab Delimited Records	×
Settings	
Export Tab Delimited Records	
Step 1: Set File Paths	
3PO)\Desktop\2b5cb5da-c428	-4c7b-849d-da5aebb0e40f_MarcRecords.mrc
C:\Users\adahlen\OneDrive -	Government Printing Office (GPO)\Desktop
Select Field Delimiter	In field delimiter
Tab (\t) ~	· · ·
	Contextual delimiter
	~
3 Next >>	Close

- 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**.

🔁 Export Tab Delimited Records			×		
Settings					
<b>Export Tab Delimited Records</b> Step 2: Define Fields/Subfields to Export					
3 LDR 001 005 006 007 008 035 			~		
1 Field:	Subfield: 4	Add Field 2 Delete Fielc			

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.

😒 Export Tab Delimited Records			
Settings			
Load Data 2	2		
Save Data 🚹	ted Records		
Clear Data			
Step 2: Define Fields/Subfields to Export			
LDR			
001			

Proceed with the **Export** like above.

### Notes:

• The data will likely need cleanup to make it human-readable. For example, you may see <u>\\\$a</u> 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