Find an overview of the Connexion client main window.

**About the Connexion client main window**

The main window is what you see when you open the client interface to OCLC Connexion. By default, it displays:

- A title bar with standard buttons to minimize, maximize, restore, or close the window.
- **Menus** containing the commands you use to make selections or open windows (dialogs) for performing cataloging activities.
- **Toolbars**
  - A main client toolbar containing a selection of toolbar buttons corresponding to often-used menu commands
  - A Search WorldCat command line text box
  - Two quick tool drop-down lists, one for text strings and one for user tools
- Work area (a blank gray space) where client windows and record and list windows open.
- **Status bar**, which displays information about the current online session and/or about the displayed record to help you keep track of your work.

**Use menus, toolbar buttons, or keystroke shortcuts**

You can do most actions in the client in any of these ways:

- Click a **command on a menu**.
- Click a **toolbar button** that corresponds to a menu command.
- Press the **keystroke** equivalent to a menu command (whether a default keystroke or one you define).

**Example:** To export records:

1. Click **Action > Export**.
   Or
2. Click the **Export** button ( ).
   Or
3. Press **<F5>**.

The toolbar also contains quick tools to complete several tasks directly from the toolbar instead of using a menu command:

- **WorldCat Quick Search tool** - Use the following text box on the toolbar to enter a full syntax command line WorldCat search without having to open the Search WorldCat window. Click the adjacent Search WorldCat icon to send the search.
• Quick tools for text strings and user tools - Apply and manage text strings and user tools directly from the appropriate quick tool on the toolbar:

![Text Strings](image1) and ![User Tools](image2)

Click an arrow to open a list and select/apply a text string or user tool, or click Manage on the list to open the Text Strings or User Tools windows to create, change, or delete text strings or user tools.

• By default, the WorldCat search box and quick tools for text strings and user tools display on the toolbar. Navigate to View > Toolbars to hide or re-display them (or to hide or re-display the main client toolbar).

**Menus**

Click a link below for a description of commands on a menu and the equivalent toolbar buttons and keystroke shortcuts:

• File
• Cataloging
• Authorities
• Edit
• Action
• Batch
• View
• Tools
• Window
• Help

**Toolbar buttons**

The Connexion client ships with default toolbars. The main client toolbar contains a default selection of most often used buttons. However, you can:

• Add buttons for any menu command or delete buttons to customize the toolbar
• Show or hide toolbars
• Show the toolbar on one line or two lines
• Reposition toolbar buttons on the toolbar by holding down <Alt> while dragging and dropping a button to a new location

**Keystroke shortcuts**

The client ships with default keystroke shortcuts, which you can view or print after installing (View > Assigned Keys), or customize keystroke shortcuts.
Show or hide the status bar

To toggle between showing or hiding the status bar, navigate to View > Status Bar. A check mark next to Status Bar indicates that the status bar displays.

Default: Status bar displays.

Show or hide toolbars

To toggle between showing or hiding toolbars, navigate to View > Toolbars and then click one of the following:

- Client
- WorldCat Quick Search
- Quick Tools

A check mark next to the menu item indicates that the toolbar displays.

Default: All toolbars display.

Note: For purposes of showing and hiding, the two quick tools for text strings and user tools are a single unit.

Stored settings for the main window

The client stores your customizations of the main window. Your settings are retained each time you open or update the program.