

## **Authorities: Edit Authority Records**

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## Revision History

Date	Section title	Description
June 2007	1 Edit authority records	<ul style="list-style-type: none"><li>Revised for new submenu called Cut Copy Paste on the Edit menu that contains most existing basic editing commands</li><li>Added new command available only on the right-click editing menu for inserting Unicode Formatting Control Characters for managing correct display of bidirectional data in Arabic and Hebrew script records</li><li>Added new bibliographic institution record and list type to types of records and lists that remain open simultaneously without “pinning”</li></ul>
	3 Validate records	<ul style="list-style-type: none"><li>Minimum level of validation for Holdings actions on bibliographic records is called Structure (replaces “None” option)</li><li>Validation options (Tools &gt; Options &gt; General; click Validation Level Options) apply only to automatic validation performed by the system when you take certain final actions on records</li><li>Edited procedure for setting validation options (which now also include separate options for bibliographic institution records)</li></ul>
	6 Insert diacritics	Added a section at the end about using RLIN21 Latin keyboard as an alternative to the client Edit > Enter Diacritics function.
	7 Default keystroke	Added a section at the end about possible conflicts between default client keystroke shortcuts and keystroke shortcuts used with the installed RLIN21 Latin keyboard.
August 2007	Throughout	Added minimum authorization level required for specific editing procedures, as appropriate
	8 Authorization levels and cataloging capabilities	Revised to: <ul style="list-style-type: none"><li>Clarify authorized actions on records by levels of authorization</li><li>Clarify any differences in authorized actions between the client and browser interfaces</li></ul> Formerly titled “Editing modes and privileges”
September 2011	1 Edit authority records	Added the following to the list of editing tools for authority records: <ul style="list-style-type: none"><li>RDA Toolkit field descriptions</li><li>Use of MARC-8 non-Latin-script data in variant name headings</li></ul>
June 2016	1 Edit authority records	Removed references to institution records.
	3 Validate records online or offline	

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## 1. Edit authority records

**Note:** If you are using Connexion client version 3.0 or newer, see [Connexion client](#) for applicable documentation.

### Non-Latin scripts

The Connexion client supports the following non-Latin scripts for adding variant name headings in authority records: Arabic, CJK (Chinese, Japanese, and Korean), Cyrillic, Greek, Hebrew.

See “Add non-Latin script variant name headings in authority records” in Cataloging, International Cataloging: Use Non-Latin Scripts for details.

### Authorization levels for record actions and upgrades

The logon authorization established by your OCLC cataloging profile determines the types of upgrades you can make to records and the actions you can take. See details in the quick reference titled OCLC Cataloging Authorization Levels for Record Actions and Upgrades at <http://www.oclc.org/support/documentation/connexion/client/catalogingauthorizationlevels.pdf>

### Edit record in MARC template view

The Connexion client displays records in one view only: MARC template. The following list describes how to use the template view for editing:

- The template displays data in cells that enclose field number, each indicator, and field data separately.
- When you enter data in a field, the cursor automatically moves from the tag cell to the first indicator cell, to the second indicator cell, and then to the field data cell as you enter data in each. You do not enter spaces between each cell, and you do not need to <Tab> from cell to cell unless you want to skip to the next cell without entering data.
- When you click to place the cursor in a cell that has a set number of characters (tag, indicator, or fixed field element), the client automatically highlights the entire contents of the cell if it contains data, since you cannot enter additional characters without deleting existing characters. If you want to change only one character of several in one of these cells (for example, you want to change one number in the tag), click to highlight the contents of the tag cell, then click again to place the cursor before or after the particular number or character you want to replace, and then edit.
- When you click to place the cursor in a variable field cell, the client does not highlight data. You can double-click a word to highlight it or triple-click to highlight all data in the field, just as you do in a word-processing program.

**Caution: Highlighting with the mouse from right to left to delete a field may shift data in next field.**

If you highlight an entire field in a record using the mouse moving right to left and then delete the text, data in the next field may shift to incorrect cells. Use the shortcut keystroke <Alt><Delete> to delete the entire field without highlighting, or highlight the field from left to right.

- Otherwise, you **edit the data as though it is continuous text**. For example, if you copy an entire

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field and paste it into a blank field, the client formats the data correctly, putting the tag number,

indicator values, and field data in the appropriate cells. You do not have to copy and paste the data one cell at a time.

- Edit using the mouse; that is, by clicking commands on menus or by clicking buttons on the toolbar. Or you can edit using keystrokes (see also, “Keystroke shortcuts for editing.”)

For more details about working with records—for example, about how records display when you edit them or how to change the way records display—see Basics, Use Client Interface, “Records.”

**Tip:** To compare the original record to your edited copy:

- Save your edited record to the local save file and then search for the original record again.  
Or
- Open another copy of the client and search for the original record in the second client window.

## Editing tools: constant data, text strings, MARC field Help, RDA Toolkit, authority history records, spell checker, ALA character entry and more

The Connexion client provides the following editing tools:

- **Constant data**

Create (**Authorities > Create > Constant Data**) and apply constant data records (**Edit > Constant Data > Online > [or Local] > [Apply Default or Apply from List]**) to avoid rekeying data you use frequently in records.

See Authorities, Use Constant Data, “Apply constant data” for more information.

- **Text strings**

Create and enter text strings for data you use frequently (shorter form of constant data) (**Tools > Text Strings** or use the **Text String** quick tool on the toolbar).

See Basics, Set Options and Customize, “Create custom text strings” for more information.

- **MARC field Help**

Look up a specific MARC field description for any field you are working on, via a command that links to Web-based MARC documentation (**Help > MARC Field Help** or <Shift><F1>).

See “Use client Help” in Basics, Get Support and Information for details.

- **RDA Toolkit field descriptions**

Set up and open RDA Toolkit field descriptions for variable fields (RDA = Resource Description and Access).



See “Use client Help” in Basics, Get Support and Information for details.

- **LC authority history records**

To track the history or identify past changes for LC distributed authority records, open authority history record(s) or search or browse the authority history file, for example, to check for headings you can no longer find in the LC authority file.

- **Spell checker**

Check spelling records. Customize the spell checker.

- **ALA diacritic and special character entry**

See “Insert diacritics and special characters and “Default keystroke shortcuts for diacritics and special characters.”

**Example:** To enter a subfield delimiter, press <Ctrl><D>.

- **MARC-8 non-Latin scripts**

Use MARC-8 non-Latin script data in variant name headings.

See “Add non-Latin script variant name headings in authority records” in Cataloging, International Cataloging: Use Non-Latin Scripts for details.

- See also in this booklet:

- Validate records
- Reformat records

- See also in this topic:




- Copy control number
- Find/replace text

**Tip:** For NACO participants, when you work with **bibliographic** records online and find mistakes in controlled headings, you can open and lock the WorldCat authority record directly from the name heading field to edit and replace:

With the cursor in the name heading field of the bibliographic record, on the Action menu, click **Lock Linked Authority Record**, or press <Alt><A><I>.

## Text editing commands



The following table lists client commands on the **Edit > Cut Copy Paste** menu for moving the cursor and working with fields and data in fields:

To ...	Use this Edit menu command	How to:
Cut selected text and copy it to the Windows clipboard	<b>Cut</b>	Highlight text and click <b>Cut</b>  , or press <Ctrl><X>. Or Use the right-click menu: Right-click the selected text, and on the popup menu, click <b>Cut</b> .
Copy selected text to the Windows clipboard	<b>Copy</b>	Highlight text and click <b>Copy</b>  , or press <Ctrl><C>. Or Use the right-click menu: Right-click the selected text, and on the popup menu, click <b>Copy</b> .
Copy selected text to the Windows clipboard in plain text (ASCII) format (for pasting into non-Unicode applications)	<b>Copy as Text</b>	Highlight text and click <b>Copy as Text</b> , or press <Alt><E><O>.
Paste cut or copied text at the cursor location	<b>Paste</b>	Place the cursor where you want to paste, and click <b>Paste</b>  , or press <Ctrl><V>. Or Use the right-click menu: Right-click at the cursor location where you want to paste, and on the popup menu, click <b>Paste</b> .
Paste all of the data copied from a Web site into a single field (automatically removes paragraph markers and line breaks which cause the copied data to be pasted into separate fields if you use generic Paste)	<b>Paste Unformatted</b>	Place the cursor where you want to paste, and click <b>Paste Unformatted</b> , or press <Alt><E><S>. Or Use the right-click menu: Right-click at the cursor location where you want to paste, and on the popup menu, click <b>Paste Unformatted</b> .
Delete the current* field	<b>Delete Field</b>	Click <b>Delete Field</b> , or press <Alt><Delete>. Or Use the right-click menu: Right-click in the field you want to delete, and on the popup menu, click <b>Delete Field</b> .
Copy the current* field	<b>Copy Field</b>	Click <b>Copy Field</b> , or press <Alt><Insert>.
Cancel all changes to the current* record since you opened it	<b>Cancel Changes</b>	Click <b>Cancel Changes</b> , or press <Ctrl><Shift><Z>.
Cancel the last edit in the current* cell	<b>Undo</b>	Click <b>Undo</b> , or press <Ctrl><Z>.
Insert a blank field above the current* field	<b>Insert Field/ Above Current Field</b>	Click <b>Insert Field &gt; Above Current Field</b> , or press <Shift><Enter>.
Insert a blank field below the current* field	<b>Insert Field/ Below Current Field</b>	Click <b>Insert Field &gt; Below Current Field</b> , or press <Enter>.

To ...	Use this Edit menu command	How to:
Move the current* field up one position	<b>Move Field/Up</b>	Click <b>Move Field &gt; Up</b> , or press <Alt><Up arrow>.
Move the current* field down one position	<b>Move Field/Down</b>	Click <b>Move Field &gt; Down</b> , or press <Alt><Down arrow>.
Move the cursor to the previous record area	<b>Previous Record Area</b>	Click <b>Previous Record Area</b> , or press <Shift><F6>
Move the cursor to the next record area	<b>Next Record Area</b>	Click <b>Next Record Area</b> , or press <F6>.
* <b>Note:</b> The terms “current field” or “current cell” refer to the field or cell where the cursor is located. The term “current record” refers to the active or topmost record.		

For a complete list of editing keystroke shortcuts, including the Edit menu commands listed above, see “Default keystroke shortcuts for editing records” below.

### Editing markers:

- The client shows which field is active (where the cursor is located) with a boxed outline.
- The client marks each variable field you edit with the symbol  or adds  to the fixed field if you edit one or more elements (the marker appears only when the fixed field is displayed on top or bottom (**View > OCLC Fixed Field > Top** or **Bottom**)).
- The editing symbol remains displayed until you take final actions or perform the Control All Headings function on the records.

Note for NACO-authorized libraries: The editing marks are removed when you edit and replace a record in the LC authority file.

- See more details in Use Client Interface, “Records,” “Record display features.”

### Right-click shortcut menus

Right-click in a record to open a popup shortcut menu to do any of the following actions:

- Undo\*
- Cut\*
- Copy\*
- Paste\*
- Paste Unformatted\*
- Delete Field\*
- Copy Field\*
- Copy Control Number\*
- Control Single Heading
- Uncontrol Single
- Transliterate > Arabic [or Persian]\*
- Right-to-left Reading Order\*

- Insert from Cited Record
- Edit with Guided Entry
- Insert Unicode Control Characters > [submenu of available characters]\*

(These characters are available only on the right-click menu; they control bidirectional text in Arabic and Hebrew script records; see more in Cataloging, International Cataloging, “Use Arabic scripts for cataloging”)

- Link fields
- Unlink fields
- MARC Field Help\*
- RDA Toolkit\*

\*Commands marked with asterisks are available for both bibliographic and authority records; if no asterisk, available for bibliographic records only

Except for Unicode Formatting Characters, these commands are also on client menus. See a complete list of client commands in Basics, Use Client Interface, “Menus (commands, keystroke shortcuts, and toolbar buttons).”

**Right-click in a list** to open a popup menu to:

- Copy (copies the text from the selected entry, with columns separated by tabs and rows starting on new lines)
- Select All
- List Settings (opens a list of columns to re-order or show/hide)
- Reset List Sizes (to default)

See more about customizing lists in Basics, Use Client Interface, “Record lists.”

## Move to the next record

The client record display has three main areas

- Record information area
- Fixed field
- Variable fields

For a description of the areas, see “Records” in Client Basics/Use Client Interface.

To move the cursor from one area to another:

### Action

On the Edit menu, click **Next Record Area**, or press <F6>.

### Result:

The cursor moves to the first element or field of the next record area, or if the cursor was in a particular variable field to start with, it returns to that field when you return to the variable fields area.

## Change the position of the fixed field or display as variable fields

Action
<p>On the View menu, click <b>OCLC Fixed Field &gt; Top</b>, or press &lt;Ctrl&gt;&lt;V&gt;&lt;O&gt;&lt;T&gt;. The fixed field displays above the variable fields.</p> <p>Or</p> <p>Click <b>OCLC Fixed Field &gt; Bottom</b>, or press &lt;Ctrl&gt;&lt;V&gt;&lt;O&gt;&lt;B&gt;. The fixed field displays below the variable fields.</p> <p>Or</p> <p>Click <b>OCLC Fixed Field &gt; Display as Variable Field</b>, or press &lt;Ctrl&gt;&lt;V&gt;&lt;O&gt;&lt;D&gt;. The fixed field displays as variable fields LDR (leader), 001, 005, and 008.</p>

## Use drop-down lists of fixed field values

By default, when the fixed field display is set to **Top** or **Bottom**, each fixed field element has a drop-down list of values that are valid for the MARC format of the record.

To use the lists:

Action
<p>Click the cell of a fixed field element to display the list, and then click the arrow to display the values in the list. Select a value.</p> <p>If preferred, type a value over a selected value in the fixed field element box.</p> <p>See more about navigating fixed fields in Basics, Use Client Interface, “Records.”</p>

If you prefer not to use the fixed field lists, clear the display:

Action	
1	On the Tools menu, click <b>Options</b> (or press <Alt><T><O>), and then click the <b>Record Display tab</b> .
2	Click to clear the <b>Use dropdowns for fixed fields</b> check box. Click another format in the list.
	<b>Default:</b> Check box is selected

## Fields restricted for editing

You cannot edit the following fields in an existing authority record. If you try to change these fields, the OCLC Cataloging system cannot validate the record.

- Leader byte 5 (Rec Stat)
- Leader byte 6 (Type)
- 008 field positions 0-5 (Entered)
- 001 field (ARN)
- 005 field

- 010 field (LCCN)
- 035 field
- 040 field cannot be changed except to add *\$b eng*

## LCCN format details (field 010)

The format for the Library of Congress Control Number (LCCN) includes the following segments:

- Two or four year characters represent the year the record was created in machine-readable format
- Serial number of one to six digits
- Prefixes (n, nb, no, nr, ns, sh, sj)

The following table provides details on data formatting for both pre-2001 LCCs (2-digit year) and current LCCNs (4-digit year):

LCCN segment	Pre-2001 LCCN length and position of segment	2001 and later LCCNs length and position of segment
Alphabetic prefix	Up to 3 letters Positions 1 through 3 1 to 3 leading blanks fill unoccupied positions <b>Note:</b> Prefix with 1 or 2 letters appears with letter(s) left-justified.	1 or 2 letters Positions 1 and 2 1 or 2 leading blanks fill unoccupied positions <b>Note:</b> Prefix with 1 letter appears with letter left-justified.
Year	2 digits Positions 4 and 5	4 digits Positions 3 and 6
Serial number	1 to 6 digits Positions 6 through 11 1 to 5 leading zeros fill unoccupied positions	1 to 6 digits Positions 7 through 12 1 to 5 leading zeros fill unoccupied positions
Supplement blank	1 blank after last digit of serial number Position 12	Not needed
Examples—name authority records	n 79063767 no 95015107 nr 00013605	nr2005026233 no2008131725 n 2008000884
Examples—subject authority records	sh 85010297 sh 99001533	sh2001000183
Examples—children’s subject authority records	sj 96006123	sj2004004943


## Copy control number

To copy the OCLC control number of the active bibliographic record or the ARN of the active authority record (field 001):

Action	
	On the Edit menu, click <b>Cut Copy Paste &gt; Copy Control Number</b> , or press <Ctrl><T>.
<b>Result:</b>	You can paste the number into any text area or document.

## Find and replace text

To find instances of text in a record and replace it with other text:

Action	
1	On the Edit menu, click <b>Find/Replace</b> , or click  , or press <Ctrl><F>.
2	In the <b>Find What</b> text box, type the text you want to find.  <b>Tip:</b> If you select the text you want to find before step 1, the client places the highlighted text in the Find What box for you.
3	In the <b>Replace With</b> text box, type the text you want to insert in place of the "found" text.
4	<b>Optional.</b> To enter a diacritic or special character in the text, click <b>Enter Diacritics</b> . See "Insert diacritics and special characters" for more details.
5	<b>Optional.</b> Select parameters for the search: <ul style="list-style-type: none"> <li>Click the <b>Match Case</b> check box to match upper- and lowercase exactly of the text you want to find and the text you want to replace.</li> <li>Click the <b>Whole Word</b> check box to match the text in the <b>Find What</b> box with whole words only.</li> <li>Click the <b>Search Backward</b> check box to search backward from the cursor position rather than forward.</li> </ul>
6	Click <b>Find Next</b> to find the next occurrence of the text in the <b>Find What</b> box. The client finds and highlights the text if found.
7	Click <b>Replace</b> to replace the found text with the text in the <b>Replace With</b> box. Or Click <b>Find Next</b> to find the next instance. Repeat until the client has searched the text of the entire record and you have replaced the text where needed. Or Click <b>Replace All</b> to replace all instances of the found text. Or Click <b>Cancel</b> to stop the find and replace process.

## Open and view multiple record and list windows: When to “pin” records open

The system automatically keeps records and search results lists from different databases open in separate windows. For example, a WorldCat record or list opens in one window, a save file record or list opens in another, and an LC authority file record or list opens in another:

- You can cycle through all open windows using <Ctrl><Tab> or <Ctrl><F6>.
- In addition, you can "pin" a record open if you want to keep multiple records of open from the same database. Otherwise, when you open a record of the same type, the new record uses the same window as the current one and replaces it.

### Open simultaneously without pinning

When you retrieve a record or list from any of the following databases or files, they all stay open at the same time:

- WorldCat (including separate search and browse lists)
- Online bibliographic save file
- Local bibliographic save file
- Online bibliographic constant data
- Local bibliographic constant data
- LC authority file (including separate search, browse, and expanded browse lists)
- LC authority history file (including separate search and browse lists)
- Online authority save file
- Local authority save file
- Online authority constant data
- Local authority constant data

In addition, you can open simultaneously:



- Bibliographic workflow
- Bibliographic constant data workflow
- Authority workflow
- Authority constant data workflow

### Pin records to open more record windows of the same type

If you open a second record from the same online file or database or a second workflow of the same type, the first closes (it is replaced in the open window). If you edited the first record or the record is a workflow, the client prompts you to save changes before closing it.

To keep more than one record or workflow open, first "pin" the current record or workflow open, and then open another:



1	Click the record or workform window you want to pin to make it the active window, if necessary.
2	<p>On the View menu click <b>Pinned</b>, or press &lt;Shift&gt;&lt;F4&gt;.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• The record's title bar contains the icon  and the word <i>[pinned]</i> to indicate that it is pinned.</li> <li>• When a pinned record is the active record, the command <b>Pinned</b> on the View menu is marked with a check mark.</li> <li>• The record remains pinned open until you close it.</li> <li>• You can open another record from the same online database or file or another workform of the same type. The newly opened record's title bar does not contain the word <i>[pinned]</i>.</li> </ul> <p>The record icon does not contain a pin: .</p>

For more about the options for viewing records and lists, see also, Basics, Use Client Interface, “Records” and “Record lists.”

To unpin a pinned record window and close it:

Action
<p>On the View menu, click <b>Pinned</b> (check-marked), or press &lt;Shift&gt;&lt;F4&gt;.</p> <p>Or</p> <p>Simply close the record window: click <b>X</b> in the upper right corner, or press &lt;Alt&gt;&lt;F4&gt;.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• If unedited, the record closes immediately.</li> <li>• If you edited the record, the client prompts you to save changes before closing the record.</li> <li>• Unpinning a record or workform always closes it.</li> </ul>

## Prompts to save edited records

If you log off without saving workforms or edited records, or if you close a workform or an edited unsaved record, the system asks if you want to save changes. You get a separate prompt for each open, unsaved edited record or workform.

Depending on the origin of the record and whether you are online or offline, the client prompts you as follows:

If edited record or workform is from ...	And you are ...	The client prompts you to save to ...
Local save file	Logged on or offline	Local save file
Online save file	Logged on	Online save file
Authority File	Logged on	Local save file or online save file

If asked to save to the online save file, or if asked to save to the local save file:

Action
Click <b>Yes</b> to save the record(s). <b>Results:</b> <ul style="list-style-type: none"><li>• The client saves the record and closes it if you save to the local file.</li><li>• If you save to the online file, the client closes the record and gives you the bibliographic save file number.</li><li>• When you have responded to all open records, the client logs you off.</li></ul> Or Click <b>No</b> to log off and discard unsaved changes.

If asked to save to either the online or local save file:

Action
Click <b>Online</b> or click <b>Offline</b> to save to the online save file or the local save file, respectively. <b>Results:</b> <ul style="list-style-type: none"><li>• The client saves the record and closes it if you save to the local file.</li><li>• If you save to the online file, the client closes the record and gives you the bibliographic save file number.</li><li>• When you have responded to all open records, the client logs you off.</li></ul> Or Click <b>Close</b> to close the record and discard unsaved changes.

For more information about saving records, see Authorities, Save Authority Records, “Save authority records.”

## 2. Reformat records

### About reformatting records

The Connexion client displays records in one view only: MARC template.

Use the **Reformat** command (Edit menu) as you edit online or local records to automatically re-sort the variable fields in correct numeric order and correct minor errors. Reformat records as a separate step (**Edit > Reformat**) while logged on or offline, or let the system reformat the record automatically when you take a final action interactively or batch process final actions.

No minimum authorization level is required to reformat records.

Reformat the following types of records:

- WorldCat
- Bibliographic save file (online or local)
- Bibliographic constant data (online or local)
- Library of Congress (LC) authority file records
- Authority save file (online or local)
- Authority constant data (online or local)

**Note:** Reformatting does not reset the automatic logoff timer when you are logged on, since the function is performed locally within the client and not by the online system.

### Reformat a record by command

Action
On the Edit menu, click <b>Reformat</b> , or click <b>R</b> , or press <Ctrl><R>.
<b>Result:</b>
After reformatting, the client retains the ► symbol to mark the fields you edited. The ► symbol is retained until you take a final action or do a Control All Headings function on a record.

### Errors corrected automatically

Whether you reformat records as a separate step (**Edit > Reformat**) or let the system reformat records automatically when you take final actions, Connexion makes the following minor corrections:

- For bibliographic and authority records:
  - The "pipe" character ( | ) in URLs is automatically converted to code %7C, since it is not part of the set of ALA diacritics and special characters that are valid in the client.
  - If you enter subfield codes in uppercase, Connexion changes them to lowercase.
- For bibliographic records only:

- If you enter fixed field values in the wrong case, upper- vs. lowercase, Connexion changes them to the correct case.
- If the last character (check digit) in the ISBN or ISSN is a lowercase **x**, Connexion changes it to uppercase.
- If you enter **dlc** in lowercase in field 040 ꞑa, Connexion changes to uppercase **DLC**.
- If field 260 ꞑc contains a date and fixed field element Date1 is blank, Connexion adds the date to Date1.
- Connexion deletes leading blanks or blanks between values in fixed field elements. Trailing blanks remain.
- Non-ALA character in URLs

To retain the vertical bar or pipe in URLs, the character is automatically converted to the hex value of %7C, since it is not part of the set of ALA diacritics and special characters that are valid for use in the client.

## 3. Validate records online or offline

### About validation

Validation checks the quality of bibliographic and authority records and prevents records with errors from being added to or replaced in WorldCat or the Library of Congress (LC) name and subject authority file.

**Minimum authorization level:** Validating records requires a Limited or higher authorization.

- **Manual validation by command**

Use **Edit > Validate** to identify errors in the structure or data of records.

- Validate a single record in the online or local save file.  
Or
- Validate records selected in an online or local save file list.

- **Automatic system validation for adding new records to WorldCat or to the LC authority file and for replacing WorldCat bibliographic or authority records**

When you take a final action interactively or via batch, the system automatically validates the record.

- If interactive validation detects errors in a record, you must correct them and then try again to take the final action.
- If batch actions on records fail validation, the client produces a batch action report that shows validation errors that you must correct before re-running the batch.

- **Validation options for setting holdings for bibliographic records and for exporting bibliographic and authority records**

By default, existing records are validated only at the most basic level (option is set to Structure) when you take the following Holdings actions:

- Update Holdings
- Produce and Update Holdings
- Alternate Produce and Update
- Replace and Update Holdings (however, full validation **always** occurs for the Replace part of this dual command)

By default, neither bibliographic nor authority records are automatically validated for Export (option is set to None).

For these actions, you can set the level of automatic system validation.

- **Validation does not generally correct or move data**

- If you enter an ISBN (field 020), CODEN (field 030), or ISSN (field 022) with errors, the system displays the validation errors. It does not move the number to ‡z (for the ISBN or CODEN) or to ‡y (for the ISSN). You must correct the numbers.

- If you enter two fields with same tag for non-repeatable fields (for example, two 100, 110, or 245 fields) the system displays validation errors. It does not move the duplicate field to the corresponding 7xx or 245. You must make the corrections manually.
- Validation does make some minor automatic corrections in records (see details below).

- **Requirement for offline validation: Internet connection**


Even though you are not required to log on to do manual validation offline using **Edit > Validate**, you must have an Internet connection on your workstation. The client uses the Internet during its internal process.

- **No validation for constant data**

You cannot manually validate constant data records using **Edit > Validate**, nor does Connexion run any automatic validation for constant data records.

## Validate record(s) manually by command

Use the **Validate** command as a separate step to validate a record or records selected in an online or local save file list when you are either logged on or offline:

Action	
1	<p>On the Edit menu, click <b>Validate</b>, or click , or press &lt;Shift&gt;&lt;F5&gt;.</p> <p>See “Errors detected” below for a list of validation checks.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>● The Validate status is shown in the status bar of the record or in the Validate column for selected entries in a list (<i>C</i> = Completed, <i>F</i> = Failed).</li> <li>● For a valid displayed record (status <i>C</i>), the system redisplay the record.</li> <li>● For an invalid record (status <i>F</i>), the Validation Error Messages window opens. to report the type(s) of error and the fixed field element(s) or variable field(s) that are invalid.</li> </ul> <p><b>Example:</b> <i>130 occurs too many times (field 130, occurrence 2)</i></p> <ul style="list-style-type: none"> <li>● For records selected in a list, the Validation Results window lists results for all records by each record's save file number and by which file the record is in, the local or online save file.</li> </ul> <p><b>Example:</b> <i>Online #52</i> <i>130 occurs too many times (field 130, occurrence 2)</i></p> <ul style="list-style-type: none"> <li>● View or print the Validation Results list, fix the errors, and validate the records again. To print, click <b>Print</b>.</li> </ul>

Action	
2	<p>Correct any errors and the retry validation.</p> <p><b>Tip:</b> To toggle between the list of validation error messages and the open bibliographic record, press &lt;Ctrl&gt;&lt;Tab&gt; or &lt;Ctrl&gt;&lt;F6&gt;.</p>

See note above about the requirement for an Internet connection to validate records while offline.

Notes:

- Validating a record disables the **Undo** command.
- Validation level options you select in **Tools > Options > General** (click **Validation Level Options**) apply one to automatic system validation. The options do not apply when you validate records manually using **Edit > Validate**.

## Automatic validation on final actions

The following table describes the automatic validation process for final actions on records processed interactively or via batch:

Final action	Validation performed
<b>Bibliographic records</b>	
Update Holdings	<p><b>For existing records:</b> No automatic validation by default.</p> <p>Select validation level for these actions in <b>Tools &gt; Options &gt; General / Validation Level Options</b>.</p> <p><b>Note:</b> When you update holdings, even with validation level set to <b>Structure</b> (the minimum), the system verifies that:</p> <ul style="list-style-type: none"> <li>• Indicators</li> <li>• The following fields are present and, for some, checks for valid data:  Leader, 001, 005, 008, 040 Ꞥc, 049 and 245 Ꞥa or 245 Ꞥk</li> </ul> <p>If these structure checks fail, you receive an error message with a list of validation errors.</p> <p><b>For workforms:</b> Always validates the complete record, whether or not you edited the record.</p>
Produce and Update Holdings	
Alternate Produce and Update Holdings	
Replace Record	Validates edited fields only.
Replace and Update Holdings	Validates edited fields only for the Replace action.
Export	<p>By default, no automatic validation.</p> <p><b>Optional.</b> Select validation level for exporting records in <b>Tools &gt; Options &gt; General / Validation Options</b>.</p>

Final action	Validation performed
Delete Holdings	Does not validate records. <b>Note:</b> Same note as for Update actions also applies to Delete Holdings.
<b>Authority records</b>	
Add Record*	Validates the entire record.
Replace Record*	Validates edited fields only.
Export	By default, no automatic validation. <b>Optional.</b> Select validation level for exporting records in <b>Tools &gt; Options &gt; General / Validation Options.</b>
<p><b>*Note on adding or replacing authority records: Check for duplicate 1xx headings when you add or replace a name authority record.</b></p> <p>As part of automatic validation for new or replaced name authority records, the system compares the established heading (1xx field) in the new/modified record with 1xx headings in all name authority records. The system also compares the 1xx heading in the new/modified record with 4xx cross-references present in the same record or any other record(s).</p> <p>If a normalized heading in the 100, 110, 111, or 130 field of the new/modified name authority record matches another 1xx heading or a 4xx cross-reference, the new/modified record fails validation and the system displays the following message:</p> <p><i>This main entry exists in another authority record: LCCN=[LCCN] ARN=[ARN]</i></p> <p>To resolve the error, you must modify one of the records to differentiate them.</p> <p>Currently, the system does not compare 4xx headings in new/modified records to 1xx headings in existing name authority records.</p>	

**Notes:**

- Automatic validation that occurs when you take actions immediately while logged on produces the same results as when you use the **Validate** command (Edit menu) interactively as a separate step.
- Automatic validation that occurs when you batch process record actions produces a batch action report that shows detailed information for both records with failed actions and those with successful actions.

**Set validation level for record actions**

To change the system validation level for record actions:

	Action
1	On the Tools menu, click <b>Options</b> , or press <Alt><T><O>. Then click <b>General</b> .
2	Click <b>Validation Level Options</b> .



Action	
3	<p>Under <b>Bibliographic WorldCat Records</b>, in the <b>Set Holdings</b> list, select one of the following levels:</p> <ul style="list-style-type: none"> <li>• <b>Structure (default)</b> (see note in table above describing minimal validation at this level)</li> <li>• <b>Basic</b> (checks for the validity of elements, length, repeatability, type of data or codes, etc.)</li> <li>• <b>Full</b> (in addition to basic level check, checks for relationships between elements)</li> </ul> <p>The options setting applies when you use the following commands:</p> <ul style="list-style-type: none"> <li>• Update Holdings</li> <li>• Produce and Update Holdings</li> <li>• Alternate Produce and Update</li> <li>• Update Holdings (as part of Replace and Update Holdings)</li> </ul> <p>The option setting does not apply when you validate manually using <b>Edit &gt; Validate</b>.</p>
4	<p>In the <b>Export</b> list under <b>Bibliographic WorldCat Records</b> and in the <b>Export Authority Record</b> list, select <b>None (default)</b>, <b>Basic</b>, or <b>Full</b>.</p> <p><b>Note:</b> See separate information on bibliographic institution record validation if you work with these records in Cataloging, Use Bibliographic Institution Records, “Create, delete, or take other actions on bibliographic institution records.”</p>
5	Click <b>OK</b> to apply your settings or <b>Cancel</b> to cancel changes.
6	In the General page, click <b>OK</b> to save changes you made, or click <b>Cancel</b> to cancel changes, or click <b>Apply</b> to save changes and keep the Options window open.

#### Notes and Tips:

- With the automatic validation level set to **Structure** or **None**, you do not have to stop and fix errors before completing the actions.
- When you keep the default validation level, you can always run full validation manually using **Edit > Validate** (or <Shift><F5>).
- If you set the automatic validation level to **Basic** or **Full**, you must correct errors to complete the actions.
- No automatic validation occurs when you use Delete Holdings.
- This option setting does not apply when you update holdings using **Batch > Holdings by OCLC Number** on bibliographic records. This process does no validation because records are not downloaded or accessible for you to do any needed corrections.

## Errors detected during online or offline validation

#### Online validation checks:

- Valid fixed-field values, tags, indicators, and subfields, as defined in *OCLC- MARC Records and Bibliographic Formats and Standards*.
- Valid combinations of fixed-field values, tags, indicators, and subfields.
- Repeatability and nonrepeatability of tags and subfields.
- Valid number of characters in fields and records. The number of characters in a field cannot exceed 9,999. The number of characters in a record cannot exceed 99,999.

**Note:** These size limits are defined by MARC21 standards. Valid characters are defined in *OCLC-MARC Records*.

- Valid structure in some non-textual variable fields, for example, 006, 010, 020, 022, 030, and 040. Non-Latin script characters, if present.
- Valid non-Latin script characters, if present.

**Alternative:** To check the validity of characters alone, separately from validating records, use **Edit > MARC-8 Characters > Verify**. For details, see International, “Use non-Latin scripts for cataloging,” “Verify MARC-8 characters.”

#### Offline validation checks:

- Same checks of record format and content as for online validation.
- However, because you are not logged on, cannot verify specific actions on records that are defined by your authorization, such as edits to a record that are restricted to a particular cataloging level (for example, CONSER level upgrades) and Replace capabilities.
- Records may pass offline validation, but the final actions you take may fail.

**Note:** An Internet connection is required to validate records offline.

### Automatic correction of minor data errors (bibliographic records only)

Connexion corrects the following minor errors when you validate a bibliographic record as a separate step (**Edit > Validate**) or take a final action and let the system validate the record automatically:

- If you enter fixed field values in the wrong case, upper- vs. lowercase, the system automatically changes them to the correct case.
- If the tenth character (check digit) in the ISBN or ISSN is a lowercase **x**, the system automatically changes it to uppercase.
- If you enter **dlc** in lowercase in subfield a of field 040, the system automatically changes to uppercase.

### Enabled editing capabilities: no validation errors

As a result of system changes in mid-2005, the following activities no longer produce error messages:

- **Adding call numbers and headings.** You can add a call number or subject heading(s) to a WorldCat record, regardless of your library’s profile, as long as that call number or subject heading scheme is not already present in the record.

**Example:** If you are profiled to add LC subject headings only, you can also add NLM subject headings as long there are no NLM subject headings present in the record.

- **Editing unlocked records.** If you edit an unlocked record and plan to replace it, you no longer receive a validation error message on an element that you are authorized to add, change or delete.

**Example:** If you have a CONSER or National Enhance authorization, you can now add, change or delete field 042 and validate without receiving a validation error on the record.

## 4. Check spelling in records

### Check spelling

Use the client spell checker to verify English language spelling in records:

Action	
1	Display a bibliographic or authority record or workform, and on the Tools menu click <b>Check Spelling</b> , or press <F7>.
2	<p>If the spell checker finds a word that requires attention (based only on the spell checker dictionary), the Spell Check dialog box opens with the word displayed in the <b>Not in Dictionary</b> text box. In the record, the spell checker highlights the field containing the word.</p> <p>Take one of the following actions:</p> <ul style="list-style-type: none"> <li>• Click <b>Ignore</b> to keep this instance of the word as is.</li> <li>• Click <b>Ignore All</b> to keep all instances of the word.</li> <li>• Click <b>Add</b> to add the word to the dictionary (the spell checker always accepts the word as correct from this point on).</li> <li>• Delete the word in the text box, and type a correction.</li> <li>• Highlight a suggested word in the <b>Suggestions</b> list, and then click <b>Replace</b> to replace this instance of the word or click <b>Replace All</b> to replace all instances of the word.</li> </ul>
3	The spell checker continues to display words to check. Take actions as described in step 2 for each word displayed in the <b>Not in Dictionary</b> box.
4	<p>A message opens to tell you when spell checking is complete. Click <b>OK</b> to close the message and the dialog.</p> <p>Or</p> <p>Click <b>Cancel</b> or the <b>X</b> in the upper right corner to close the Spell Check dialog.</p>

### Notes on spell checking

- Customize the spell checker by:
  - Specifying types of words to skip (for example, words in uppercase)
  - Changing settings for fields to check and subfields within the fields to skip, or importing the settings you used with Passport or CatME
  - Setting an option to skip name information in field 505
  - Adding, editing, or deleting words from the spell checker dictionary or importing the content of the user dictionary you used with Passport or CatME See Basics/ Set Options and Customize, "Customize the spell checker."
- The spell checker skips (accepts as correct) diacritics and special characters in the ALA character set that the client supports.
- The spell checker skips (accepts as correct) non-Latin script data.

## 5. Default keystroke shortcuts for navigating and editing records

If you prefer, use the keyboard rather than the mouse for editing records.

The following table describes default keystroke shortcuts and gives equivalent menu commands and access keys for moving the cursor and working with fields and data in fields.

For more editing commands and keystroke shortcuts, see “Edit bibliographic records.”

### Note on navigating and editing fixed field elements:

- Keystroke functions in the fixed field may work differently when the fixed field is displayed at the **Top** or **Bottom** of the record in **View > OCLC Fixed Field**.
- Arrow and tab keys may work differently, as noted in the table, when fixed field drop-down lists are displayed.
- The setting to show or hide fixed field lists is in **Tools > Options > Record Display**. By default, the drop-down lists display.

Press keystroke shortcut ...	To do this ...	Or click Menu > Command or press access keys (if available)
<Enter>	Insert a new field below the field where the cursor is located	<b>Edit &gt; Cut Copy Paste &gt; Insert Blank Field &gt; Below Current Field</b> Or <Alt><E><C><B><B>
<Shift><Enter>	Insert a new field above the field where the cursor is located	<b>Edit &gt;Cut Copy Paste &gt; Insert Blank Field &gt; Above Current Field</b> Or <Alt><E><C><B><A>)
<Up arrow>	Move the cursor to the same position in the previous line  <b>In the fixed field with drop-down lists displayed:</b> Move the cursor up within the current drop-down list only, without showing the entire list	None
<Down arrow>	Move the cursor to the same position in the next line  <b>In the fixed field with drop-down lists displayed:</b> Move the cursor down within the current drop-down list only, without showing the entire list	None
<Shift><Up arrow>	<b>In the fixed field:</b> Moves cursor up to the fixed field element immediately above	None
<Shift><Down arrow>	<b>In the fixed field:</b> Moves cursor down to the fixed field element immediately below	None

Press keystroke shortcut ...	To do this ...	Or click Menu > Command or press access keys (if available)
<Alt><Up arrow>	Move the current field up one position  <b>In the fixed field with drop-down lists displayed:</b> Displays the current drop-down list so that you can use arrow keys to scroll the list	<b>Edit &gt; Cut Copy Paste &gt; Move Field &gt; Up</b> Or <Alt><E><C><M><D>
<Alt><Down arrow>	Move the current field down one position  <b>In the fixed field with drop-down lists displayed:</b> Displays the current drop-down list so that you can use arrow keys to scroll the list	<b>Edit &gt; Cut Copy Paste &gt; Move Field &gt; Down</b> Or <Alt><E><C><M><D>
<Ctrl><Up arrow>	Move the scroll bar up one line	None
<Ctrl><Down arrow>	Move the scroll bar down one line	None
<Right arrow>	Move the cursor to the right one character	None
<Left arrow>	Move the cursor to the left one character	None
<Ctrl><Right arrow>	Move the cursor to the first character of the next word; in the fixed field, move the cursor to the right by one cell	None
<Ctrl><Left arrow>	Move the cursor to the first character of the previous word; in the fixed field, move the cursor to the left by one cell	None
<Shift><Arrows>	<b>In variable fields:</b> Select characters (right/left arrows) or lines (up/down arrows) one at a time. The selections span cells and fields	None
<Tab>	Move the cursor to the next cell  <b>In the fixed field with drop-down lists displayed or not displayed:</b> Moves the cursor forward to element name, cell, element name, cell, etc.	None
<Shift><Tab>	Move the cursor to the previous cell  <b>In the fixed field with drop-down lists displayed:</b> Moves the cursor backward from cell to cell to cell	None
<Page Up>	Move the cursor and scroll the window up to display the previous part of the window	None
<Page Down>	Move the cursor and scroll the window down to display the next part of the window	None
<Delete>	Delete single character if no text is highlighted. Delete highlighted text if text is selected	None

Press keystroke shortcut ...	To do this ...	Or click Menu > Command or press access keys (if available)
<Alt><Delete>	Delete the entire variable field where the cursor is located	<b>Edit &gt; Cut Copy Paste &gt; Delete Field</b> Or Use the right-click menu command Or <Alt><E><C><L>
<Backspace>	Delete a single character to the left of the cursor if no text is highlighted, or delete highlighted text	None
<Home>	Move the cursor to the beginning of the cell	None
<Ctrl><Home>	Move the cursor to the beginning of the record	None
<End>	Move the cursor to the end of a cell	None
<Ctrl><End>	Move the cursor to the end of the record	None
<Ctrl><X> Or <Shift><Delete>	Cut selected text and copy to the clipboard	Edit > Cut Copy Paste > Cut Or Use the right-click menu command Or <Alt><E><C><T>
<Ctrl><C> or <Ctrl><Insert>	Copy selected text to the clipboard	<b>Edit &gt; Cut Copy Paste &gt; Copy</b> Or Use the right-click menu command Or <Alt><E><C><C>
[None]	Copy selected text to the Windows clipboard in plain text (ASCII) format	<b>Edit &gt; Cut Copy Paste &gt; Copy as Text</b> Or <Alt><E><C><O>
<Ctrl><V> Or <Shift><Insert>	Paste from the clipboard at the cursor location	<b>Edit &gt; Cut Copy Paste &gt; Paste</b> Or Use the right-click menu command Or <Alt><E><C><P>
[None]	Paste all of the data copied from a Web page into a single field (automatically removes paragraph and line breaks which cause the copied data to be pasted into separate fields)	<b>Edit &gt; Cut Copy Paste &gt; Paste Unformatted</b> Or Use the right-click menu command Or <Alt><E><C><S>
<Alt><Insert>	Copy the field where the cursor is located	<b>Edit &gt; Cut Copy Paste &gt; Copy Field</b> Or Use the right-click menu command Or <Alt><E><C><I>

Press keystroke shortcut ...	To do this ...	Or click Menu > Command or press access keys (if available)
<Ctrl><T>	Copy the OCLC control number	<b>Edit &gt; Cut Copy Paste &gt; Copy Control Number</b> Or Use the right-click menu command Or <Alt><E><C><Y>
<Ctrl><Z>	Undo edits one at a time in the cell where the cursor is located  Note: Applies only to the current cell, not to entire record	<b>Edit &gt; Cut Copy Paste &gt; Undo</b> Or Use the right-click menu command Or <Alt><E><C><U>
<Ctrl><Shift><Z>	Cancel all edits since the last time you saved the record	<b>Edit &gt; Cut Copy Paste &gt; Cancel Changes</b> Or <Alt><E><C><C>
<F6>	Move the cursor to the next record area. The client has three record areas: Record identification area Fixed field Variable fields	<b>Edit &gt; Next Record Area</b> Or <Alt><E><X>
<Shift><F6>	Move the cursor to the previous record area	<b>Edit &gt; Previous Record Area</b> Or <Alt><E><V>
<Ctrl><F7>	Delete the text from the cursor to the end of the current cell	None
<Alt><F7>	Delete the word where the cursor is located	None
<Ctrl><S>	Move the cursor to the next subfield or to the beginning of the next field	None
<Shift><Ctrl><S>	Move the cursor to the previous subfield or to the end of the previous field	None



## 6. Insert diacritics and special characters

### Character set and font

- **The Connexion client default font is Ariel Unicode MS**, a Unicode-compliant font, if this font is installed on your workstation. Ariel Unicode MS is likely to be installed, since it is included with many Microsoft applications such as Microsoft Office 2000, Office XP, etc.
- If you do not use Ariel Unicode MS in the client, select another Unicode-compliant font for best results when viewing and inserting diacritics and special characters in records, lists, and labels.
- WorldCat and the LC authority file support the standard character set adopted by the American Library Association (ALA). It is a character set widely used by libraries cataloging materials in Latin-based/influenced languages.
- The ALA character set allows the representation of diacritics and characters (primarily the roman alphabet and some special characters) commonly used in Latin-based/influenced languages and materials in Latin-based/influenced languages.
- **For printing labels**, OCLC recommends selecting the **ALA BT Courier** font as the default (**Tools > Options > Fonts**). The font is supplied when you install the client. It includes the ALA character set for displaying and printing diacritics and special characters.
- View font selections or select a font in **Tools > Options > Fonts tab**.
- Insert diacritics and special characters in:
  - Records
  - Searches (WorldCat search or browse, LC authority file search or browse, online bibliographic save file search, constant data search)
  - Labels
  - Text you want to find and replace


### Insert diacritics and characters in records using the client graphical chart or list of names

Use the Enter Diacritics and Special Characters window (see the following procedure) or default keystroke shortcuts in the client to insert characters. Do not use other methods such as copying and pasting from outside the client. The client may appear to display a character you paste from another application, but the record will fail validation.

Follow these guidelines when entering diacritics and special characters:

- **Diacritic follows letter.** Always insert diacritics and characters **after** the character it modifies.
- Use these standard Unicode practices to enter ligatures, paired diacritics, and multiple diacritics.
  - Enter diacritics from letter outward. Letter-DiacriticNearer-DiacriticFarther.
  - Enter letter with diacritics above and below in this order: Letter-DiacriticBelow- DiacriticAbove.

Enter a diacritical mark or a special character by selecting its graphical image or its name:

Action	
1	Place the cursor in a displayed record where you want to insert a character or diacritic.
2	On the Edit menu, click <b>Enter Diacritics</b> , or click  , or press <Ctrl><E>.
3	In the <b>Enter Diacritics and Special Characters</b> window, in the graphical chart, click the character or diacritic you want to insert. The corresponding name of the diacritic or character displays in the <b>Character</b> list. Or In the <b>Character</b> list, click the name of the diacritic or character you want to insert. The corresponding diacritic or character is highlighted in the chart. Or <b>Optional:</b> To see diacritics and characters used for a specific language, click the name of the language in the <b>Language</b> list. The diacritics and characters for the selected language are highlighted in the chart.
4	Click <b>Insert</b> to insert the selected diacritic or character if you want to leave the window open to insert another. Or Click <b>Insert and Close</b> to insert the diacritic or character and close the window Or Click <b>Close</b> to close the window without inserting a diacritic or character.

## Alternative: Insert diacritics and characters in records using keystroke shortcuts

Action
Place the cursor in a displayed record where you want to insert a diacritic or character and press the keystroke shortcut. <b>Example:</b> Press <Ctrl><Alt><B> (default keystroke) to enter the acute character.

See “Default keystroke shortcuts for diacritics and special characters” for a complete list of shortcuts supplied by the client. Or for a procedure to assign your own shortcuts for inserting characters, see “Customize keystroke shortcuts for menu items, macros, or characters.”

## Insert diacritics and characters in searches, labels, or find/replace text

Use the same methods—**Enter Diacritics** command on the Edit menu or the **Enter Diacritics** button in a window, or a keystroke assigned to the diacritic or character— for entering searches (or a browse), in labels, or in text you want to find and replace:

Action
Press the keystroke shortcut for the character you want to insert. Or In any search window, in the Label window, or in the Find/Replace window, click <b>Enter Diacritics</b> . In the Enter Diacritics and Special Characters window, select a character from the graphical chart or list of names (follow steps 3 and 4 in the table above).

## RLIN21 Latin keyboard alternative – bibliographic records only

For RLIN21 catalogers making the transition to Connexion client, OCLC makes available the same Latin keyboard for entering diacritics and special characters in the Connexion client that was used with RLIN21 software.

For more information and instructions, see:

- Download and installation instructions for the keyboards in Getting Started with OCLC Connexion Client at:

[http://www.oclc.org/support/documentation/connexion/client/gettingstarted/gettingstarted/#client\\_install\\_RLIN21\\_keyboards.fm](http://www.oclc.org/support/documentation/connexion/client/gettingstarted/gettingstarted/#client_install_RLIN21_keyboards.fm)

- *RLIN21 Keyboards*, a PDF showing graphics of all RLIN21 keyboards (keyboards are also available for entering Arabic, Cyrillic, and Hebrew scripts) at:

<http://www.oclc.org/support/documentation/connexion/client/gettingstarted/gettingstarted/rlin21keyboards.pdf>

- *RLIN21 Latin Character Keystroke Alternatives*, a list of keystroke shortcuts for entering diacritics and special characters that are included in the RLIN21 Latin keyboard at:

<http://www.oclc.org/support/documentation/connexion/client/gettingstarted/gettingstarted/rlin21latincharacterkeystrokes.pdf>

**Note:** See the last section of “Default keystroke shortcuts for entering diacritics and special characters” in this booklet for information on conflicts between keystroke shortcuts for the RLIN21 keyboard and default keystrokes in the client that include <Alt>, <Ctrl><Alt>, and <Ctrl><Alt><Shift>.

## 7. Default keystroke shortcuts for diacritics and special characters

### About diacritics and special characters

- WorldCat and the online Library of Congress names and subjects authority file fully support entering diacritics and special characters from a character set adopted by the American Library Association (ALA) in records, for example, for items in Spanish, French, and other languages.
- The ALA character set is widely used by libraries in English-speaking countries.
- The character set allows the representation of characters, primarily the Roman alphabet and some special characters, and diacritics commonly used in Latin-based/influenced languages.
- You can insert diacritics and special characters using keystrokes; or when you display a record via **Edit > Enter Diacritics**; or when you type a search, display a label, or find/replace text via an **Enter Diacritics** button in the associated dialogs.
- Enter a diacritic or special character **after** the letter it modifies.
- For ligatures, paired diacritics, and multiple diacritics:
  - Enter diacritics from letter outward. Letter-DiacriticNearer-DiacriticFarther.
  - Enter letter with diacritics above and below in this order: Letter-DiacriticBelow- DiacriticAbove.
  - You can customize keystrokes for entering diacritics and special characters. You can change keystrokes for a character you use often, or assign it to a User Tool.

### Keystroke shortcuts

The following table shows default keystrokes for entering diacritics and special characters:

Character	Default Keystroke Shortcut
Acute	<Ctrl><Alt><B>
ae, lowercase	<Ctrl><Alt><5>
AE, uppercase	<Ctrl><Alt><Shift><5>
Alif	<Ctrl><Alt><. > (period/decimal point)
Ayn	<Ctrl><Alt><0> (zero)
Breve	<Ctrl><Alt><F>
British Pound	<Ctrl><Alt><9>
Candrabindu	<Ctrl><Alt><O> (letter o)
Cedilla	<Ctrl><Alt><P>
Circle above letter	<Ctrl><Alt><J>
Circle below letter	<Ctrl><Alt><T>
Circumflex, non-spacing	<Shift><6>
d with crossbar, lowercase	<Ctrl><Alt><3>
D with crossbar, uppercase	<Ctrl><Alt><Shift><3>
Delimiter	(See “subfield delimiter”)
Dot below letter	<Ctrl><Alt><R>
Dot in center of line	<Ctrl><Alt><Shift><9>
Double acute	<Ctrl><Alt><N>
Double dot below letter	<Ctrl><Alt><S>
Double tilde (left half)	<Ctrl><Alt><Z>

Character	Default Keystroke Shortcut
Double tilde (right half)	<Ctrl><Alt><[> (open bracket)
Double underscore	<Ctrl><Alt><U>
Eth, lowercase	<Ctrl><Alt><Shift><;> (semicolon)
Eth, uppercase	<Ctrl><Alt><Shift><3> (same as D with crossbar, uppercase)
Grave, non-spacing	<'>
Hacek	<Ctrl><Alt><I>
High comma, centered	<Ctrl><Alt><Shift><6>
High comma, off-center	<Ctrl><Alt><M>
Inverted cedilla	<Ctrl><Alt><X>
I with slash, lowercase	<Ctrl><Alt><1> (one)
L with slash, uppercase	<Ctrl><Alt><Shift><1> (one)
Left hook	<Ctrl><Alt><W>
Ligature (left half)	<Ctrl><Alt><K>
Ligature (right half)	<Ctrl><Alt><L>
Macron	<Ctrl><Alt><E>
Miagkii znak	<Ctrl><Alt><"> (quotation marks)
Musical flat	<Ctrl><Alt><0> (zero)
o with hook, lowercase	<Ctrl><Alt><, > (comma)
O with hook, uppercase	<Ctrl><Alt><Shift><, > (comma)
o with slash, lowercase	<Ctrl><Alt><2>
O with slash, uppercase	<Ctrl><Alt><Shift><"> (quotation marks)
oe, lowercase	<Ctrl><Alt><6>
OE, uppercase	<Ctrl><Alt><Shift><7>
Plus/minus	<Ctrl><Alt><Shift><+> (plus sign)
Pseudo question mark	<Ctrl><Alt><Shift><2>
Right hook	<Ctrl><Alt><Q>
Script l	<Ctrl><Alt><Shift><.> (period/decimal point)
Subfield delimiter	<Ctrl><D>
Subscript 0	<Alt><0> (zero)
Subscript 1	<Alt><1>
Subscript 2	<Alt><2>
Subscript 3	<Alt><3>
Subscript 4	<Alt><4>
Subscript 5	<Alt><5>
Subscript 6	<Alt><6>
Subscript 7	<Alt><7>
Subscript 8	<Alt><8>
Subscript 9	<Alt><9>
Subscript left parenthesis	<Alt><[> (open bracket)
Subscript minus	<Alt><-> (minus sign)
Subscript plus	<Alt><+> (plus sign)
Subscript right parenthesis	<Alt><]> (close bracket)
Superior dot	<Ctrl><Alt><G>
Superscript 0	<Alt><Shift><0> (zero)
Superscript 1	<Alt><Shift><1>

Character	Default Keystroke Shortcut
Superscript 2	<Alt><Shift><2>
Superscript 3	<Alt><Shift><3>
Superscript 4	<Alt><Shift><4>
Superscript 5	<Alt><Shift><5>
Superscript 6	<Alt><Shift><6>
Superscript 7	<Alt><Shift><7>
Superscript 8	<Alt><Shift><8>
Superscript 9	<Alt><Shift><9>
Superscript left parenthesis	<Alt><Shift><[> (open bracket)
Superscript minus	<Alt><Shift><-> (minus sign)
Superscript plus	<Alt><Shift><+> (plus sign)
Superscript right parenthesis	<Alt><Shift><]> (close bracket)
Thorn, lowercase	<Ctrl><Alt><4>
Thorn, uppercase	<Ctrl><Alt><Shift><4>
Tilde, non-spacing	Use the Enter Diacritics and Special Characters dialog to enter, or custom-map a keystroke to enter
Tilde, spacing (use in URLs)	<~> (tilde)
Turkish i without dot, lowercase	<Ctrl><Alt><8>
Tverdyi znak	<Ctrl><Alt><7>
u with hook, lowercase	<Ctrl><Alt><-> (minus sign)
Superscript 2	<Alt><Shift><2>
Superscript 3	<Alt><Shift><3>
Superscript 4	<Alt><Shift><4>
Superscript 5	<Alt><Shift><5>
Superscript 6	<Alt><Shift><6>
Superscript 7	<Alt><Shift><7>
Superscript 8	<Alt><Shift><8>
Superscript 9	<Alt><Shift><9>
Superscript left parenthesis	<Alt><Shift><[> (open bracket)
Superscript minus	<Alt><Shift><-> (minus sign)
Superscript plus	<Alt><Shift><+> (plus sign)
Superscript right parenthesis	<Alt><Shift><]> (close bracket)
Thorn, lowercase	<Ctrl><Alt><4>
Thorn, uppercase	<Ctrl><Alt><Shift><4>
Tilde, non-spacing	Use the Enter Diacritics and Special Characters dialog to enter, or custom-map a keystroke to enter
Tilde, spacing (use in URLs)	<~> (tilde)
Turkish i without dot, lowercase	<Ctrl><Alt><8>
Tverdyi znak	<Ctrl><Alt><7>
u with hook, lowercase	<Ctrl><Alt><-> (minus sign)
u with hook, uppercase	<Ctrl><Alt><+> (plus sign)

Character	Default Keystroke Shortcut
Umlaut	<Ctrl><Alt><H>
Underscore, non-spacing	<_> (underscore)
Underscore, spacing (use in URLs)	Use the Enter Diacritics and Special Characters dialog to enter, or custom-map a keystroke to enter
Upadhmaniya	<Ctrl><Alt><Y>

## Keystroke shortcuts for RLIN21 Latin keyboard – bibliographic records only

For those who choose to use the RLIN21 Latin keyboard for entering diacritics and special characters instead of the client's built-in **Edit > Enter Diacritics** function, see a list of keystroke shortcuts for entering diacritics and special characters that are included in the RLIN21 Latin keyboard in *RLIN21 Latin Character Keystroke Alternatives* at: <http://www.oclc.org/support/documentation/connexion/client/gettingstarted/gettingstarted/rlin21latincharacterkeystrokes.pdf>

### Caution:

- While using the RLIN21 keyboards (also available: Arabic, Cyrillic, and Latin keyboards), you cannot use Connexion client default keystrokes mapped to alpha-numeric characters that include the **Alt**, **Ctrl+Alt**, or **Ctrl+Alt+Shift** keys.
- These combinations are used with the RLIN21 keyboards and override the Connexion client keystrokes when you use an RLIN21 keyboard.
- However, Connexion client function keys and keystrokes assigned to alpha/ numeric characters that include the **Ctrl**, **Alt+Shift** and **Ctrl+Shift** keys are available.

### Examples:

- The default keystroke for **Action > Delete Record**, mapped to <Ctrl><Alt><D>, conflicts with the RLIN21 keyboards and cannot be used; you must re-map the **Delete Record** action to another keyboard shortcut if you want to use it while also using the RLIN21 keyboards.
- However, you can continue to use the default keystroke for entering the delimiter character (<Ctrl><D>) and the default keystroke for **Action > Export** (<F5>), since they do not conflict with RLIN21 keyboards.