

Connexion settings

The following settings are required

To set your preferences in Connexion, click on [Tools > Options](#)

Access tab	
Internet access	OCLC default
Enable statistics logging	On
Enable transaction logging	On

Authorizations tab	
Authorization number	(contact Jiun or Mang if you have forgotten this)

Derive Record tab	
Bibliographic Records and Constant Data (check these boxes)	02X 04X 08X 1XX 2XX 3XX 4XX 5XX 6XX 7XX 8XX

Export tab
<p><u>Destination</u></p> <p>If you already have an export file saved, you can just link to it:</p> <ol style="list-style-type: none">1. With "(None)" highlighted, click Create, then choose File, and click the OK button.2. Navigate to your existing export file (most people use <u>prism.dat</u>) and select it.3. Click the Open button. <p>If you need to create a new export file:</p> <ol style="list-style-type: none">1. With "(None)" highlighted, click Create, then choose File, and click the OK button. A dialog window will open.2. Create an empty <u>folder</u> on your computer's hard drive called e xports (you can just click the little folder icon with the starburst, located at the top of the dialog window).<ol style="list-style-type: none">a. Recommended: create the folder on your C drive, within your User folder. The path will look similar to this: C:\Users\jdm9\exports\3. Double click on the exports folder to open and select it.4. Type in a filename (it can be anything, but something short is good) in the File name field of the dialog window. The file type should be <u>Export Data Files (*.dat)</u>; you can change it if needed. Click the Open button to create the export file.5. Verify that your Export Destination is correct, then click OK to save this setting. You should end up with a path that looks something like C:\Users\jdm9\exports\oclc.dat <p>Click on the Record Characteristics button. Both Record Standard fields should be set to MARC21 and both Character Set fields should be UTF-8 Unicode</p>

Fonts tab
You must use Arial Unicode MS for all fonts All other settings are optional

International tab	
Export	choose Include all data, with other scripts in 880 fields

Then click **Apply** and **Ok** to save your settings.