Connexion Browser Cataloging Quick Reference

Searching WorldCat

For instructions on WorldCat searching, see the Connexion: Searching WorldCat Quick Reference.

Editing records

Open record to edit

- **Direct:** Retrieve a single record.

- **From search results:** Click the record number or type the record number in the View Record box (in the jump bar, at the top and bottom of the screen).

- **From another retrieved record:** Use the jump bar to move to the record you want. Click the left/right arrows, click the record number link, or type the record number in the View Record box.

Edit views

- **MARC Template:** Edit tag, indicators, or content in separate boxes. Functions list for field-specific options, including authority control.

- **MARC Text Area:** Edit all variable fields in one text box. No authority control; no Functions list for variable fields.

Change view: Select from View list or use keystrokes. MARC Template: <Alt><K><[>; MARC Text Area: <Alt><K><]>.

Add variable field(s) (MARC Template view only)

- **Single:** On Function list, click **Add Single Field Below**.

- **Multiple:** On Function list, click Add.

- **Multiple Fields:** Type the number of fields to add (1-10) and click OK.

Change fixed field format (material type)

At the top of the left corner of the fixed field, click the down arrow. From the list, select the type of material you are describing.

Move within record

Fixed field / variable fields: Press <Alt></> (slash).

Top / bottom of screen: Press <Ctrl><Home> or <Ctrl><End>.

Top / bottom of record: Click the up/down arrow (right of the MARC Help box) in the blue bar above and below the record fields.

Insert diacritic / special character

1 Place the cursor where you want to insert a diacritic or special character.

2 For a diacritic, first type the letter the diacritic modifies. Insert the diacritic **after** the letter.

3 To insert a diacritic or other character, press <F7>.

4 In the character chart, click a character or diacritic to insert it at the cursor position.

Example: To enter the letter **u** with an **umlaut**, type **u**. Press <F7>. Click the **umlaut** symbol.

Undo edits

On Edit list, click **Unedit Record** or press <Alt><K>, <Z>.

Result: Reverses the mostm recent text change in the record. Record remains in edit mode; any lock is retained.

Cancel all changes

On Edit list, click **Cancel Changes** or press <Alt><K>, <2>.

Result: Record changes to display mode.

For an unsaved record, any lock is released. A saved record remains locked.

Cut, copy and paste text

Select the text and then use these Windows editing keystrokes:

- Copy: <Ctrl><C>
- Cut: <Ctrl><X>
- Paste: <Ctrl><V>

Note: In MARC Text Area view, use this method to delete, copy, or move variable fields.

Cut, copy and paste field in MARC Template view

Copy field

1 In the Functions list, click **Copy Field**.

2 Move to the field above the place where you want to insert the copied field.

3 In the Functions list, click **Paste Field**.

Move field (cut and paste)

1 In the Functions list, click **Cut Field**.

2 Move to the field above the place where you want to insert the moved field.

3 In the Functions list, click **Paste Field**.

Delimiter (‡) and dollar sign

Delimiter. Press <$> (<Shift><4>) to create a single **dollar sign ($)**.

Note: Single dollar sign is used as a subfield delimiter in edit mode. The double dagger (‡) appears in display mode only. To switch to display mode, on Edit list click **Display Record** or press <Alt><K>, <T>.

Dollar sign (currency/special character). Type **2** dollar signs (**$$**) with **no** space between them.

Switch among open records

Open records are listed on the Active Records screen.

To view active records, press <Ctrl><Shift><9>. Or, on the Cataloging tab, click **Show**. Do **not** use the browser **Back** button.

In the list of active records, click a linked record to open it.

Reformat record

On Edit list, click **Reformat Record** or press <Alt><K>, <R>.

Customize with Cataloging Options

On the General tab, click **Admin**. On the Preferences screen, click **Cataloging Options**.

- **Placement of Record Areas.** Place fixed field at top or bottom of record.

- **Validation Levels.** Select a level of automatic validation for actions that set holdings and/or for export. By default, Connexion does not validate automatically for these actions; the setting is **None**. You can specify Basic or Full validation.

- **Basic validation.** Checks the validity of elements, length, repeatability, type of data or codes, and other aspects of MARC record structure.

- **Full validation.** Verifies record structure (as for basic validation) and also checks relationships between elements.

- **Derive Record Fields.** Specify fields to transfer when using Derive New Record.

- **My Status.** Enter identifying text to apply by default when you save records or CD records. **Note:** You can edit or delete the default My Status when saving.

Add 006 field

1 Add a field with a tag in the 760-787 range and enter indicator values.

2 At the left end of the text box, enter the OCLC control number of the record to cite.

3 In the Functions list click **Inserted from Cited Record**.

- Connexion extracts data from the cited record, based on rules for the added field and the record you are editing.

- In the inserted text, the OCLC control number appears in subfield **w** and is hyperlinked to the cited record.

Add 936 to cite parallel record

1 Add a field 936. Leave both indicator boxes empty.

2 In the text box, type **PR**, a space, and then the OCLC control number of the parallel record to cite.

3 In the Edit list click **Reformat Record**.

In the inserted field, the OCLC control number you entered is hyperlinked to the parallel record.

Use links to related records

Edit linking entry (760-787) or 936

1 In the Functions list, click **Unlink OCLC Number**.

2 Edit the field as appropriate.

3 In the Functions list, click **Link OCLC Number** to restore the link to the related record.

View or edit cited record (760-787 or 936)

- **View record.** Click the hyperlinked OCLC control number.

- **Edit record.** In the Functions list click **Edit Linked Record**.

Note: To return to the record from which you selected the Edit Linked Record function, go to the Active Records screen.

To view active records, press <Ctrl><Shift><9>. Or, on the Cataloging tab, click **Show**. Do **not** use the browser **Back** button.

Derive record from an existing record

1 In the record, on the Edit list click **Derive New Record** or press <Alt><K>, <D>.

2 Click **Yes** to transfer fixed field values or **No** for default values.

3 Complete the record and either save it or add it to WorldCat.

Subsequent sections of this document cover using the save file and taking final actions.

Create record from workform

Edit linking entry (760-787) or 936

Get help on MARC fields

- Click a hyperlinked element label for a fixed-field element.

Or

- In MARC Help box, type a 3-digit tag or an element label.

In MARC Template view, select **Help** from the Functions list at the right end of each field.

In MARC display view, click a hyperlinked variable field tag to access MARC Help.

Names for symbols in field 040

In field 040, hover the mouse pointer over an OCLC symbol in subfield a, c, or d.

The institution name appears.

Note: Field 040 is read-only by default, to show institution names. Use **Edit Field** (Functions list for field) to modify the field.

Using constant data (CD)

About constant data (CD)

Constant data (CD) is bibliographic data you add when creating or editing a record. CD records are stored in an online file

shared by users at your library. Use constant data to:

- Avoid rekeying standard content
- Reduce errors and improve consistency
- Develop and maintain local standards

Create constant data (CD) from existing record

1 Open the bibliographic record or CD record from which to create the new CD.
2 In the base record, on the Edit list click **Derive New Constant Data Record** or press <Alt><K>, <4>.

3 Click **Yes** to transfer fixed field values or **No** for default values.

4 Complete the record.

5 To save, on the Action list click **Save Constant Data Record** or press <Alt><K>, <S>. Supply a CD name and click **Yes** or press <Enter>.

Note: A CD name is required. You can also set new CD as the default or add a My Status.

Create CD from workform

1 On the Cataloging tab, under Create Options, click **Constant Data**.

2 Select workform type.

3 Click **Create** or press <Enter>.

4 Complete the record.

5 To save, on the Action list click **Save Constant Data Record** or press <Alt><K>, <S>. Supply a CD name and click **Yes** or press <Enter>.

Note: A CD name is required. You can also set new CD as the default or add a My Status.

Find CD records

1 On the Cataloging tab, under Search Options, click **Constant Data**.

2 **Specific CD record:** Type a CD name or My Status and select the correct index from the list (right end of **Search for** box).

Or

All CD records: Leave the box empty.

3 Click **Search** or press <Enter>.

Set CD as default

- When you save a CD record, select **Set as Default**.

- **Or:** Find the CD record you want to use as your default CD.

From CD search results: Find the record you want in the list. Click **Set Default**. **In CD record** On Edit list click **Set as Default Constant Data** or press <Alt><K>, <G>.

Apply default CD

In the bibliographic record, on Edit list click **Apply Default CD** or press <Alt><K>, <C>.

Note: In the default CD record, you select which CD fields to apply: all fields, fixed field only, or variable fields only. To change the setting, under Show Options, click **Default CD** to open your default CD record.

Apply CD by name

1 On Edit list, click **Apply CD By Name** or press <Alt><K>, <5>.

2 In the **Specific CD Name** box, type the name of the CD record to apply.

3 Select **Whole Record** or **Variable Fields Only** or **Fixed Field Only**.

4 Click **Apply CD** or press <Enter>.

Apply CD from list

1 On Edit list, click **Apply CD From List** or press <Alt><K>, <6>.

2 Select **Whole Record** or **Variable Fields Only** or **Fixed Field Only**.

3 In the CD record list, click the name of the record to apply.

Apply default CD to saved records

1 Search the bibliographic save file to retrieve records that need default CD applied.
2 Flag the records (select check box for each record or flag multiple records from the Action/Sort list).

3 **(Optional)**. To list flagged records not in the current results set, on the Cataloging tab, under Show Options, click **Flagged SF Records**.

4 On the save file results screen or Flagged SF Records screen, under Action/Sort, click **Apply Default CD to Flagged Records**.

Tip: Add My Status to new CD

My Status. When you save a new CD record, add a My Status (e.g., your name, project code, or category) to aid retrieval.

Default My Status. On the General tab, click **Admin**; on the Preferences screen, select **Cataloging Options**. On the Cataloging Options screen, under **My Status**, enter text (1-40 char.) to apply to new CD records.

MARC CD fields applied

- **Fixed field.** Values in the CD fixed field (008 and Leader) **replace** corresponding elements in the record, unless the constant data contains asterisks (*) in place of a value. Apply **Variable Fields Only** to preserve all fixed-field values in the record.
- **Repeatable variable fields** in CD are added to the record; they **do not replace** corresponding fields in the record.
- **Nonrepeatable variable fields** in CD **replace** corresponding fields in the record.
- **Empty variable fields.** To retain an **empty** variable field in CD, include the appropriate MARC tag and either type a few characters or type **$a |BLANK|** (delimiter, a, space, vertical bar, uppercase BLANK, and another vertical bar).
- **Subfields.** If variable fields in CD include subfields with valid values, the subfields remain in the field added to the record. To retain **empty** subfield codes in a variable field in CD, type **|BLANK|** after each

subfield code. The added field contains the subfield code, followed by a space.

Using the save file

Save a bibliographic record

1 Retrieve a record from WorldCat or create a new record.

2 On Action list click **Save Record** or press <Alt><K>, <S>.

3 Select a workflow status or use the default status, In Process.

4 **Optional:** Enter a My Status identifier.

5 Click **Yes** or press <Enter>.

Connexion does the following:

- Redisplays the record (display mode) with the save file number.

- Assigns the appropriate source status.

- **When you save a locked WorldCat record.** Places a 14-day lock on the WorldCat record in WorldCat.

Tip: Add My Status to a saved record

My Status. When you save a bibliographic record, add a My Status (e.g., your name, project code, or category) to aid retrieval.

Default My Status. On the General tab, click **Admin**; on the Preferences screen, select **Cataloging Options**. On the Cataloging Options screen, under **My Status**, enter text (1-40 char.) to apply to saved bibliographic records.

List all saved records

1 Under Search Options click **Save File** or press <Ctrl><Shift><T>.

2 Leave the text boxes empty.

3 Click **Search** or press <Enter>.

Search with statuses or limits

1 Under Search Options click **Save File** or press <Ctrl><Shift><T>.

2 **Status:** Select workflow, action, or source status.

- Combine statuses with AND to retrieve records with **all** statuses.

- Combine statuses with OR to retrieve records with **at least one** selected status.

3 **My Status:** In a text box, type a **My Status** you assigned; select My Status from index list.

4 **Optional:** Limit to locked records and/or records you have submitted for review. Select the check box to set each limit.

5 Click **Search** or press <Enter>.

Search save file indexes

1 Under Search Options click **Save File** or press <Ctrl><Shift><T>.

2 Type search term(s) in the form. For each term, select the index from the list.

- To search **one** index, type a number, word, or date in one box. To search for multiple words in the same index, enter the words in the same text box. Separate words with spaces.

- To search **different** indexes, type each term in a separate text box, select the index to search for each, and select an operator to combine the term(s).

3 **Optional.** Set status criteria or limits.

4 Click **Search** or press <Enter>.

Actions on batch of saved records

On a save file results screen, use the Action/Sort list to:

- Sort the retrieved records by title or date (ascending or descending).

- Flag (select) or unflag all records on a page or all retrieved records.

- On a group of flagged records:

  - Apply default constant data

  - Save flagged records to reset

  expiration date

- Delete

- Export

- Change status

- Create labels

About the bibliographic save file

- Records are available to any user at your library only.

- Up to 9,999 records can be saved.

- **Expiration.** Saved records expire and are deleted unless modified or resaved.

  - Workforms (new records): 28 days.

  - Existing WorldCat records: 14 days

  - Locked WorldCat records: 14 days, with14-day lock in

  WorldCat. If the saved record expires, the WorldCat

  record is unlocked.

- **Reset expiration date.** Retrieve each record and save it again.

Or Retrieve and flag record(s). On the Search Results screen, open the Action/Sort list and select **Save Flagged Records**.

- Resaving a locked WorldCat record extendsthe lock on the record in WorldCat.

Save file indexes

Index	Definition	Format
Save file Number (sn)	Sequential number assigned when you saved the record.	Type the number for the record you want. Can be up to 4 digits, ranging from 1 to 9,999.
Record Number (rn)	OCLC number **MARC:** 001 (fixed field) and 019	Type the complete number as it appears in the record.
Title (ti)	Word(s) in the title. **MARC:** 245 subfields a, b, f, g, k, n, p	One or more words from the title, separated by spaces.
URL (id)	Text of the URL for the resource.	Complete URL, beginning with **www** or other first segment and all separator characters (. and /) to retrieve exact matches. Omit **http://**
Used Date (ud)	Date last modified or reserved. In the **Modified** field in the brief entry.	Type all 8 digits of the date, in the same order as in the record: yyyymmdd. Omit hyphens or any other separators.
My Status (ms)	User-defined Up to 40 characters	Type the My Status text in a box in the upper area of the search form.

Statuses for saved bibliographic records

Status	Purpose	Values
Action (Supplied and updated by system)	Show actions and results. Show record is **Ready** for Export or Labels	**Actions:** Delete Holdings, Export, Label, Produce, Update Holdings, Validate, **Marked for Export or Label:** R (Ready) **Results:** C (Completed); F (Failed)
Source (System supplied)	Show origin of a record.	Derived, Extracted, Imported, Workform, OCLC, Pathfinder, Pica GGC, URLinPathfinder
Workflow (User selected)	Show position in workflow.	New, In process, In review, Completed
Lock status	Show record locked/unlocked.	WorldCat Record Locked WorldCat Record Not Locked
Review	Show that record is available for review.	Submitted
My Status (User-defined)	Manage saved records.	Free text, up to 40 characters

Authority control

Authority control tips

- Authority control functions are available in template edit views only.

- In MARC Template view, you can control multipart subject headings (6xx fields with second indicator 0 or 4).

- These fields are controllable: 1xx, 6xx, with second indicators 0 or 4, 7xx, and 8xx.

- These fields are **not** controllable: 1xx/240 combinations, 4xx, 6xx, with second indicators other than 0 or 4.

- You can control headings while editing an unlocked record (e.g., for export). However, neither the links to the Authority File nor any changes to heading text, remain in the WorldCat record.

- To retain controlled headings in WorldCat, you must lock and replace the WorldCat record.

  - If controlling **does not** change the heading text, you need at least a Full level authorization to replace the WorldCat record.

  - If controlling **does** change the heading text, you usually need an authorization above Full (e.g., Enhance or CONSER). You must be authorized to modify headings and replace the record (based on criteria such as format, encoding level, etc.).

  - With a Limited authorization, you can lock the WorldCat record andcontrol headings. Then save the record for review and completion.

Control all headings in record

1 Edit a record, or create a new record.

2 Add or edit name and/or subject headings if appropriate.

3 On the Edit list click **Control All Headings and DDC** or press <Alt><K>, <K>. Then click **OK**.

4 Check the record to find uncontrolled headings; control these headings individually.

5 When finished editing the record, replace the WorldCat record or add the recordto WorldCat.

Note: Control All does **not** control personal name headings comprised only of $a. Control these headings individually using the **Control Heading** command on the Functions list. See instructions in the following section.

Control single heading (1xx, 6xx, 7xx, or 8xx field)

1 Move to a heading field or add a heading. At the right end of the heading field, on the Functions list click **Control Heading**.

2 For headings not automatically controlled, use the authority control window to select the best match from the list of candidate authority records and/or modify the original heading so you can control it with one or more authority record(s).

3 When finished editing the record, replace the WorldCat record or add the recordto WorldCat.

Control multipart subject heading (6xx, 2d indicator 0 or 4)

1 At the 6xx field, select **Control Heading** from Functions list.

2 If the heading is not automatically controlled to one or more authority records, use the Control Multipart Heading window to control the heading manually. You can select from partially matching headings to achieve partial control. Or modify the

original heading field (subfield codes or text) so it can be fully controlled.

Tip: More help for authority work

The following functions let you view or create authority records while editing a bibliographic record.

From Functions list for certain heading fields (MARC Template view only), you can:

- Generate a new authority record (workform) from a name heading (controlled or uncontrolled). Click **Generate Authority Record**.
- Derive a new authority record from the linked authority record for a controlled name heading. Click **Derive New Authority**.
- Edit the linked authority record for a controlled name heading. Click **Edit Authority**.

Authorization level required to create new authority records. Limited or higher level: create and save name records. Only NACO-authorized users can add new records to the Authority File.

Creating labels

Setup for label printing

- Install and set up the OCLC Cataloging Label Program or upgrade to the latest version (1.22 or later).
- Select a label format. In Connexion, on the General tab, click **Admin**. On the **Preferences screen**, click **Cataloging Options**. On the Cataloging Options screen, under **Label Format**, choose the format you use.

Labels for one record

1 Edit an unlocked record for labels (MARC views only).

2 On the View list click **View Label in Label Program** or press <Alt><K>, <Y>.

3 In the Label Program, finish editing the label. Then save and/or print it.

Label file for multiple records

1 Save the records.

2 Retrieve the records from the save file and flag them.

3 Under Show Options, click **Flagged SF Records**.

4 On the Action/Sort list click **Create Labels for Flagged Records**. Then click **OK**. Connexion stores the labels in a file on the server.

Download label file

1 On the General tab, under Admin Options, click **Download Label Files**.

2 Select the file(s) you want to download.

3 Click **Download**.

4 Save the file:

   - **Internet Explorer:** Click **Save** or press <Enter>.

   - **Netscape Navigator:** Click **Save File**.

5 Change the location or file name if desired.

6 Click **Save** or press <Enter>. Then click **Close**.

Files deleted. The system automatically deletes label files 7 days after file creation date.

Tips for creating labels for multiple records

- **Save WorldCat records.** You cannot flag records in WorldCat. Save records, retrieve them from the save file, and then flag them.

- To make it easy to find saved records for label printing, you can **mark the records ready** for labels or **add My Status text** to identify records for label printing.

- **Use Mark for Label.** Before or after saving a record, on the Action list click **Mark for Label** or press <Alt><K>, <3>. To retrieve the records, search the save file for records with the Label status **Ready**.

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- **Option to mark and save.** If you mark records for labels, set an option to save records automatically when you take the **Mark for Label** action. On the Cataloging Options screen, set the **Mark for Label and Save Record** option to **On**. (On the General tab, click **Admin**. On the Preferences screen, click **Cataloging Options**.).

- **Or use My Status.** When you save a record for label printing, enter identifying text in **My Status** (for example, **label print**). To retrieve records for label printing, search the save file for the My Status text you entered.

- **Option for default My Status.** On the Cataloging Options screen, you can define default My Status text to be added to all saved records. If useful, you can make **label print** or similar text your default My Status for saved records. (You can still change or remove the default My Status when you save the record.)

Exporting records

Export destinations

- You can export bibliographic records to a file on the Connexion server, and then download the file to your workstation. Export to a file is the default.

- Or you can export records directly to your local system. You must set up a TCP/IP connection from the Connexion server to your local system.

- Using either export destination, you can export a single record or a batch of records.

Options to streamline batch export

These options can simplify batch export. On General tab, click **Admin**. On the Preferences screen, select **Export Options:**

- **Flagged Bibliographic Record Export Format:** Set format for all batch exports to avoid system prompts.

- **File Name:** Set a name for downloaded export files to avoid changing the name each time.

- **Mark for Export and Save:** Automatically save records marked for export. Save a step when doing batch export.

Export one record

1 Retrieve a record from WorldCat or the save file.

2 On the Action list click **Export Record in MARC** or press <Alt><K>, <E>.

3 Depending on the export destination, the record is either added to a file on the Connexion server, or sent directly to your local system.

Validation: By default, Connexion does not validate exported records. To validate (single records only), go to the Export Options screen. Under **Validate Exported Bibliographic or Authority Records**, select **Basic** or **Full**.

Export a batch of records

Export files:

1 Retrieve saved records to export.

2 Flag the records. On the Action/Sort list click **Flag All Records Retrieved**.

3 On the Action/Sort list click **Export Flagged Records**.

4 Select the export format if you have not set a default format (Export Options).

5 Depending on the export destination, the records are either added to a file on the Connexion server, or sent directly to your local system.

6 Delete flagged records or let them automatically expire from the save file after 14 days.

More than 100 flagged records. You can export more than 100 records at once. However, to prevent timeout problems that can occur with larger batches, Connexion browser pauses after exporting 100 records and asks you to confirm that you want to continue processing the flagged records.

Download export files

Notes: Instructions for using export files apply only if you export to a file on the Connexion server.

1 On the General tab, under Admin Options, click **Download Export Files**.

2 In the list of files, select the file(s) you want to download.

3 Click **Download**.

4 Save the file:

- **Internet Explorer:** Click **Save** or press <Enter>.

- **Netscape Navigator:** Click **Save File**.

5 Change the location or file name if desired.

6 Click **Save** or press <Enter>. Then click **Close**.

Files deleted. The system automatically deletes export files 30 days after file creation date.

Manage export files

In the list of export files, you can do the following actions:

- **Hide downloaded files:**

Select the check box for a previously downloaded file and click **Hide.**

- **Show hidden files:**

Click **Show Hidden Files**.

- **Restore files to the list:**

Click **Show Hidden Files**. Then select the check box for a hidden file and click **Restore**.

About export files

Export files:

- Are created and stored on the Connexion server.

- **Allow appending until downloaded.** You can continue exporting to the same file until you download the file.

- Contain records in **one format**. Separate export files are created for authority records. If you export bibliographic records in more than one format, such as MARC and Dublin Core HTML, the system creates a separate file for reach export format used.

- Contain records exported by users from **one institution (OCLC symbol)** or by **one user (authorization number)**. The default file type is **Institution**. To create export files for your individual authorization, set the Export File Type option (on the Export Options screen) to **Individual**.

- Remain available for download for 30 days from the file creation date. After 30 days, the system automatically deletes export files.

Taking final actions

Final actions for single records only

In Connexion browser, the final actions covered in this section apply to single records only.

You can **export** multiple records from the bibliographic save file. For instructions, see the preceding section, **Exporting Records**.

Validate record

1 On the Edit list, click **Validate Record** or press <Alt><K>, <V>.

2 If the system reports errors, correct them and then retry validation.

Automatic validation

- Connexion automatically validates the full record when you add a new record to WorldCat or replace the WorldCat record.
- By default, Connexion does not validate records automatically when you update holdings, produce offline products, or export.

- To request Basic or Full validation for these actions, on the General tab, click **Admin**. On the Preferences screen, select

Cataloging Options. Scroll down to the **Validation Levels** option.

Update holdings

1 On the Actions list click **Update Holdings** or press <Alt><K>, <U>.

2 Click **OK**. Your institution's OCLC symbol is associated with the record.

Add record to WorldCat

1 Retrieve the record to add from the save file or complete editing an unsaved new record.

2 Search WorldCat to verify that no record exists for the item you are cataloging.

3 If you find no existing record, on the Action list click **Update Holdings** (<Alt><K>, <U>). Then click **OK**.

Replace record or replace and update holdings

1 On the Action list click **Lock WorldCat Record** or press <Alt><K>, <M>.

2 Edit the record.

3 On the Action list, click **Replace Record** (<Alt><K>, <A>) or **Replace and Update Holdings** (<Alt><K>, <N>). Then click **OK**.

Delete holdings

1 On the Action list click **Delete Holdings** or press <Alt><K>, <9>. Click **OK**.

2 If you have Local Data Records attached, when prompted, click **Yes** to delete LDRs and OCLC symbol, or **No** to cancel and return to the record.

Display holdings

1 On the View list click **Display Holdings** or press <Alt><K>, <H>.

2 In the Display Holdings box (above the record header), click **Display Holdings** or press <Enter> to view the Default Holdings. Or
Select the type of display you want: **All Holdings** or **Regional Holdings** or **State**

Holdings. Then click **Display Holdings** or press <Enter>.

3 In the list of institution symbols, hover the mouse over a symbol to see the name of that institution.

4 When finished viewing holdings, click **Close Window**.

Note: The window closes automatically when you take another action or go to another screen.

Report an error in a record

1 On the Action list click **Report Error** or press <Alt><K>, <7>.

2 In the Report Error dialog box, complete the required fields: OCLC Symbol, User Name, and Email.

3 (Optional) Connexion can remember and automatically insert your contact information.

4 In the large text box, type a description of the problem.

On the General tab, under Admin Options, click **User Information**. On the User Information screen, complete the following:

- **Name, Email, and Phone.** For an individual account, supply information that support staff can use to contact you. For a shared account, provide information for one user.

- **Current Password.** Type the password you used when you logged on.

5 (Optional) To request a copy of the error report, select **Send a copy of the email message to me**.

6 Click **Report Error** to send the error report to OCLC quality control staff.

Support, documentation and training

How to get assistance

- Contact your OCLC [regional service provider](#).

- Contact [OCLC Support in your region](#).

- Open an email support request from within Connexion browser.

In the top right corner of the screen, click **Contact**.

Contact options
USA: 1-800-848-5800
International: 1-614-793-8682
Fax: 1-614-764-2694

Email: connexion-support@oclc.org

System alerts and known problems

- [OCLC System Alerts](#)
- [Connexion browser known problems](#)

Documentation and training

- [Connexion browser documentation](#)
- [Connexion browser tutorials](#)

Keystroke shortcuts

Keystrokes (selected)	
Action	**Keystroke**
Alternate Produce and Update	<Alt><K> and then <N>
Apply CD By Name	<Alt><K> and then <5>
Apply CD From List	<Alt><K> and then <6>
Apply Default CD	<Alt><K> and then <C>
Back to Editing	<Alt><K> and then <L>
Cancel Changes	<Alt><K> and then <2>
Control All Headings and DDC	<Alt><K> and then <K>
Delete Constant Data Record	<Alt><K> and then <X>
Delete Holdings	<Alt><K> and then <9>
Delete Save File Record	<Alt><K> and then <X>
Derive New Constant Data Record	<Alt><K> and then <4>
Derive New Record	<Alt><K> and then <D>
Display Holdings	<Alt><K> and then <H>
Display Record	<Alt><K> and then <T>
Edit Constant Data Record	<Alt><K> and then <L>
Edit Record	<Alt><K> and then <L>
Export Record in MARC	<Alt><K> and then <E>
MARC Template	<Alt><K> and then <[>
MARC Text Area	<Alt><K> and then <]>
Mark For Export	<Alt><K> and then <J>
Mark For Label	<Alt><K> and then <3>
Print Record	<Alt><K> and then <I>
Product and Update Holdings	<Alt><K> and then <P>
Reformat Record	<Alt><K> and then <R>
Release Record Lock	<Alt><K> and then <W>
Replace and Update Holdings	<Alt><K> and then <N>
Replace Record	<Alt><K> and then <A>
Report Error	<Alt><K> and then <7>
Save Constant Data Record	<Alt><K> and then <S>
Save Record	<Alt><K> and then <S>
Set as Default Constant Data	<Alt><K> and then <G>
Show Command Lists (when Command Shortcuts box is visible)	<Alt><J> or <Alt><K> and then <B>
Show/Hide Command Scrollbar	<Alt><K> and then <|> (<Shift><\>)
Show Command Shortcuts (when Edit, Action, and View lists are visible)	<Alt><K>
Show/Hide Functions List	<Alt><Y> or <Alt><K> and then <Q>
Show/Hide Quick Search	<Alt><Q> or <Alt><K> and then <Q>
Submit for Review	<Alt><K> and then <>> (right angle bracket)
Unedit Record	<Alt><K> and then <Z>
Unflag Record	<Alt><K> and then <F>

Go to	Keystroke
Search WorldCat	<Ctrl><Shift><W>
Browse WorldCat	<Ctrl><Shift><B>
Search Bibliographic Save File	<Ctrl><Shift><T>
Search Authority File	<Ctrl><Shift><J>
Browse Authority File	<Ctrl><J>
WorldCat Search Results	<Ctrl><1>
WorldCat Browse Results	<Ctrl><6>
Bibliographic Save File Search Results	<Ctrl><3>
Active Records screen	<Ctrl><Shift><9>
Dewey Services tab	<Alt><D>

View list of all keystrokes
Press <Shift><F7> at any screen. To print, click the **Print** button at the top or bottom of the Keystroke Shortcuts List window.

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