

## Using OCLC Connexion Client

**Client Logon** (Use any of the methods below):

1. *Menu:* File => Logon
2. *Keystroke:* Ctrl+F1 (logon only)
3. *Keystroke:* Ctrl+F2 (logon then search screen)

**Searching WorldCat** (Use any of the methods below):

1. *Menu:* Cataloging => Search => WorldCat
2. *Keystroke:* Ctrl+F2

**Browsing the Authority File** (Use any method below):

*Note: Performs a direct word order search on term(s) entered into search box. Most catalogers prefer this method to Searching the Authority File.*

1. *Menu:* Authority => Browse
2. *Keystroke:* Alt+F2

**Selecting a Record**

1. Double clicking on the record (this will highlight and select the record)

**Browsing Records** (Use any method below):

1. *Toolbar:* Use the Browse Results arrow keys located in the toolbar (icon is a page with a left or right arrow)
2. *Mouse:* Close the full record and return to the Result List, then double click on a new record to view
3. *Keystroke:* Use F9 (Forward) and Shift+F9 (Back)

**Inserting the Export 949 Field to a Record** (Use any of the methods below):

1. *Keystroke:* Ctrl+Shift+E
2. *Keystroke:* Ctrl+1
3. *Toolbar:* Select User Tool 1 from the toolbar menu

**Exporting the Record from OCLC to Tripod** (Use any of the methods below):

1. *Menu:* Action => Export Record
2. *Keystroke:* F5

**Exiting a Record:**

1. *Mouse:* select the "x" in the top right corner of window
2. *Keystroke:* Ctrl+F4

**Client Logoff** (Use any of the methods below):

1. *Menu:* File => Logoff
2. *Keystroke:* Alt+F1

**Searching the Authority File** (Use any of the methods below):

*Note: Performs search on keyword(s) entered into search box. Most catalogers prefer to Browse the Authority File.*

1. *Menu:* Authority => Search
2. *Keystroke:* Shift+F2