

# OCLC Connexion client - Downloading, Configuring, & Tips

Go to [https://help.oclc.org/Librarian\\_Toolbox/Software\\_downloads/Cataloging\\_software\\_downloads](https://help.oclc.org/Librarian_Toolbox/Software_downloads/Cataloging_software_downloads)

Under #2, click “I accept” to get the expanded list.

Then select “Connexion client 2.xx complete software.”

## Cataloging software downloads

Last updated: Feb 7, 2020

Find the OCLC software download terms and conditions, software download links and instructions.

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- 1. Review Terms and Conditions
- 2. Accept Terms and Conditions before downloading software

### 1. Review Terms and Conditions

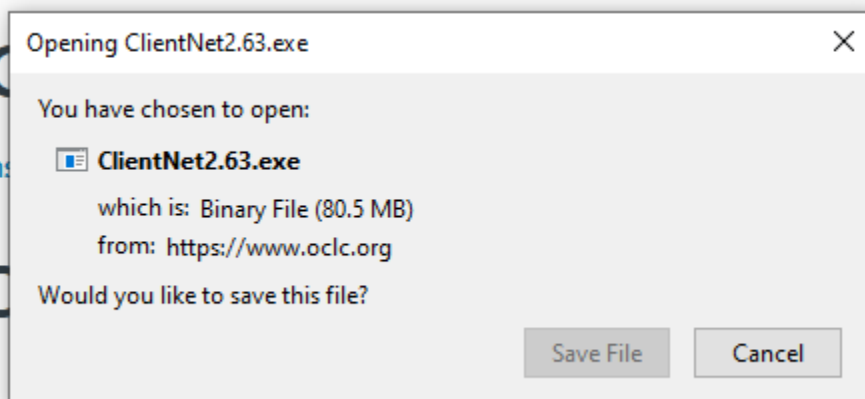
[OCLC software download Terms and Conditions](#)

### 2. Accept Terms and Conditions before downloading software

I accept

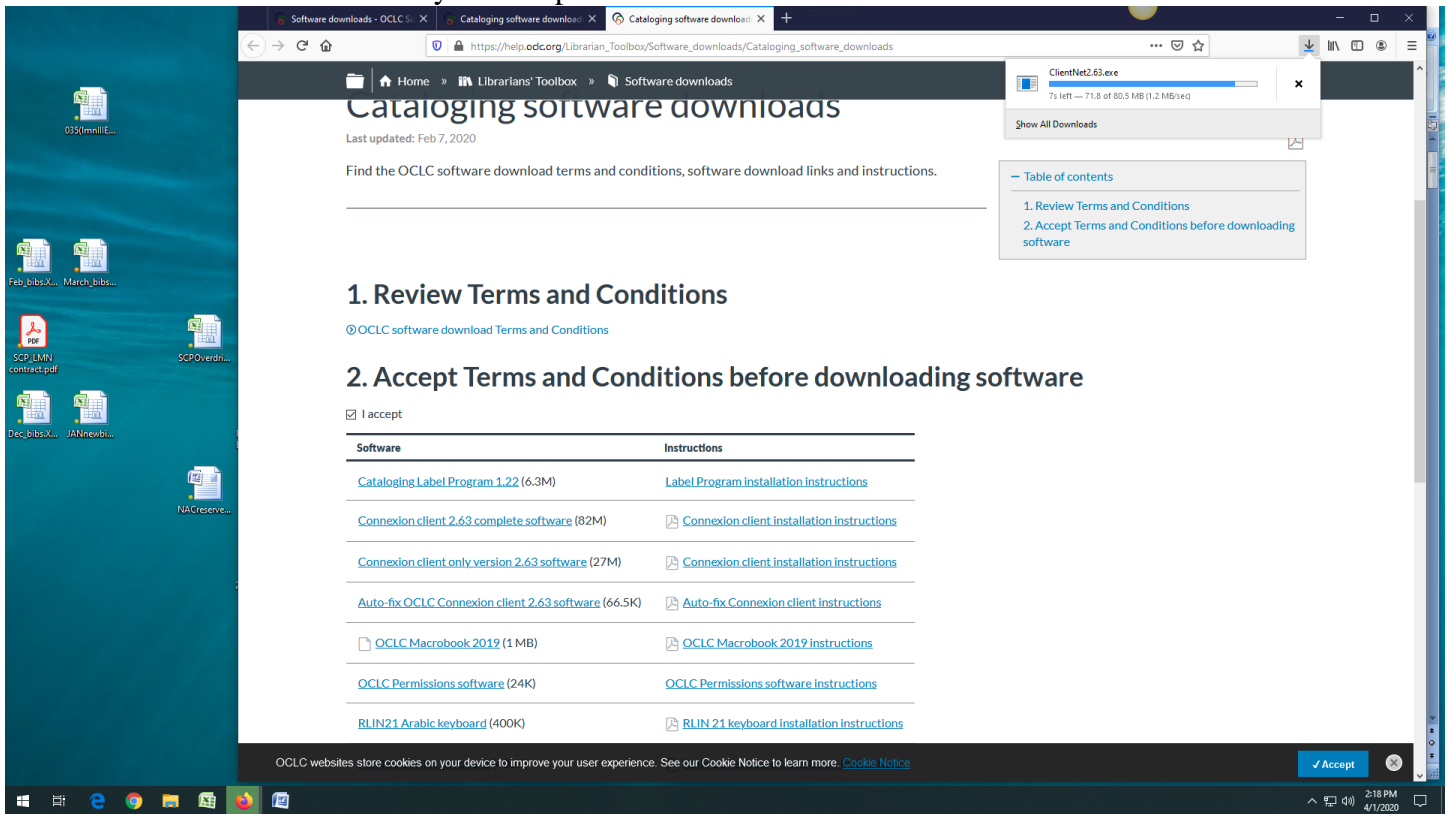
Software	Instructions
<a href="#">Cataloging Label Program 1.22</a> (6.3M)	<a href="#">Label Program installation instructions</a>
<a href="#">Connexion client 2.63 complete software</a> (82M)	<a href="#">Connexion client installation instructions</a>

Save File

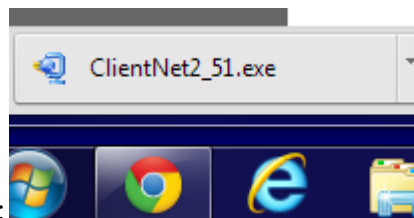


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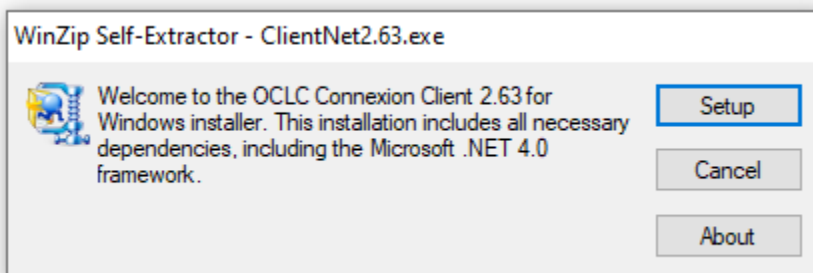
The software will download onto your computer :



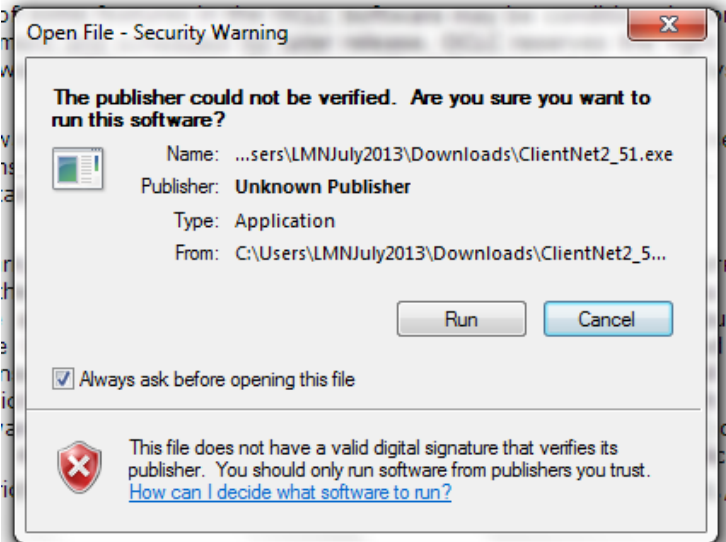
After downloading, open the .exe file:  
G



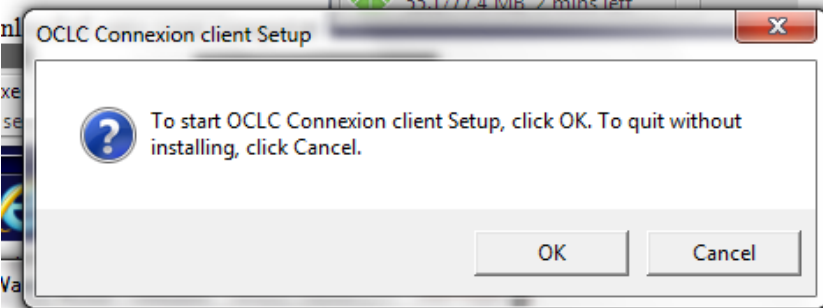
o through the setup boxes.



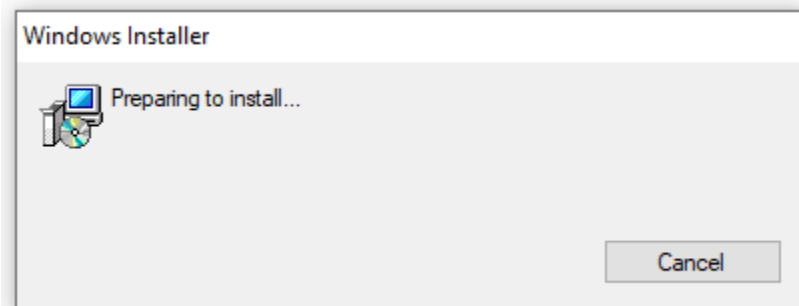
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You may get this window depending on your settings. Select RUN (The file may have to be unzipped)



Select OK



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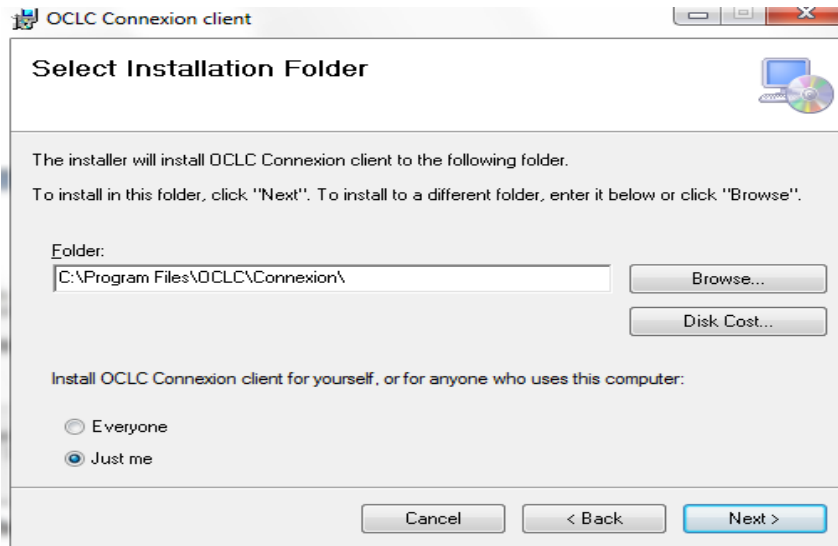


NEXT

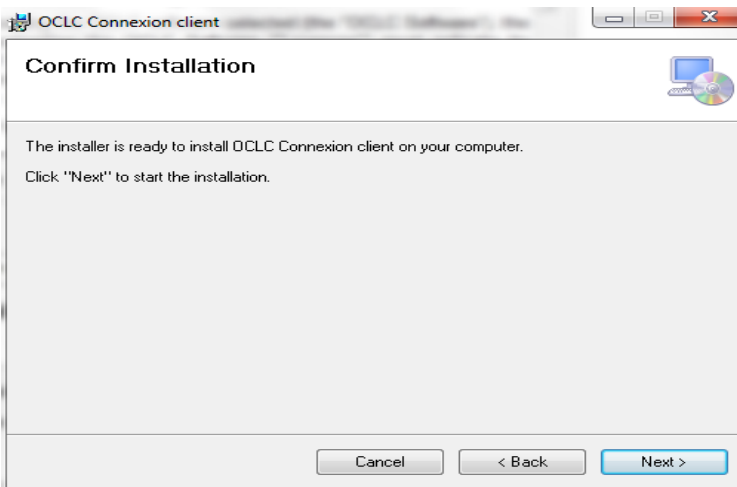


Click "I Agree"

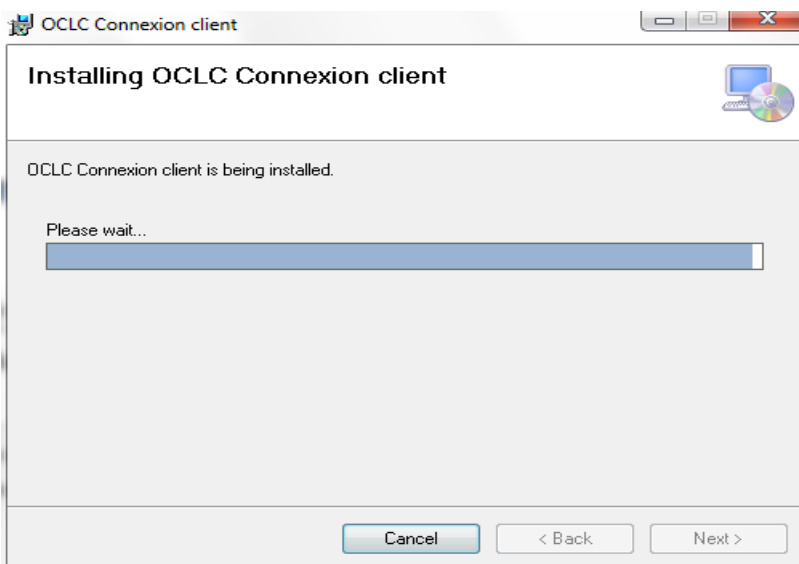
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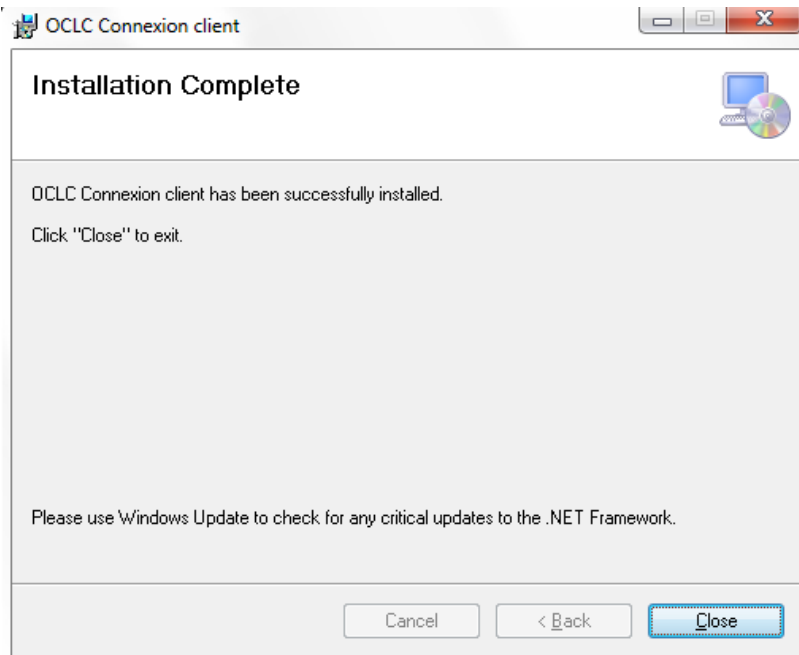
NEXT



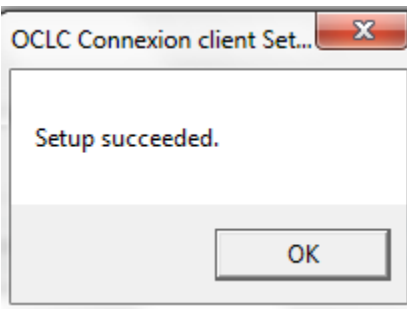
NEXT



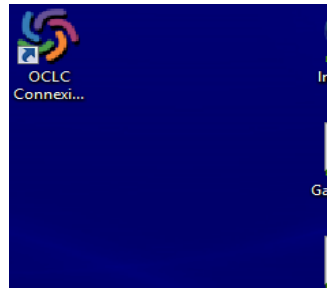
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DONE

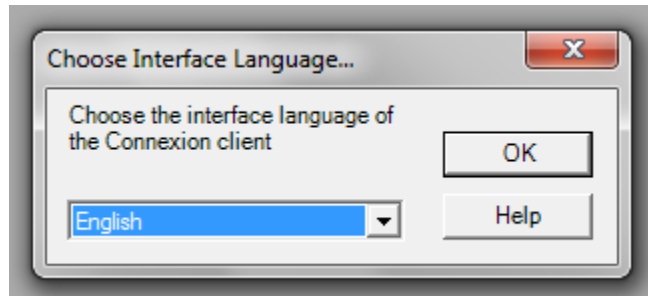


OK



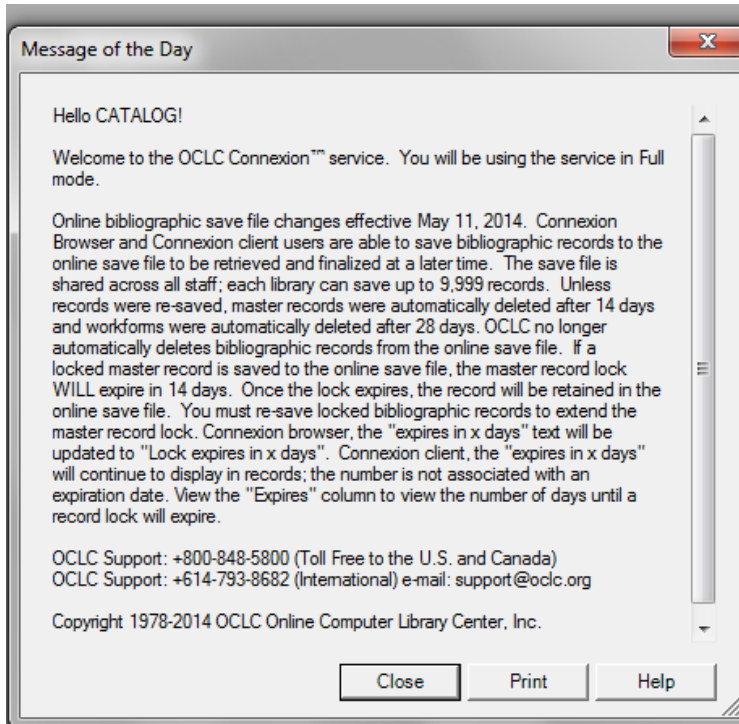
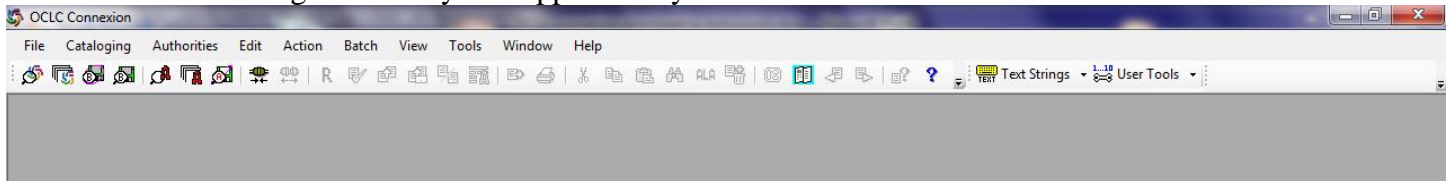
Now there will be an icon on your computer:

**First time Setup** requires a few steps:



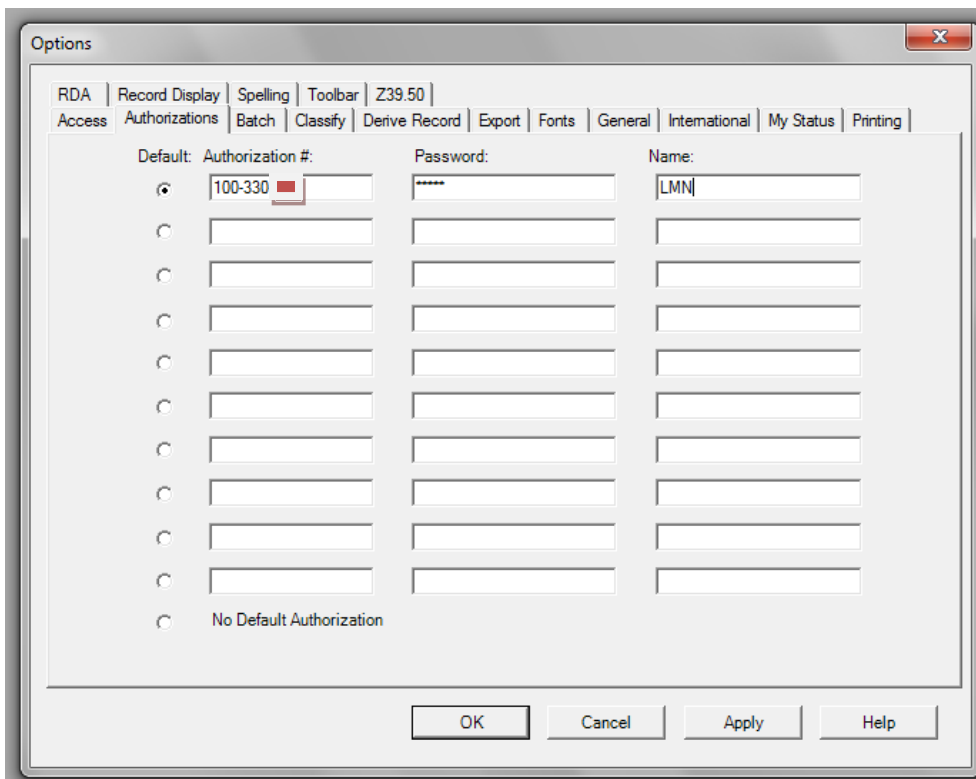
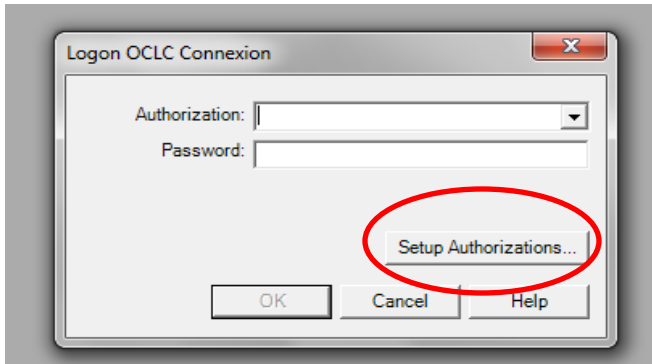
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The toolbar and message of the day will appear every time.



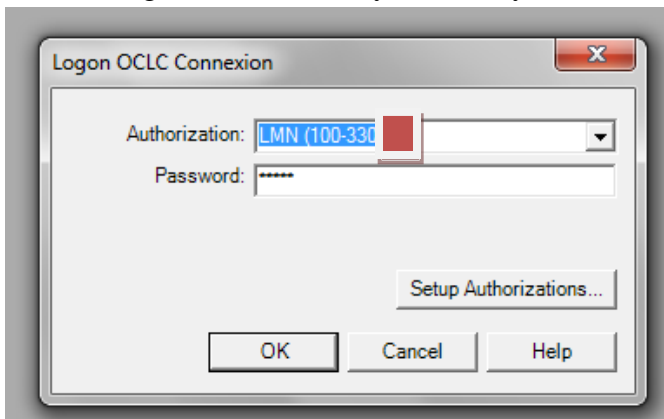
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Configure the logon box for your institution. File > Logon, select Setup Authorizations



Enter your number and password

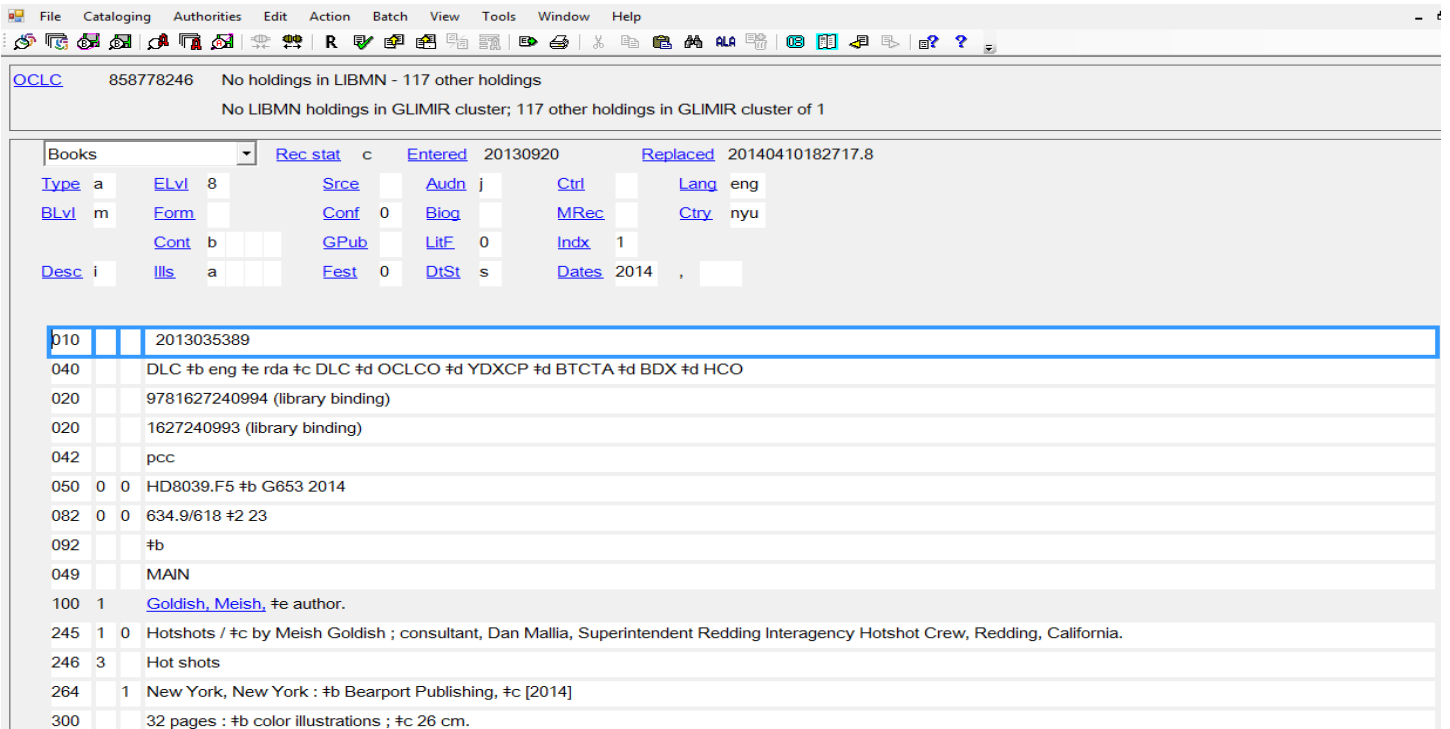
Now the logon box will always contain your authorization and password each time.





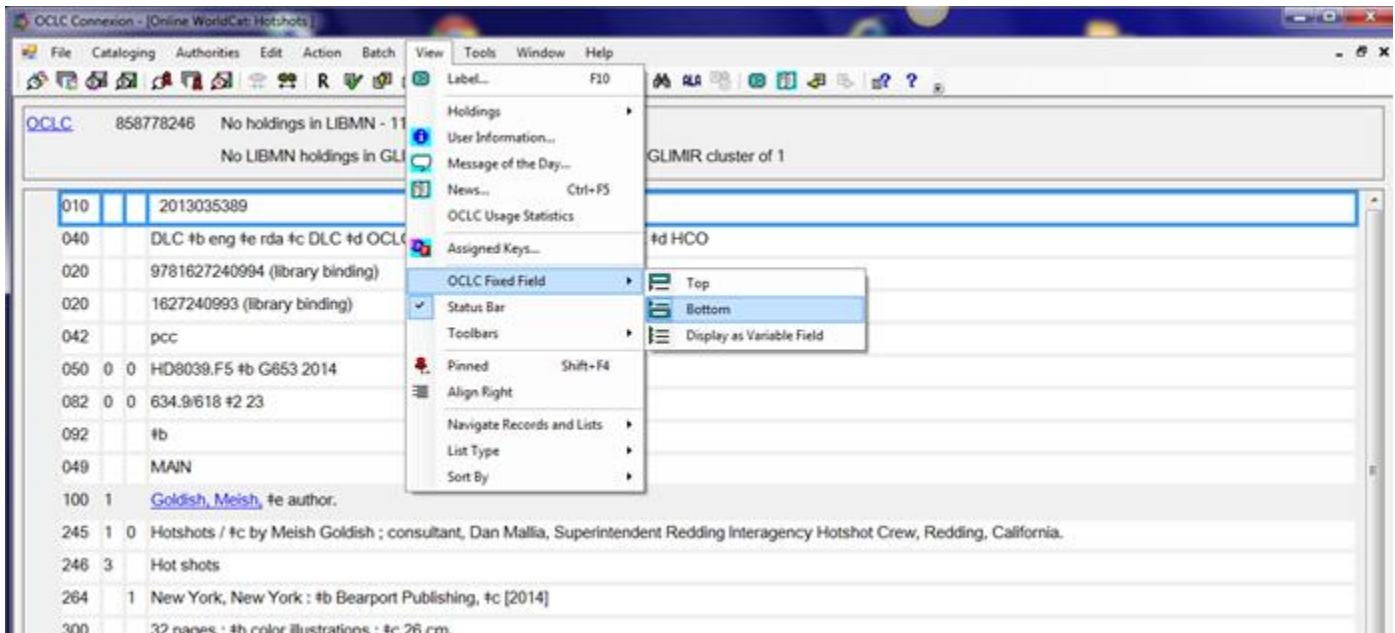
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The default view has fixed fields on top of the variable fields, causing one to constantly scroll up and down.



Moving the fixed fields to the bottom of the screen greatly aids working with bibs.

View > OCLC Fixed Field > Bottom

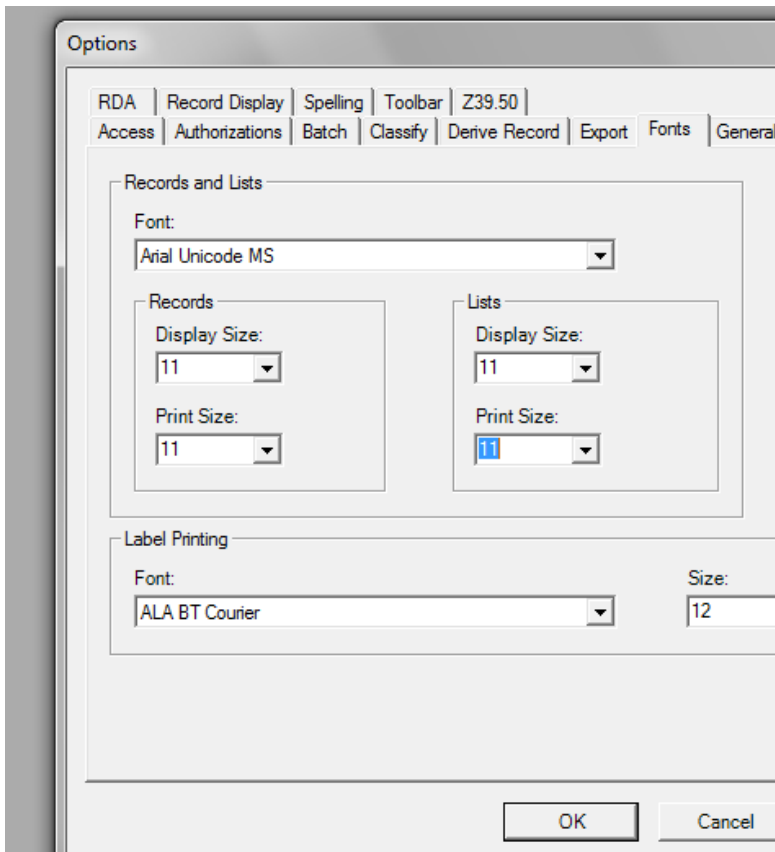
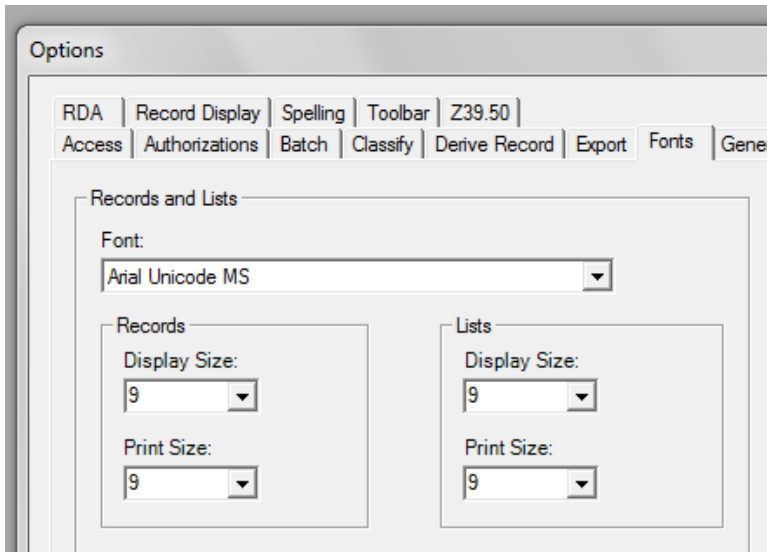


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If the font type in bib records is getting smaller for your eyes, increasing from 9 to 11 helps.

Not all type will be increased but most will be larger.

Tools > Options



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Example of search box using font “9”:

The screenshot shows the 'Search WorldCat' dialog box. At the top is a 'Command Line Search' field with the placeholder text 'Enter numeric, derived, keyword, or scan search here.'. Below this is the 'Keyword/Numeric Search' section, which includes a 'Search for:' dropdown menu currently set to 'ISBN (bn:)', a 'Retain Search' checkbox, and three rows of search criteria. Each row consists of an 'AND' operator dropdown, an empty search input field, and a field type dropdown (Name (au:) and Title (ti:)). Further down are filters for 'Language:', 'Format:', and 'Internet:', each with a '[Any]' dropdown and a '+' button. Below these are 'Source:', 'Microform:', 'Years:', and 'Material Type:' filters, also with '[Any]' dropdowns and '+' buttons. At the bottom left is an 'Apply Language of Cataloging Limiter' checkbox and a '[Any]' dropdown. At the bottom right is a 'Search Results:' section with a 'Display using GLIMIR clustering' checkbox. Buttons for 'Enter Diacritics...', 'Expand/Collapse', 'Settings...', 'OK', 'Cancel', 'Clear Search', and 'Help' are located at the bottom of the dialog.

Search box using font “11”:

This screenshot is identical to the one above, showing the 'Search WorldCat' dialog box. The only difference is the font size used for the text in the interface, which is larger (font size 11). The layout, fields, and options are the same as in the previous image.

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The default has 3 toolbars. Only the client toolbar is necessary. Turn off the others especially if they move around.

