

Connexion Client Module 3: Basic Editing & Record Processing

Menu commands in Connexion Client

On the menu bar

File Cataloging Authorities Edit Action Batch View Tools Window Help

Copy cataloging workflow

- Search
 - **Cataloging > Search > WorldCat**
- Set/Delete Holdings
 - **Action > Holdings > Update Holdings**
 - **Action > Holdings > Delete Holdings**
- Export a record
 - **Action > Export**

Editing

- Cut, Copy, or Paste
 - **Edit > Cut Copy Paste > Cut**
 - **Edit > Cut Copy Paste > Copy**
 - **Edit > Cut Copy Paste > Paste**
- Undo
 - **Edit > Cut Copy Paste > Undo**
- Delete a Field
 - **Edit > Cut Copy Paste > Delete Field**
- Cancel the Changes You've Made
 - **Edit > Cut Copy Paste > Cancel Changes**

Spell checking

- Conduct spell check:
 - **Tools > Spell Check**
- Set up spell check options:
 - **Tools > Options > Spelling** (tab)

Export options

- Set export destination and options
 - **Tools > Options > Export** (tab)

This tab allows you to specify:

- Where records are exported (file or direct to ILS)
- Record standard and character set for exported records
- Fields to automatically delete on export

Validate records

- Conduct validation
 - **Edit > Validate**
- Set up validation options
 - **Tools > Options > General > Validation Level Options**

Connexion status bar



C = Complete

R = Ready (operation is set to be performed in batch mode)

F = Failed

Documentation

OCLC Connexion Client Cataloging Quick Reference

Workflows for client cataloging functions. Includes default keystroke shortcuts and toolbar buttons.

<https://help.oclc.org/@api/deki/files/5142/connexion-client-quick-ref.pdf>

Edit Bibliographic Records

<http://www.oclc.org/content/dam/support/connexion/documentation/client/cataloging/editbib/editbib.pdf>

Take Actions on Bibliographic Records

<http://www.oclc.org/content/dam/support/connexion/documentation/client/cataloging/bibactions/bibactions.pdf>

Function Key Template for OCLC Connexion Client

Printed template to place at the top of your keyboard.

<https://help.oclc.org/@api/deki/files/5139/connexion-client-keyboard-template.pdf>

Bibliographic Formats and Standards

A guide to MARC records in WorldCat, including tagging conventions, input standards and guidelines for creating original records that can be added to WorldCat.

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

Contact OCLC Customer Support: <https://oclc.org/support> or 800-848-5800 (US)

Contact OCLC Quality Control: askqc@oclc.org

Selected Default Keystroke Shortcuts in Connexion Client

Navigating within a record

- Move between OCLC number, fixed, & variable fields<F6>
- Move to next cell Press<Tab>
- Move to previous cell<Shift><Tab>
- Move to next subfield in variable fields<Ctrl><S>

Editing Text

- Delete entire field<Alt>
- Copy entire current field.....<Alt><Insert>
- Undo edits in current cell<Ctrl><Z>
- Cancel all edits in entire record (**Caution!**).....<Ctrl><Shift><Z>
- Delete from cursor to end of cell<Ctrl><F7>
- Delete current word<Alt><F7>
- Spell Check.....<F7>

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

- Insert field below current field<Enter>
- Insert field above current field<Shift><Enter>
- Move current field up<Alt><Up Arrow>
- Move current field down Press<Alt><Down Arrow>
- Insert delimiter: ‡.....<Ctrl><D>

- Reformat record.....<Ctrl><R>
- Validate record.....<Shift><F5>

Record Actions

- Update Holdings.....<F8>
- Produce and Update Holdings.....<Shift><F7>
- Delete Holdings.....<Shift><F8>
- Export Record.....<F5>