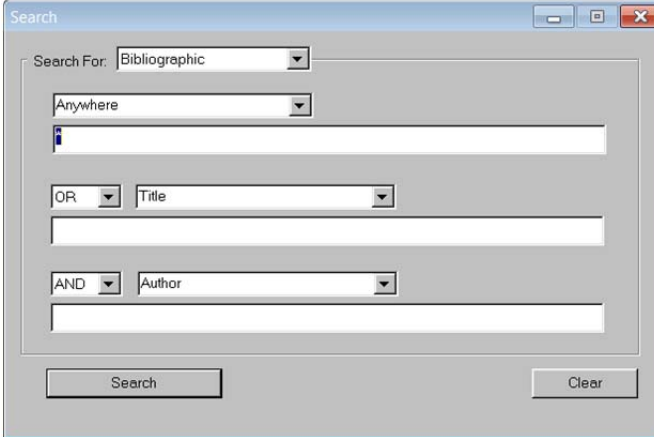# EXPORTING BIBLIOGRAPHIC, HOLDING, PATRON, AND AUTHORITY RECORDS
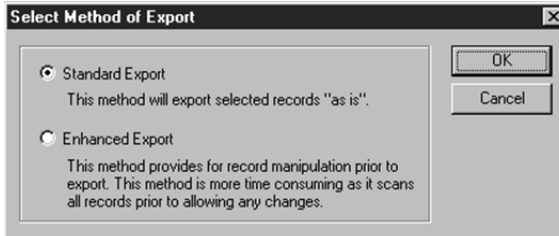
To export MARC records:
1. Open M3 Cataloging
2. Do a search to isolate the records you want to export.

    a. On the **Edit** menu, click **Search**.
    b. In the **Search For** list, select the type of records you are exporting.
- If you want **All Your Records**, do the search shown in the box below.
- Click **Search**, this will bring up a display of records matching your search criteria.

OR

- Type your search query into the appropriate boxes. To select a different MARC field or Boolean operator, click the arrow next to the appropriate list, and then select the preferred field or operator.
- Click **Search**, this will bring up a display of records matching your search criteria.

3. Select the check box by each record you want to export. **OR**
To export all records in the list, **Right Click** and choose **Select All Records**.
4. On the **File** menu, click **Export.** This displays the Select Method of Export dialog box.

5. Select a method of export, then click **OK**.
- **Standard Export –** This method exports the records "as is," maintaining the current MARC field structure.

6. In the Export Records dialog box, select the path and type the file name for the records you are exporting, and then click **Save**. This exports the records.
7. When the export is finished, a confirmation prompt appears. Click **OK**.