Text Strings

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Find out how to access and use the Text Strings window in Connexion client.

**Purpose of the Text Strings window**

- Create, edit, or delete text strings consisting of standard data that you often enter in records (supplements constant data, which inserts MARC-formatted data).
- Insert a selected text string.
  - Or
- Assign a text string to a keystroke or user tool to use for inserting it.
- Print a list of text strings.
- Import text strings from RLIN21 text macro files.

**Access the Text Strings window**

1. To access the Text Strings window:
   - Navigate to **Tools > Text Strings** or press `<Alt><T><S>.
   - Or
   - On the toolbar, click the **down arrow** in the Text Strings quick tool and then click **Manage**.
   - Or
   - Click the **Text Strings quick tool** button on the toolbar.

2. Create, edit, delete, print, or import text strings or assign a keystroke shortcut or a user tool to a text string, as described in the table below.

3. Click **Close** when finished.

To insert a text string in a record:

1. Place the cursor in a record where you want to insert a text string.
2. Click **Tools > Text String**.
3. Select a **text string** in the Current Text Strings list, and click **Apply**.
4. Click **Close** when finished.

Or

1. Place the cursor in a record where you want to insert a text string.
2. On the toolbar, click the **down arrow** in the text string quick tool and select a **text string**.

See more about how to [create and use text strings](https://help.oclc.org/Metadata_Services/Connexion/Connexion_client_3_0/Connexion_client_basics/Connexion_client_text_strings/).
# Text Strings window: Features and buttons

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>HOW TO USE</th>
</tr>
</thead>
</table>
| Current Text Strings list | View a list of all the text strings you create. The list shows the description you assign, the text string data, and the keystroke or user tool you assign to insert the text, if you assign one.  

(Optional) Select a text string and click Apply to insert at the cursor location in the current record. |

<table>
<thead>
<tr>
<th>BUTTON NAME</th>
<th>CLICK THE BUTTON TO...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Open the Add/Modify Text String window to create a text string. Enter a unique name and a text string.</td>
</tr>
<tr>
<td>Modify</td>
<td>With an existing text string selected, open the Add/Modify Text String window. The text boxes display the selected description and text string for editing.</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete the selected text string.</td>
</tr>
<tr>
<td>Keymaps</td>
<td>(Optional) Open the Keymaps window to assign a keystroke combination to the selected text string. Use the keystroke(s) to insert the text string.</td>
</tr>
<tr>
<td>User Tools</td>
<td>(Optional) Open the User Tools window to assign a generic user tool to the selected text string. Up to 10 assignable user tools are available. Use the user tool to insert the text string.</td>
</tr>
</tbody>
</table>
| Print | Print a list of all text strings, showing for each, in default order, the description, text, and the keystroke or user tool you assigned if any.  

To reorganize the list for the printout, click a column heading to sort the list by data in that column. |
| Apply | Apply the selected text string (adds the text string at the cursor location in the currently displayed record).  

Alternatives: Assign text strings to keystroke shortcuts or to generic user tools, or click the text string in the text string quick tool list. |
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<tr>
<td>Import</td>
<td>For RLIN21 users migrating to Connexion client who use text strings: Import text strings from RLIN21 into the Connexion client. Open the Import Text Strings window to select and import text strings from RLIN21 text macro files (*.ma9) into the <a href="https://help.oclc.org/Metadata_Services/Connexion/Connexion_client_3_0/Connexion_client_basics/Connexion_client%E8%8B%B1%E6%89%8D%D7%A0%D7%99%D7%99%D7%9D">client text string file</a> file.</td>
</tr>
<tr>
<td>Close</td>
<td>Close the window.</td>
</tr>
</tbody>
</table>