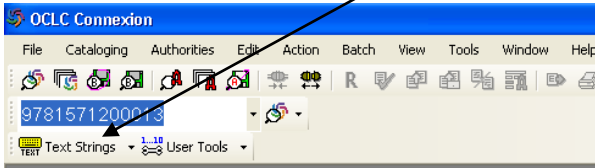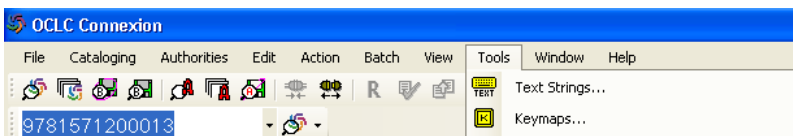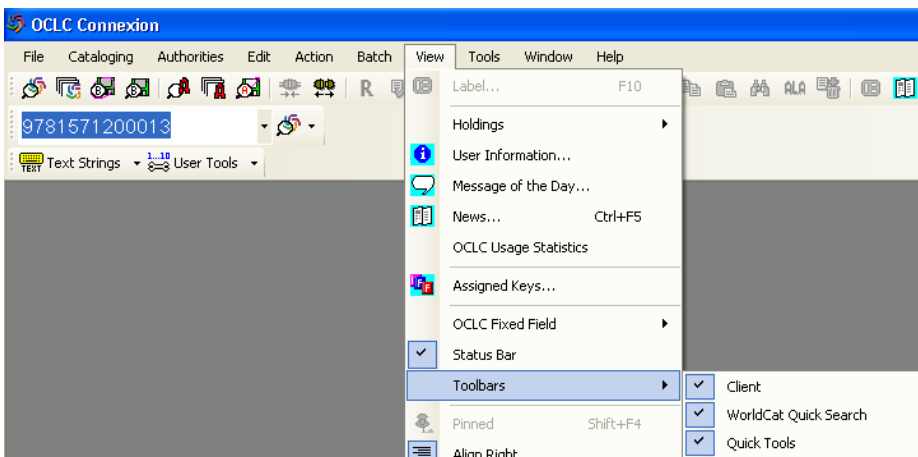# Using Text Strings in OCLC

Text Strings is a useful tool in OCLC that allows you to create and insert often-used data. The Text Strings option is found in the Quick Tools bar at the top of your screen
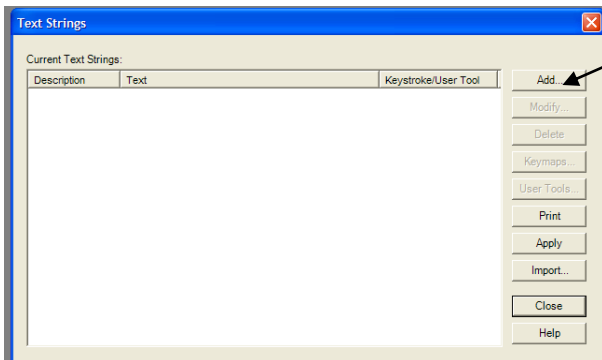

 Or, from the menu bar under *Tools →Text Strings.*

If you do not find *Text Strings* on your tool bar, you can add it from the pull down menu under *View→Toolbars → Quick Tools*.
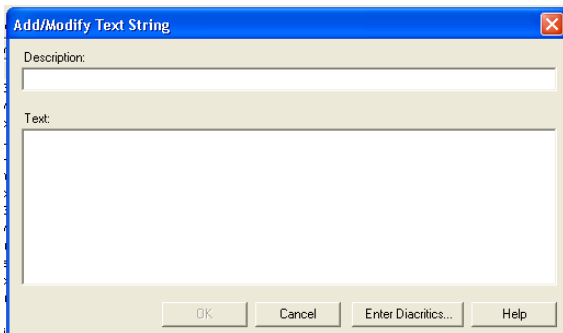
TO CREATE, MODIFY, OR DELETE TEXT STRINGS

To open the *Text Strings* function, click Tools>Text Strings on the menu bar, or Click Text Strings on the Quick Tools bar, then click *Manage*.
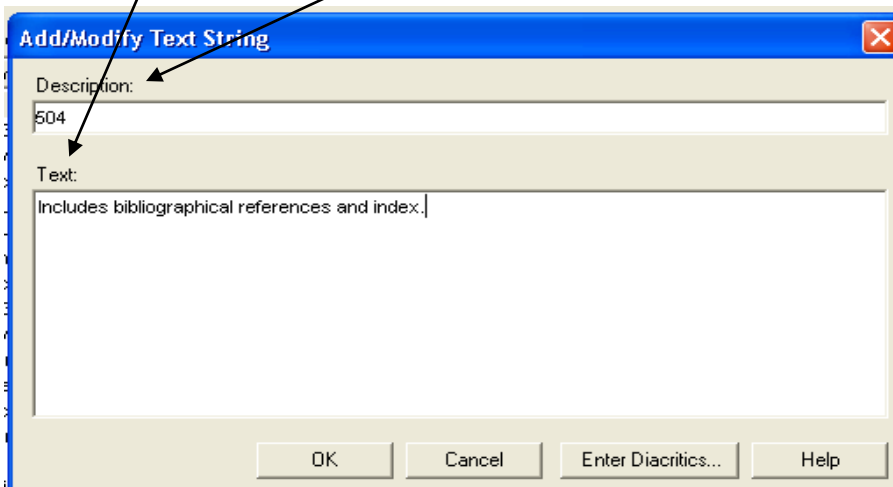
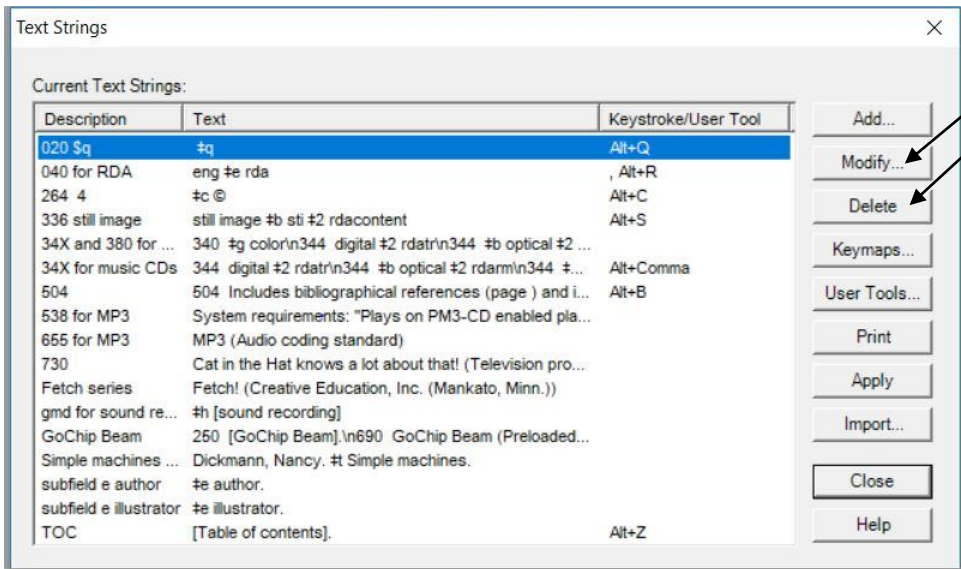A Text Strings box will open. To create a new Text String, click the *Add* button

The *Add/Modify Text String* screen will pop up

Enter a name for your Text String in the *Description* box—the name can be whatever you like. Type the data that you want under *Text*. Text strings may be text only, or may include MARC tags, indicators, and subfields if desired. Click *OK* to save. You can create as many Text Strings as you want.

To modify or delete a Text String, click *Tools>Text Strings* on the menu bar, or click *Text Strings* on the Quick Tools bar to open the *Current Text Strings* box. Highlight the desired Text String and click the appropriate button on the right side.
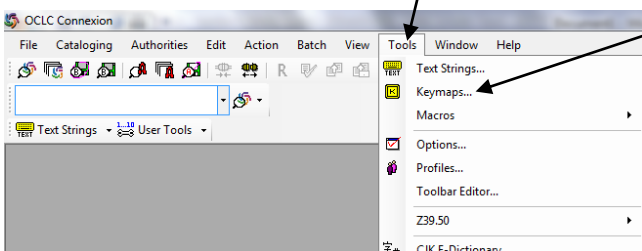

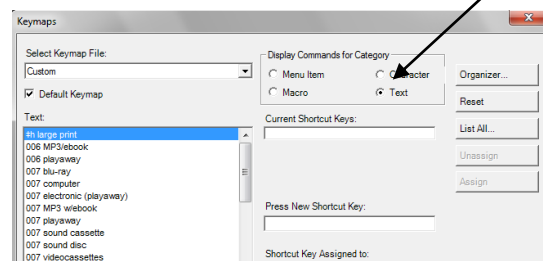## TO ASSIGN A SHORTCUT KEY TO A TEXT STRING

Assigning a shortcut key to your Text String allows you to quickly insert the Text String into your bibliographic record without opening the Text String box or menu.

A shortcut key is similar to a Macro in Polaris. The shortcut key will place desired information in your record using the key strokes you assign. The shortcut key can be both letters and numbers, combined with ALT, SHIFT, CTRL, or a combination of these keys.
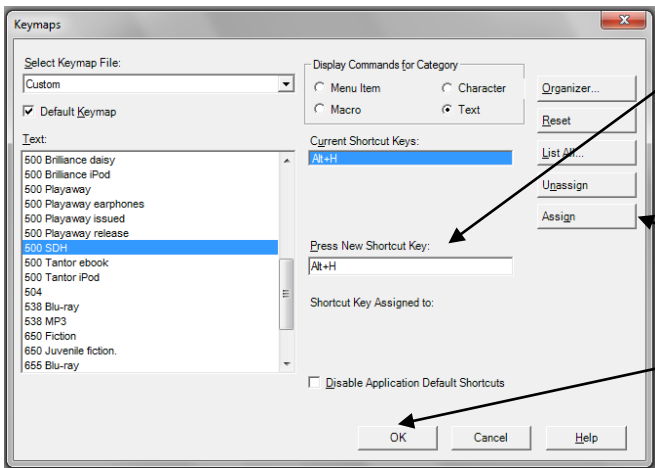
To assign a shortcut key, click *Tools* on the navigation bar, and click *Keymaps* to open.
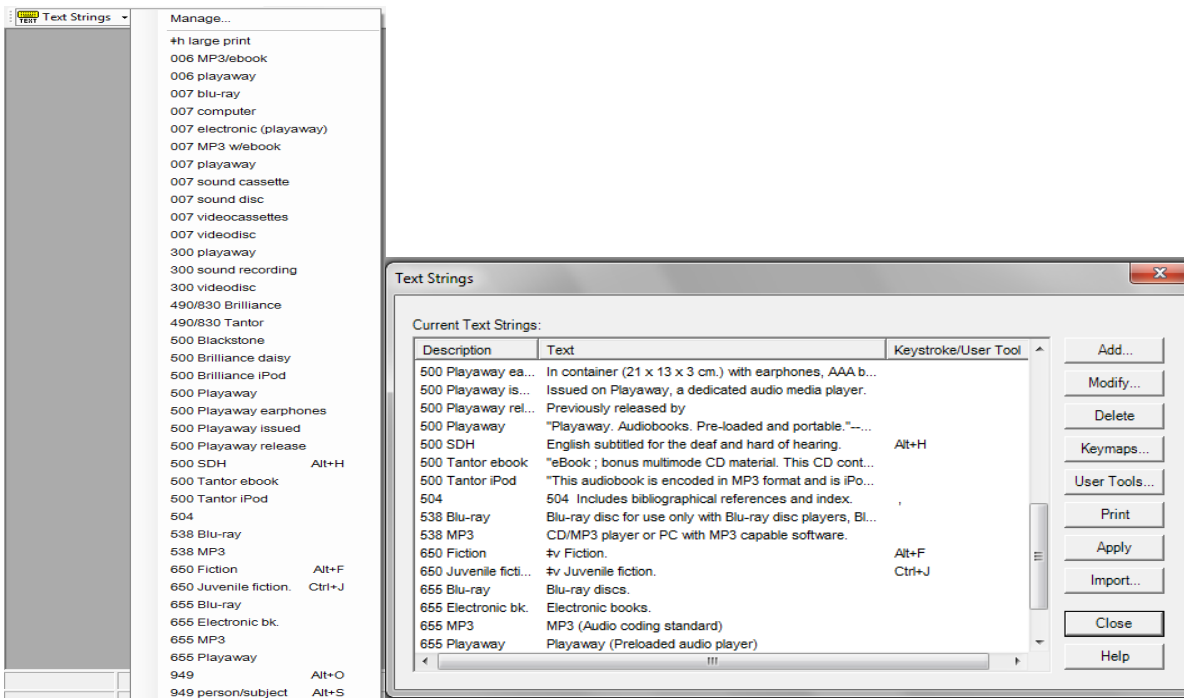

In the *Display Commands for Category* box, change the radio button to *Text.*

Highlight the desired Text String, then enter the shortcut key in the *Press New Shortcut Key* box. If the shortcut key you choose is already assigned to a function, it will display in the *Shortcut Key Assigned to* box, and you will need to choose a different key. Shortcut keys have already been assigned to many functions in OCLC, so you may need to try several keystroke combinations to find one you can use. In this case the Text String *500 SDH* has been assigned the shortcut key of *Alt+H*. Once you have selected the Text String and the shortcut key, click *Assign* and *OK*.

When the shortcut key has been chosen, click *Assign*, then *OK*.
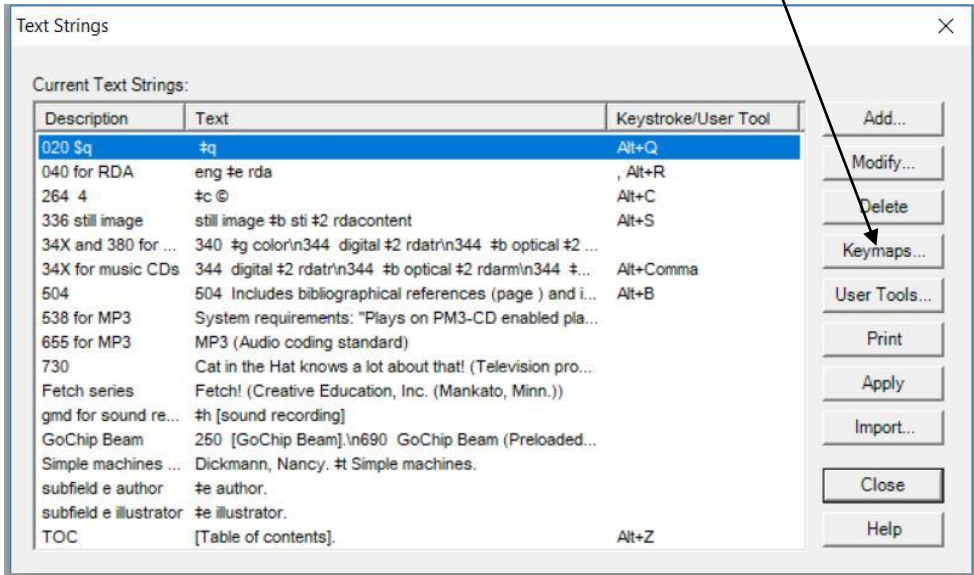
Now in the *Text Strings* pull down menu or *Current Text Strings* box you can see all your Text Strings and the shortcut keys you have assigned to them (both views are shown).
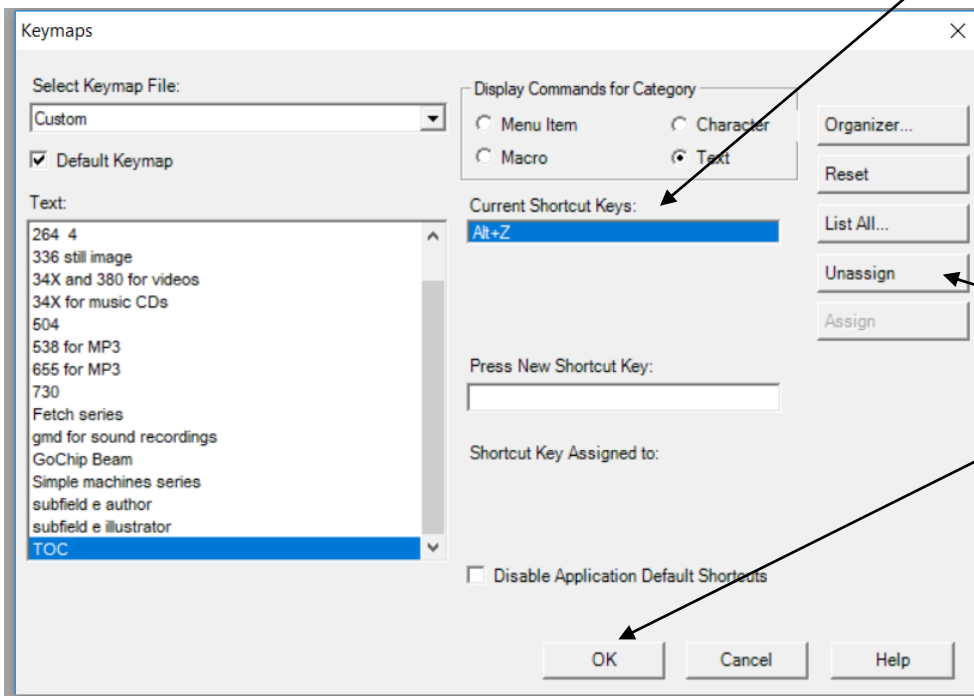
Shortcut keys may also be assigned to macros, menu items, or characters by selecting the desired function in the *Display Commands for Category* and then following the same steps; however, several shortcut keys have already been assigned to many of these functions by OCLC.

To delete a shortcut key, open the *Current Text Strings* box by clicking *Tools>Text Strings* on the menu bar, or by clicking *Text Strings* on the Quick Tools bar. Click the *Keymaps* button.

Select the desired Text String. Highlight the keystroke combination in the *Current Shortcut Keys* box, then click *Unassign* and *OK*.
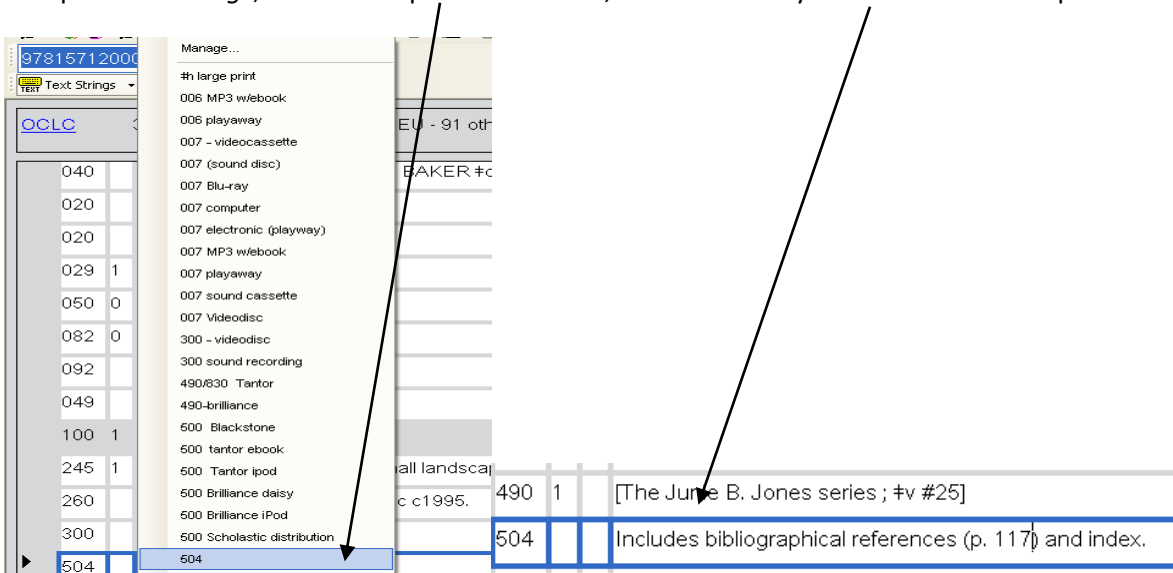
TO INSERT A TEXT STRING INTO A BIBLIOGRAPHIC RECORD

Once the text strings are saved, there are three ways to insert a Text String into a record.
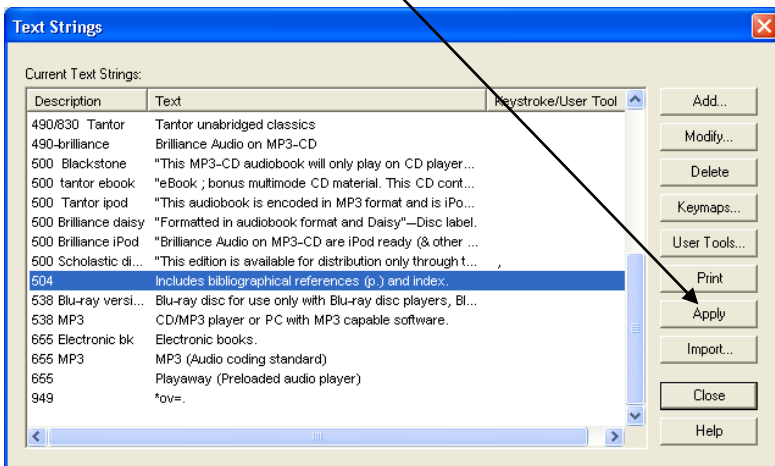
Place your cursor in the body of the record where you want to insert the Text String. Then:

Go up to *Text Strings*, click on the pull down arrow, select the text you want and it will input the data into the record.

OR,

Click on the *Text Strings* box rather than the pull down arrow to bring up a different display of your Text Strings. Select the data you want and click *Apply*. You will then need to close the Text Strings box to proceed with your cataloging.

OR,

Click the appropriate shortcut key to insert the Text String.