

OCLC Connexion Install or Update (Generic)

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Download & Install Connexion Installation Files

NOTE:

Connexion instructions highly recommend that you uninstall current version of Connexion before upgrading.


Also, if you have customized your toolbar, added macros, textstrings, or toolmaps, you should back these up before installing. (See Richard for information on how to do this if necessary)

1	<p>Download the Connexion client file from the OCLC Web site to the temporary folder.</p> <ul style="list-style-type: none">Go to http://psw.oclc.org, and select Software downloads from the left column.
2	<p>At the Log on page of the OCLC Product Services Web site:</p> <ul style="list-style-type: none">Type our OCLC authorization and password (<i>ask Richard or Terry for these if you don't know them</i>) and click Enter.
3	<p>On the Software downloads page, find Connexion client download file in the center table.</p> <ul style="list-style-type: none">Click the link for Connexion client only version 2.30 [or latest] software if upgrading.Choose Connexion Client complete if loading for the first time.
4	<p>The OCLC Microcomputer Software License Agreement opens. At the end of the page, click I Accept.</p>
5	<p>In the Opening Client only 2_30.exe [or similar] window, click Save file to save the download file to your desktop.</p>

6	<p>When finished downloading:</p> <ul style="list-style-type: none">• On your desktop, locate and click the <i>clientonly230.exe</i> file (or if download popup window appears, click open)
7	<p>Follow prompts to complete the installation. Accept the default settings:</p> <ul style="list-style-type: none">• License agreement (“I agree”)• Default folder• "Just me"• At end, if prompted to restart, you don't need to.
8	<p>When installation is complete, delete <i>clientonly230.exe</i> file from desktop. You may want to drag the OCLC Connexion icon (now on desktop) to your START menu.</p>

Log On and Set up Communications/Options

These should have stayed the same after upgrading, but you might want to verify. Remember to check your macros, too, if you've imported any others besides the default ones.

1	On desktop, double-click the Connexion Client icon: 
2	At toolbar, choose Tools > Options . Everything here should be okay as is, with your settings from earlier version copied to this one automatically. Just in case, check the following settings below, steps 3-8.
3	Access tab: <ul style="list-style-type: none">• Internet access should be: OCLC default
4	Authorizations tab: Blanks should show these settings (if cataloger -- if not cataloger, you probably just have "full" authorization available to you. <i>For full passwords, ask Richard or Terry</i>) <ul style="list-style-type: none">• xxx-xxx-459 cat full• xxx-xxx-280 enhance enhance• xxx-xxx-732 cat NACO Choose one to be your default authorization.
5	Batch tab: <ul style="list-style-type: none">• Searching – Maximum no. of matches to download: 100
5	Export tab: <ul style="list-style-type: none">• Export destination should say Gateway export: biblio.middlebury.edu Port number : 5500. If not:<ul style="list-style-type: none">○ Click Create button○ Choose OCLC gateway export○ In Host Name box, type biblio.middlebury.edu○ In Port box, type 5500
6	General tab: <ul style="list-style-type: none">• Session timer options: set for 10 minutes• Offline cataloging options:<ul style="list-style-type: none">○ Holding library: MDYY [all caps]○ Institution: MDY [all caps]○ MARC organization code: VtMiM

7	<p>Personalize toolbar: These should also be the same way you've arranged them.</p> <ul style="list-style-type: none">• Choose Tools > Toolbar editor• Drag unwanted buttons/icons from toolbar back into box and drag desired buttons from box onto toolbar• Suggestions: Delete toolbar buttons pertaining to printing cards and labels
8	<p>Spelling:</p> <ul style="list-style-type: none">• After you use for awhile, you may want to make changes in <i>General Options</i> and <i>Customize fields</i> and <i>Dictionaries</i>.• Also, you probably want to check the box "for 505 . . ." so authors' names aren't spell-checked in that field, only titles.