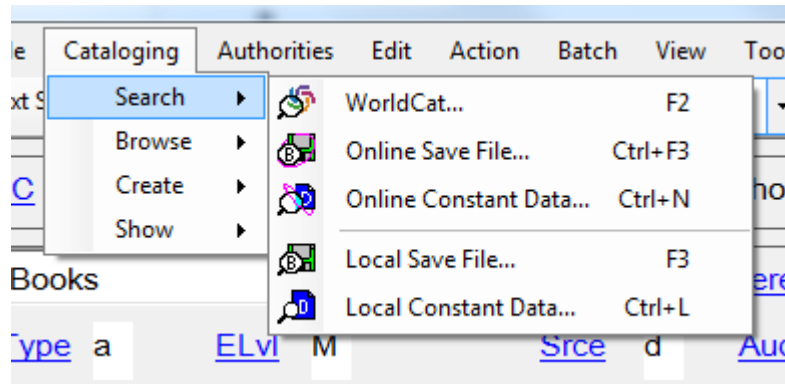


Advanced Bibliographic Searching Quick Reference

Menu Commands in Connexion Client

On the Menu Bar



Documentation

- [OCLC Connexion: Searching WorldCat Quick Reference](https://oclc.org/oclc/connexion-client-search-worldcat-quick-reference) is a summary of techniques, indexes, and examples for searching WorldCat using the Connexion client or browser.
<https://oclc.org/oclc/connexion-client-search-worldcat-quick-reference>

[Searching WorldCat Indexes](https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes) is the definitive information source for searching WorldCat.

Here you can look up which fields and subfields are searched by which index, both by index order and tag order, you can view format and document type qualifiers to help you construct searches that retrieve the records you need. Access this document at:

https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes

Guidelines for Word Searches in Connexion Client

- The Quick Search on the toolbar and the Command Line search are equivalent
- Command line searches require using an index label with search terms.
- Available indexes are listed in dropdown menus in Keyword/Numeric search box.
- Use the following qualifiers/indexes to qualify command line searches:
 - Slash qualifier (/): Format, Year(s) of publication, microform, & source
- These qualifiers must be used at end of search string
- Only one of each type of qualifier may be used in one search.

- Material Type Qualifier with index label: (mt:): Material type, Internet (mt: url)
- Can be used anywhere in search string
 - See *Searching WorldCat Quick Reference* for list of material type abbreviations

- Language qualifier (la:): Language
- Can be used anywhere in search string
- Language names and codes are listed on the Library of Congress Web site.
 - Look under *Name Sequence* <http://www.loc.gov/marc/languages/>

Commonly used keyword indexes

au:	Name (author)	se:	Series
cn:	Corporate/Conference name	su:	Subject
nt:	Notes	ti:	Title
pn:	Personal Name	ut:	Uniform title

Indexes best combined with other indexes

li:	Holding Library	pb:	Publisher
la:	Language	pl:	Publisher location

Selected Default Keystroke Shortcuts in Connexion Client


Search WorldCat: <F2>

Browse WorldCat: CTRL + <F2>

Phrase Searching Guidelines

- **Phrase Searches:** Index ends with =
 - Enter multiple words in order from beginning of first subfield –
 - Enter **all** data from subfield or truncate using *
- **Whole Phrase Searches:** Index ends with w=
 - Enter multiple words in order from beginning of first subfield of an indexed field, **including subsequent subfields**
 - Enter **all** data from **field** or truncate using *
- **Phrase or whole phrase searches for titles**
 - Omit initial articles (**a, an, the** and equivalents in other languages)
- **Phrase or whole phrase searches for personal names**
- **(au=, auw=, pn=, pnw=)**
 - Enter last name first
 - Include comma between last name and first name (example: **pn=crutcher, chris**)
 - If entering birth/death dates, omit comma preceding date (ex: **auw=smith, joe 1902-1937**)

Browse Guidelines

- **Cataloging > Browse > WorldCat** or 
 - Browse only phrase indexes (index label ends with =) -
- Browse results:
- o to display next set of 25 entries: Press <Page Down>
 - o to display previous set of 25 entries: Press <Page Up>

Customize the lists display in Connexion Client

****Works on Save File lists and Search Result lists**

To Modify List Appearance

- Open a list
- Right click anywhere in the list and choose "list settings" □ Uncheck boxes next to columns you don't want to see.
- To change a column's position in a list, click the column then click "Move Up" or "Move Down"
- Click "OK" to make the changes

Reset the list to default settings

- Right click anywhere in the list and choose "list settings"
- Click "Reset", then "OK" to make the changes