
ELECTRONIC RESOURCES & SERIALS ACCESS DEPT.
Serials Cataloging Unit

Useful OCLC Connexion Keys & Commands

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| F1 | Connexion Help |
| Crtl + F1 | Log on to Connexion |
| Alt + F1 | Log off Connexion |
| F2 | Search WorldCat |
| Shift + F2 | Search Authority File |
| F3 | Search Local Save File |
| Crtl + F3 | Search Online Save File |
| F4 | Save Record to Local Save File |
| F5 | Export record into Aleph |
| Shift + F5 | Validate record |
| Shift + F7 | Produce record and update holdings (original cataloging) |
| F8 | Update Holdings (IND symbol) |
| F9 | Next Record (in a browse list) |
| Shift + F9 | Previous Record (in a browse list) |
| Shift + F8 | Delete Holdings (IND symbol) |
| F11 | Control Single Heading |
| Shift + F11 | Control All Headings |
| Alt + up arrow | Moves field up |
| Alt + down arrow | Moves field down |
| Alt + Del | Delete Field |
| Crtl + E | Enter diacritics (diacritics now come AFTER character) |
| Crtl + P | Print Record |
| Crtl + R | Reformat record |
| Crtl + T | Copy OCLC Number (cursor can be anywhere in record) |
| Crtl + Alt + C | Derive a New Record from Existing OCLC Record |
| Crtl + Alt + V | Save Record to Online Save File |
| Crtl + Shift + L | Create New Serial Record |
| Enter | Insert Blank Field below current field |
| Shift + Enter | Insert Blank Field above current field |

when Union Listing Functionality becomes available in Connexion, those commands will be added to this list