

SAGE NOTE

Exporting Materials from Spectrum

You can copy material records from Spectrum by exporting them to a file. The records can then be used by another program, such as Sagebrush's BenchMARC or EnrichMARC. You may also want to export material records to make them available to another library. Any data exported from Spectrum will be in MARC 21 with 852 holdings format (also known as USMARC/852 Holdings Data protocol), which is the industry standard.

The following instructions will assist you with the export process.

1. On the main Spectrum Circ/Cat screen, click the MATERIALS button and select EXPORT. The *Material Export* window will open.
2. In the *Format* field, select *USMARC/852 Holdings Data*.
3. In the *Export* field, choose *Materials Within a Given Range* from the drop-down menu.

Note: If you want to export all materials, select All Materials (in MARC file order) and go to step 6.

4. In the *Index* field, select one of the following indexes for the materials you plan to export: *material number, call number, material type, user-defined fields, or fund*.
5. Type in the range of materials that you want to export in the *Start at* and *End at* fields.
6. Type the name **microlif.001** into the *Output file* field and browse to the location where you wish to save the file.
7. Click the EXPORT button.
8. A window may open stating that *the log file m_Export.log already exists*. Click APPEND.
9. The records will export. When the process is complete, a window will open informing you of the number of records exported and the location of the export file. Click OK.
10. Close the Material Export window by clicking the X in the top right-hand corner (Windows) or the close box in the top left-hand corner (Mac).

For further assistance, contact Technical Support at 1-866-639-7611 or 1-800-661-4109, or via e-mail to support@sagebrushcorp.com.