Discover how to set preferences for general, international, and TCP/IP authority record export. Export preferences must be set before exporting records.

**Overview**

This accordion allows you to set preferences for authority record export. Export preferences must be set before exporting records.

1. In the left navigation, click **User Preferences**.
2. From the User Preferences screen, click **Exporting - Authority Records**.

Note: After setting preferences in General, International, or TCP/IP:

- Click **Reset Form** to restore original default settings.
- Click **Discard Page Changes** to discard the changes you made and retain your previous settings. A confirmation dialog displays to confirm the discardment. Click **Discard** to confirm and discard your changes.

**Set preferences for general export**

**Exporting - Authority Records accordion: General tab - Image**

1. For Format, select a format for your export records from the drop-down list.
   - **MARC 21 with MARC-8**
   - **MARC 21 with UTF-8 Unicode**
2. In the Exclude Authority Data area, you can:
   - **Exclude an entire field** - In the Exclude Matching Field(s) area:
     a. Select the **field** to exclude from the Tag drop-down list.
     b. Select the **indicator(s)** the field contains from the Ind 1 and Ind 2 drop-down lists.
   - **Remove a field that contains specific subfield(s)** - In the Exclude Matching Field(s) area:
     a. Select the **field** to exclude from the Tag drop-down list.
     b. Select the **indicator(s)** the field contains from the Ind 1 and Ind 2 drop-down lists.
     c. Select or enter the **subfield(s)** the field contains from the Subfield(s) drop-down list. This list contains an auto-suggest text field. Auto-suggestions for list-appropriate elements start with the first keystroke in the text field.
   - **Exclude specific subfield(s) from a field** - In the Exclude Subfield(s) in Matching Field(s) area:
     a. Select the **field** that contains the subfields you want to exclude from the Tag drop-down list.
     b. Select the **indicator(s)** the field contains from the Ind 1 and Ind 2 drop-down lists.
     c. Select or enter the **subfield(s)** you want to exclude from the Subfield(s) drop-down list. This list contains an auto-suggest text field. Auto-suggestions for list-appropriate elements start with the first keystroke in the text field.

Note:
   - Fields are excluded before the subfields.
   - Add additional tags by clicking the **Add** button.
   - Remove tags by clicking the **Remove** button.

3. Click **Save**.
Set preferences for international export

1. Click the **International** tab.
2. For Diacritic Character Usage, select whether you want **Decomposed** or **Precomposed**.
   - Decomposed -
   - Precomposed -
3. Click **Save**.

Set preferences for TCP/IP export

Note: Institutions with a firewall must configure it to recognize and accept data from the following IP address in order to export records directly from OCLC into an ILS: 132.174.100.234
Exporting - Authority Records accordion: TCP/IP tab - Image

1. Click the TCP/IP tab.
2. For TCP/IP connection options, enter:
   a. **Host Name** - Enter the TCP/IP name (e.g., lib.domain.edu) or the numeric TCP/IP address of the host computer that runs your local system.
   b. **Port Number** - Enter the following port range: **30000-30499**. All the ports in this range must be open.
   c. **Authentication** - Select an authentication method from the drop-down list.
      - None
      - **Login ID** - Enter the ID and password to access your local system. Select Mark Password if you do not want the password to be visible.
- **User ID** - Enter the ID to access your local system. Select Mask ID if you do not want the ID to be visible.

3. For Connection Delay, select the **wait time**, in seconds, that occurs between each record sent in a batch from the drop-down list. The default wait time is 0.25 seconds.

4. For Connection Attempts, select the **maximum number of attempts** to retry connecting to the local system if the first connection attempt fails from the drop-down list. The default maximum number is 0.

5. For Gateway Export Response Messaging, click **Use Messaging** to enable messaging.
   1. If enabled, select the amount of time, in seconds, that messaging is displayed from the drop-down list. The default amount of time until timeout is 5 seconds.

6. Click **Save**.