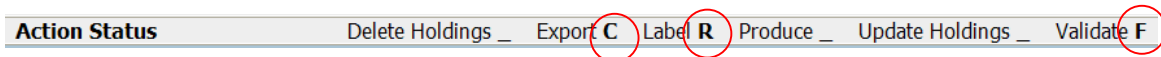


Basic Editing and Record Processing Quick Reference

Menu Commands in Connexion Browser

<p style="text-align: center;"><u>Copy Cataloging Workflow</u></p> <ul style="list-style-type: none"> • Search <ul style="list-style-type: none"> ○ Cataloging tab>Search>WorldCat • Set Holdings <ul style="list-style-type: none"> ○ Action>Update Holdings ○ Action>Delete Holdings • Export a Record <ul style="list-style-type: none"> ○ Action>Export Record in MARC 	<p style="text-align: center;"><u>Editing</u></p> <ul style="list-style-type: none"> • Edit Field <ul style="list-style-type: none"> • Use Functions menu to right of field to add fields, delete field, cut/copy/paste, etc. • Cancel Changes and Stay in Edit Mode <ul style="list-style-type: none"> ○ Edit> Un edit • Cancel Changes and Go to Display Mode <ul style="list-style-type: none"> ○ Edit> Cancel Changes
<p style="text-align: center;"><u>Export Options</u></p> <ul style="list-style-type: none"> • Set Export Destination & Options <ul style="list-style-type: none"> ○ General tab > Admin Options > Preferences > Export Options <p>Note: This option allows you to specify where your files are exported to, their format, and to set up fields to automatically delete on export</p>	<p style="text-align: center;"><u>Editing Views</u></p> <ul style="list-style-type: none"> • Switch to MARC Text Area View <ul style="list-style-type: none"> ○ View > MARC Text Area • Switch to MARC Template View <ul style="list-style-type: none"> ○ View > MARC Template

Understanding the Status Bar Codes in Connexion



C = Complete

R = Ready (only applicable to Mark for Export and Mark for Label)

F = Failed



Selected Default Keystroke Shortcuts in Connexion Browser

Change screen display

- Show command shortcuts.....<Alt><K>
- Show Edit, Action, View lists.....<Alt><J>

Navigate within a record

- Move to next cell.....<Tab>
- Move to previous cell<Shift><Tab>

Edit Text

- Cut selected text.....<Ctrl><X>
- Copy selected text.....<Ctrl><C>
- Paste selected text.....<Ctrl><V>

- Insert \$ (use for subfield delimiter #).....<F8> or <Shift><4>

- Reformat record.....<Ctrl>><Shift><R>
- Un-edit record (**Caution!**).....<Ctrl><Shift><Z>
- Validate record.....<Ctrl><Shift><V>

Record Actions

- Update Holdings.....<Ctrl><Shift><U>
- Produce and Update Holdings.....<Ctrl><Shift><P>
- Delete Holdings.....<Alt><K> and then <9>
- Export Record.....<Ctrl><Shift><E>

Documentation

Cataloging Quick Reference

This contains concise procedures for essential cataloging tasks.

http://www.oclc.org/content/dam/support/connexion/documentation/browser/cataloging/cnx_br_cat_quick_ref/cnx_br_ref_card_05.pdf

Edit Bibliographic Records

Editing basics and techniques, including instructions for inserting diacritics.

http://www.oclc.org/content/dam/support/connexion/documentation/browser/cataloging/edit_bib_records/edit_bib_records_pdf.pdf

Bibliographic Formats and Standards

Tagging conventions, input standards and guidelines for WorldCat records

<http://www.oclc.org/bibformats/en.html>