Record Characteristics

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Find out how to access and use the Record Characteristics window in Connexion client.

**Purpose of the Record Characteristics window**

**Note:**
- This window opens when you click the Record Characteristics button to set options for exporting records (Tools > Options > Export) and also when you click Record Characteristics to set separate options for importing records (File > Import Records).
- Although the same window is used to set options for import and export, you open the window separately for each function, and your settings for each function are stored separately.

**Export options**

- Select a record standard—MARC 21 record standard (default), one of four Dublin Core record standards (see a list in the procedure below), or MARC XML—for exporting bibliographic records. The only record standard available for exporting authority records is MARC 21.
- Select a character set for exporting bibliographic records and, separately, for exporting authority records.
- Reset to default settings.

**Import options**

- Select a record standard—MARC 21, one of two standards for Dublin Core, or MARC XML—for importing bibliographic records. The only record standard available for importing authority records is MARC 21.
- Select a character set, MARC-8 or UTF-8 Unicode, for importing bibliographic records and, separately, for importing authority records.
- Reset to default settings.

**Access the Record Characteristics window**

**Export**

To open the window and select settings for exporting bibliographic and authority records:

1. Navigate to **Tools > Options > Export**.
2. Click **Record Characteristics**.
3. Select a **record standard** and **character set** for exported bibliographic records.
4. Select a **character set** for exported authority records.
5. Click **OK**.

**Import**

To open the window and select settings for importing bibliographic and authority records:

1. Navigate to **File > Import Records** or press `<Alt><F><I>`.
2. Click **Record Characteristics**.
3. Select a **record standard** and **character set** for imported bibliographic records.
4. Select a **character set** for imported authority records.
5. Click **OK**.

See more about how to **export** or **import** bibliographic records or about how to **export** or **import** authority records.

**Record Characteristics window: Features and buttons**

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See procedures and details of record conversions for **export** and **import**.
## Feature

### How to Use

See more about [MARC 21](#), [Dublin Core](#), or [MARC XML](#).

### Export and Import

For exporting or importing bibliographic records, select one of the following character sets:

- MARC-8 (default)
- UTF-8 Unicode

**Character Set**

**List**

Note:

- See [documentation](#) on Unicode on the Library of Congress website.
- If you select a Dublin Core or MARC XML standard, UTF-8 Unicode is the only character set allowed.

### Authority Records Area

**Record Standard**

The only record standard available for authority records is MARC 21.

**Character Set**

**List**

For exporting or importing authority records, select one of the following character sets:

- MARC-8 (default)
- UTF-8 Unicode

### Button Name

**Click the Button to...**

- **Reset (2 buttons)**: Reset selections to the default (separate Reset buttons for bibliographic records and authority records).
- **OK**: Apply the settings you entered, close the window, and return to either the [Export tab in the Options window](#) or the [Import Records window](#).
- **Cancel**: Cancel any changes you made and close the window.