

Create and Manage Dewey User Notes

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OCLC Online Computer Library Center, Inc.
6565 Frantz Road, Dublin, OH 43017-3395

Revision History

Date	Section title	Description of changes
June 2003	2. View and edit user notes	Revised to describe how to use the Display DDC Record to view the associated record from a user note.
	3. Search user notes	Revised to document the new Retain Search check box and the Clear Search button.
October 2003	1. Create user notes; 2. View and edit user notes; 4. View retrieved user notes	Revised to document the new Work Area box provided within user notes and user note search results.
	3. Search user notes	Added information about using the Search History function to view, revise, and reuse previous user notes searches.
November 2003	1. Create user notes; 2. View and edit user notes; 4. View retrieved user notes	Revised to document the new work area dialog box that lets you use the work area without scrolling to the top of a long record.
December 2003	3. Search user notes	Added information about using left truncation in user notes searches.
February 2004	2. View and edit user notes	Updated information on using the Active Records screen.
	3. Search user notes	Documented new keystroke to move to search screen for WebDewey User Notes (<Ctrl><Shift><[> or Abridged WebDewey User Notes (<Ctrl><Shift><]>).
May 2004	2. View and edit user notes	Documented new option to turn off logoff warning for active records.

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6565 Frantz Road
Dublin, OH 43017-3395 USA

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1 Create Dewey user notes

Why create user notes?

- Notes attached to DDC records provide quick access to guidelines that reflect local classification practices.
- Personal notes help individual catalogers classify similar items consistently over time.
- Institution notes promote consistent classification by multiple catalogers with varied specialties and experience.
- Notes preserve decisions about classification, saving time by avoiding duplication of intellectual effort.

Personal user notes

- Available with a single license or site license for WebDewey or Abridged WebDewey.
- Personal notes are associated with the authorization number of the user who creates the notes.
- Only the individual who creates a note can retrieve it from the notes database or view the note from a DDC record. Personal notes are not shared with other users at an institution.

Institution user notes

- Available with a site license for WebDewey or Abridged WebDewey.
- Institution notes are associated with the library's OCLC institution symbol.
- Institution notes are shared with all users at the same institution. Any user can retrieve notes from the notes database or view notes associated with a DDC record.

User notes storage

- Notes reside on the WebDewey server, not on a disk drive at the user's site.
- Users who license both WebDewey and Abridged WebDewey have two separate notes databases, one for each service.
- For an institution with a site license, the notes database contains both institution notes (shared by all users from that institution) and personal notes (available only to the user who creates the note).

Fields in Dewey user notes

Field	Purpose	Required?
DDC#	Identify the number to which the note applies (if any). Use a number from the schedules, tables, or manual.	No
Title	Describe content of note. Indicate when or how the note applies to a classification task. Displayed in brief entries for retrieved notes in search results.	Yes

Create and Manage Dewey User Notes

Field	Purpose	Required?
Type of Note	Enable selective display of notes by type. Enable use of note type as a restrictor (qualifier) when searching the notes database. Institution notes require site license Only users with a site license for WebDewey or Abridged WebDewey can create institution notes. With a single-user license, you can create personal notes only.	Yes
Keywords	Provide additional terms to facilitate retrieval of the note. Multiple keywords. If you enter multiple keywords, separate the keywords with a comma or semicolon.	No
Note	Content of the note. Can include: Instructions, guidelines, tips, supplemental information, examples of numbers built according to your library's practice, and/or examples of subjects to classify under the number.	Yes

Create user note from blank workform

	Action
1	On the Dewey Services tab, under Create Options, click User Notes or Abr. User Notes . A blank note workform appears.
2	DDC# field (Optional) In the DDC# box, type the number (from the schedules, tables, or manual) to which the note applies.
3	Type of Note (Required) At the Type of Note field, select Institution Note or Personal Note . Site license. If you have a site license for WebDewey or Abridged WebDewey, the Type of Note field shows the default note type you specified on the WebDewey Options screen. Change the type if desired. Single-user license. If you have a single-user license for WebDewey or Abridged WebDewey, Personal Note is automatically selected.
4	Title (Required) In the Title box, enter a title that indicates the subject or purpose of the note.
5	Keywords (Optional) In the Keywords box, type 1 or more words that represent the subject or purpose of the note. Include terms that you (or others) might use when searching for this note.
6	Note (Required) In the large text box, type the content for the note.

Create and Manage Dewey User Notes

	Action
7	Proofread the note and correct any errors.
8	<p>Add the note to the notes database. Open the Actions list and click Save Note. Click OK to confirm that you want to save the note. The system displays a confirmation message.</p> <p>DDC number check (new user note) When you save a new user note for the first time, the system searches the WebDewey or Abridged WebDewey database for the number you supplied in the DDC Number field of the user note. If the number you supplied does not exist in the DDC database searched, the system asks you to decide whether or not to save the note. To save the note anyway, click Yes. To cancel saving the note and correct it as appropriate, click No.</p>

Create user note from DDC record

	Action
1	Retrieve the DDC record you want to annotate.
2	<p>At the top right corner of the record screen, click Create Note. The system opens a new browser window that contains a Dewey Note workform. The DDC# field contains the number represented by the DDC record. Brackets and parentheses not transferred. When you create a note for a DDC number surrounded by square brackets or parentheses, the number is inserted in the Dewey Note workform without the surrounding punctuation.</p>
3	<p>Complete the new note. Enter text to provide appropriate information or instructions. Fill in the required fields: Title, Type of Note, and Note. Proofread the note and correct any errors.</p>
4	<p>Add the note to the notes database. Open the Actions list and click Save Note. Click OK to confirm that you want to save the note. The system displays a confirmation message. When you retrieve the annotated DDC record, your note appears in a box labeled User Notes. User notes follow notes that are part of the DDC (labeled Notes). Click the Notes button in the top right corner of the record screen to jump to the Notes area.</p> <p>DDC number check (new user note) When you save a new user note for the first time, the system searches the WebDewey or Abridged WebDewey database for the number you supplied in the DDC Number field of the user note. If the number you supplied does not exist in the DDC database searched, the system asks you to decide whether or not to save the note. To save the note anyway, click Yes. To cancel saving the note and correct it as appropriate, click No.</p>

Create user note from an existing note (Derive New Note)

	Action
1	<p>Search the Dewey notes database to retrieve the note you want to use as a model for creating similar notes.</p> <p>Or</p> <p>Create a note with characteristics you want to replicate in one or more other notes (a template note).</p> <p>View the note in display mode or edit mode.</p>
2	<p>Open the Actions list and click Derive New Note.</p> <p>Click OK to confirm that you want to duplicate the note.</p> <p>An exact copy of the original Dewey note appears, in edit mode.</p>
3	<p>Complete the new note.</p> <p>Add, delete, or change text to provide appropriate information or instructions.</p> <p>Fill in the required fields: Title, Type of Note, and Note.</p> <p>Proofread the note and correct any errors.</p>
4	<p>Add the note to the notes database.</p> <p>Open the Actions list and click Save Note.</p> <p>Click OK to confirm that you want to save the note.</p> <p>The system displays a confirmation message.</p> <p>DDC number check (new user note)</p> <p>When you save a new user note for the first time, the system searches the WebDewey or Abridged WebDewey database for the number you supplied in the DDC Number field of the user note.</p> <p>If the number you supplied does not exist in the DDC database searched, the system asks you to decide whether or not to save the note.</p> <p>To save the note anyway, click Yes.</p> <p>To cancel saving the note and correct it as appropriate, click No.</p>

Work area: build a DDC number

- Use the work area to
 - Build a classification number incrementally. Type a base number in the work area box and then add to the number as you read number-building instructions.
 - Keep the number you are building on the screen while viewing relevant schedule and table records, following instructions in add tables, consulting Manual entries, or checking user notes.
- The work area appears by default at the top of results lists, schedule and table records, and user notes.
- **Work area dialog box.** The work area does not remain in view as you scroll down through a long record. To continue building a number in the work area without scrolling up and down, use the work area dialog box. Press <Alt><Shift><. > (period) to open the dialog box. Type the data you want to add to the number you are building. Then click **OK** or press <Enter> to store the information in the work area.
- If you do not use the work area, you can hide it by changing the default setting. On the Dewey Services Options screen, under DDC Record Options, change the **Work Area** setting to **Hide**.
- If you use the work area occasionally, leave the option set to **Show**. Then, to show or hide the work area as needed, press <Alt><W>.
- Contents of the work area are retained between Connexion sessions. The work area is not cleared when you log off.
- **Browser requirements:** The work area is available only in supported versions of Internet Explorer with cookies enabled.

Work Area function	How to use
Show or hide work area	<p>On a Dewey Services results, record, or user note screen,</p> <ul style="list-style-type: none"> • Press <Alt><W>. <p>Note: The keystroke works only if the Work Area option is set to Show in Dewey Services Options.</p>
Move cursor to work area	<ul style="list-style-type: none"> • Press <Alt><. > (period). <p>Connexion places the cursor in the work area and highlights any existing text.</p>
Open work area dialog box	<ul style="list-style-type: none"> • Press <Alt><Shift><. > (period). <p>The dialog box appears, containing any data currently stored in the work area.</p>
Close work area dialog box; save changes to the data stored in the work area	<ul style="list-style-type: none"> • Click OK or press <Enter>. <p>The contents of the work area are updated with any changes made since you opened the dialog box.</p>
Close work area dialog box; do not save changes to work area contents	<ul style="list-style-type: none"> • Click Cancel.
Change Work Area setting Default: Show	<ol style="list-style-type: none"> 1. On the General tab, under Admin Options, click Preferences. At the Preferences screen, click Dewey Services Options. 2. On the Dewey Services Options screen, under DDC Record Options, select Show or Hide for the Work Area item. 3. To use the setting for the current session only, at the top or bottom of the Dewey Services Options screen, click Save for Session. To use the settings for future sessions, click Save My Default.

Create and Manage Dewey User Notes

Copy and paste text from Dewey for Windows user note

This section explains how to reproduce Dewey for Windows notes for use in WebDewey or Abridged WebDewey.

	Action
1	Find the text file that contains your Dewey for Windows user notes, <code>ddw.not</code> . The file resides in the folder where you installed Dewey for Windows. The installation folder is named <code>dfw</code> if you installed Dewey for Windows in the default location.
2	<p>Open the <code>ddw.not</code> file with Windows Notepad or another text editor.</p> <p>To start Notepad, click Start, Programs, Accessories, Notepad.</p> <p>In Notepad, open the File menu and click Open. Navigate to the Dewey for Windows installation folder and select the <code>ddw.not</code> file.</p> <p>DFW notes file structure. For each DFW note, the <code>ddw.not</code> file contains the following fields:</p> <ul style="list-style-type: none"> • DN (Dewey number) • RT (type of note) • KW (keywords) • NT (note text)
3	<p>In the <code>ddw.not</code> file, find a note you want to reproduce in WebDewey or Abridged WebDewey. Go to the first note in the file or search for a specific note.</p> <p>You can search for text (such as a DDC number or a word from a note title) in Notepad. Open the Edit menu and click Find. Type the text you want to find and click Find Next.</p>
4	Start your browser and log on to WebDewey or Abridged WebDewey.
5	<p>On the Dewey Services tab, under Create Options, click User Notes or Abr. User Notes.</p> <p>A blank note workform appears.</p>
6	In Notepad, select and copy the text you want to include in the new user note. Highlight the text with the mouse. Then open the Edit menu and click Copy .
7	In WebDewey or Abridged WebDewey, paste the copied text into the desired field in the user note workform.
8	Complete the user note and save it.
9	Repeat steps 5 through 8 for each user note you want to recreate.

Create and Manage Dewey User Notes

Institution notes and personal notes

Institution notes	Personal notes
Can be created only by users with a site license.	Can be created by any user of WebDewey or Abridged WebDewey.
Accessible to all users at an institution.	Accessible only to the user who creates the note.
Associated with OCLC institution symbol.	Associated with a user's authorization number.
Reside in library's Dewey notes database. The same database contains personal notes created by authorized staff.	For single users, the Dewey notes database contains only personal notes. For institutions (site licenses), the Dewey notes database contains both institution notes and personal notes
Document, explain, or illustrate cataloging standards and practices relevant to a library's Dewey catalogers. Store decisions, guidelines, tips, and examples for reuse by multiple staff members. Save time and promote consistent classification.	Document, explain, or illustrate cataloging standards and practices relevant to an individual's cataloging tasks. Store decisions, guidelines, tips, and examples for reuse by an individual cataloger. Save time and promote consistent classification.

2 View and edit Dewey user notes

View user note within DDC record

	Action
1	View a DDC record.
2	<p>In the top right corner of the record screen, click the User Notes button to jump to the User Notes area.</p> <p>No user notes. If the record contains no user notes, the User Notes button does not appear in the record.</p> <p>User notes attached to the record appear in a separate area labeled User Notes, immediately following the Notes area.</p> <p>If the record contains no Notes area, the User Notes area appears after the hierarchy display.</p> <p>Return to DDC record. To resume viewing the DDC record,</p> <p>On the Dewey Services tab, under Search Options, WebDewey or Abr. WebDewey, click Search Results. At the results list, select the record you were viewing.</p> <p>Or</p> <p>On the Dewey Services tab, under Browse Options, WebDewey or Abr. WebDewey, click Browse Results. At the results list, select the record you were viewing.</p>

View user note from search results

Action
<p>On the Dewey notes results screen,</p> <p>Click the hyperlinked title for the user note you want to view.</p>

Edit user note from DDC record

Action	
1	View a DDC record.
2	<p>In the top right corner of the record screen, click the User Notes button to jump to the User Notes area.</p> <p>No user notes. If the record contains no user notes, the User Notes button does not appear in the record.</p> <p>In the User Notes area, find the note you want to edit. Click the Edit button that follows the note title. The note appears in edit mode.</p> <p>Return to DDC record. To resume viewing the DDC record, On the Dewey Services tab, under Search Options, WebDewey or Abr. WebDewey, click Search Results. At the results list, select the record you were viewing. Or On the Dewey Services tab, under Browse Options, WebDewey or Abr. WebDewey, click Browse Results. At the results list, select the record you were viewing.</p>

Edit user note from search results

Action	
<p>Single note (display mode) Open the Actions list and click Edit Note. Or</p> <p>Results list Click the Edit button in front of the title of the note you want to edit. The note appears in edit mode.</p>	

Display DDC record from user note

Action	
1	If not in edit mode, open the Actions list and click Edit Note .
2	<p>In the Editing Note screen, open the Actions list and click Display DDC Record.</p> <p>Note: The Display DDC Record action is not available for general user notes not associated with a specific DDC number.</p>
3	<p>Return to user note from DDC record In the DDC record, move to the User Notes section. Click Edit.</p>

Save user note

	Action
1	If not in edit mode, open the Actions list and click Edit Note .
2	In the Editing Note screen, open the Actions list and click Save Note .
3	<p>Click OK to confirm that you want to save the note. Or Click Cancel if you decide not to save the note now. The system displays a confirmation message.</p> <p>DDC number check (new user note) When you save a new user note for the first time, the system searches the WebDewey or Abridged WebDewey database for the number you supplied in the DDC Number field of the user note. If the number you supplied does not exist in the DDC database searched, the system asks you to decide whether or not to save the note. To save the note anyway, click Yes. To cancel saving the note and correct it as appropriate, click No.</p>

Logoff warning for active user notes

- When you click **Logoff** to end a session, the system checks for user notes in edit mode, including new notes not yet saved in the Dewey notes database.
- The system displays a message to remind you to save the active notes before exiting.
- To return to the note(s), on the message screen click **Show Active Records** or press <Ctrl><Shift><9>, Or, on the Dewey Services tab, click **Show** or press <Alt><4>. At the Active Records screen, under WebDewey User Notes or Abridged WebDewey User Notes, click a hyperlink to view the note you want. Notes are identified by **title**. Note workforms not yet saved are also identified by title. For a Note workform without a title, the hyperlink text is **No Title Provided**.
- To log off and discard unsaved changes to the active user note(s), on the message screen click **Logoff immediately**.
- **Turn off logoff warning for active records**
 If you prefer **not** to be notified about active records before logging off, use the **Show or Hide Logoff Warning** option to prevent the system from displaying this warning. To view or change the setting, do one of the following:
 —From the End Your Session screen (the logoff warning), go directly to the Interface Customization Options screen by clicking **Customize your setting**.
 Or
 —On the General tab, click **Admin**. On the Preferences screen, click **General Options**. Then click **Interface Customization Options**. On the Interface Customization Options screen, find the **Show or Hide Logoff Warning** option and select **Hide**.

Resume editing user note

If you interrupt your work on a user note (for example, to retrieve a related note or search WebDewey or Abridged WebDewey), use the Active Records screen to return to a note you are editing.

Create and Manage Dewey User Notes

	Action
1	<p>Press <Ctrl><Shift><9>.</p> <p>Or</p> <p>On the Dewey Services tab, under Show Options, click Active User Notes or press <Alt><4>.</p>
2	<p>At the Active Records screen, under WebDewey User Notes or Abridged WebDewey User Notes, click the hyperlink for the note you want.</p> <p>The Active Records screen shows the following types of hyperlinks for active user notes:</p> <ul style="list-style-type: none"> • Notes are identified by title. • Note workforms not yet saved are also identified by title. • For a Note workform without a title, the hyperlink text is No Title Provided.

Delete user note

	Action
1	<p>Single note (display mode or edit mode)</p> <p>Open the Actions list and click Delete Note.</p> <p>Or</p> <p>Results list</p> <p>Click the title of the note you want to delete.</p> <p>Open the Actions list and click Delete Note.</p>
2	<p>Click OK to confirm that you want to delete the note.</p> <p>Or</p> <p>Click Cancel to keep the note in the database.</p>

Derive a new user note from an existing note

	Action
1	<p>Search the Dewey notes database to retrieve the note you want to use as a model for creating similar notes.</p> <p>Or</p> <p>Create a note with characteristics you want to replicate in one or more other notes (a template note).</p> <p>View the note in display mode or edit mode.</p>
2	<p>Open the Actions list and click Derive New Note.</p> <p>Click OK to confirm that you want to duplicate the note.</p> <p>An exact copy of the original Dewey note appears, in edit mode.</p>

	Action
3	Complete the new note. Add, delete, or change text to provide appropriate information or instructions. Fill in the required fields: Title , Type of Note , and Note . Proofread the note and correct any errors.
4	Add the note to the notes database. Open the Actions list and click Save Note . Click OK to confirm that you want to save the note. The system displays a confirmation message. DDC number check (new user note) When you save a new user note for the first time, the system searches the WebDewey or Abridged WebDewey database for the number you supplied in the DDC Number field of the user note. If the number you supplied does not exist in the DDC database searched, the system asks you to decide whether or not to save the note. To save the note anyway, click Yes . To cancel saving the note and correct it as appropriate, click No .

Work area: build a DDC number

- Use the work area to
 - Build a classification number incrementally. Type a base number in the work area box and then add to the number as you read number-building instructions.
 - Keep the number you are building on the screen while viewing relevant schedule and table records, following instructions in add tables, consulting Manual entries, or checking user notes.
- The work area appears by default at the top of results lists, schedule and table records, and user notes.
- **Work area dialog box.** The work area does not remain in view as you scroll down through a long record. To continue building a number in the work area without scrolling up and down, use the work area dialog box. Press <Alt><Shift><. > (period) to open the dialog box. Type the data you want to add to the number you are building. Then click **OK** or press <Enter> to store the information in the work area.
- If you do not use the work area, you can hide it by changing the default setting. On the Dewey Services Options screen, under DDC Record Options, change the **Work Area** setting to **Hide**.
- If you use the work area occasionally, leave the option set to **Show**. Then, to show or hide the work area as needed, press <Alt><W>.
- Contents of the work area are retained between Connexion sessions. The work area is not cleared when you log off.
- **Browser requirements:** The work area is available only in supported versions of Internet Explorer with cookies enabled.

Work Area function	How to use
Show or hide work area	On a Dewey Services results, record, or user note screen, <ul style="list-style-type: none"> Press <Alt><W>. Note: The keystroke works only if the Work Area option is set to Show in Dewey Services Options.
Move cursor to work area	<ul style="list-style-type: none"> Press <Alt><.> (period). Connexion places the cursor in the work area and highlights any existing text.
Open work area dialog box	<ul style="list-style-type: none"> Press <Alt><Shift><.> (period). The dialog box appears, containing any data currently stored in the work area.
Close work area dialog box; save changes to the data stored in the work area	<ul style="list-style-type: none"> Click OK or press <Enter>. The contents of the work area are updated with any changes made since you opened the dialog box.
Close work area dialog box; do not save changes to work area contents	<ul style="list-style-type: none"> Click Cancel.
Change Work Area setting Default: Show	<ol style="list-style-type: none"> On the General tab, under Admin Options, click Preferences. At the Preferences screen, click Dewey Services Options. On the Dewey Services Options screen, under DDC Record Options, select Show or Hide for the Work Area item. To use the setting for the current session only, at the top or bottom of the Dewey Services Options screen, click Save for Session. To use the settings for future sessions, click Save My Default.

User note actions summary

Context	Action	Meaning/Purpose
Displaying a user note (not in edit mode)	Edit Note	Go to edit mode to modify the note.
	Derive New Note	Generate an exact copy of the current user note to begin creating a similar user note.
	Delete Note	Remove the displayed note from your library's Dewey user notes database.
Editing a user note (in edit mode)	Display Note	Go to a display view of the user note you are editing.
	Cancel Changes	Discard changes made to the user note since you began editing.

Create and Manage Dewey User Notes

Context	Action	Meaning/Purpose
	Delete Note	Remove the note from your library's Dewey user notes database.
	Derive New Note	Generate an exact copy of the current user note to begin creating a similar user note.
	Display DDC Record	Display the DDC record associated with the note. Available for notes that refer to a specific class number.
	Save Note	<p>New user note. Add the user note you are editing to your library's Dewey user notes database.</p> <p>Existing user note (modified). Use the edited version of the user note to replace the previous version in your library's Dewey user notes database.</p>
Displaying a user note (in edit mode)	Back to Editing	Return to the edit view of the user note.
	Cancel Changes	Discard changes made to the user note since you began editing.
	Delete Note	Remove the note from your library's Dewey user notes database.
	Derive New Note	Generate an exact copy of the current user note to begin creating a similar user note.
	Display DDC Record	Display the DDC record associated with the note. Available for notes that refer to a specific class number.

Editing techniques for user notes

Technique	How to
Change text	Use standard editing keys (<Insert>, <Backspace>, <Delete>, arrow keys) to move the insertion point and remove/add characters.
Clear text	Press <Backspace> or <Delete> to delete text. Or Select the text. In the browser's menu bar, open the Edit menu and click Cut . Or right-click the selected text; on the popup menu click Cut .
Undo text changes	<p>To reverse the most recent text change, use the standard Windows undo keystroke: <Ctrl><Z>.</p> <p>The following functions are supported in recent browser versions. Specific functionality may change with browser upgrades. Check browser Help or documentation for details.</p> <p>Undo last change, current text box: Press <Ctrl><Z> once.</p> <p>Undo series of changes, current text box: Press <Ctrl><Z> once to reverse each change, beginning with the last.</p> <p>Undo series of changes in different text boxes: Place the insertion point in the desired text box and then press <Ctrl><Z>. Begin with the text box most recently modified and return to the other text boxes in reverse order (retrace your steps).</p> <p>Notes on browser-based Undo Browser dependent. Support for <Ctrl><Z> varies with browser name and version. Refresh clears undo memory. If you take an action that refreshes the screen (for example, select an item on the navigation bar, the Actions list, or the Functions list for a field), the undo memory is cleared.</p>

3 Search Dewey user notes

Why search for Dewey user notes?

- Review notes associated with a DDC number you want to use to classify an item.
- Check for information on standards and practices applicable to the material you are cataloging.
- Find a note to use as a template for creating similar notes.

Find specific Dewey user notes

	Action
1	<p>On the Dewey Services tab, under Search Options, WebDewey or Abr. WebDewey, click User Notes or Abr. User Notes.</p> <p>Keystrokes.</p> <ul style="list-style-type: none"> • Press <Ctrl><Shift><[> (left square bracket) to search WebDewey notes • Or press <Ctrl><Shift><]> (right square bracket) to search Abridged WebDewey notes. <p>The Search WebDewey User Notes screen or the Search Abridged WebDewey User Notes screen appears.</p>
2	<p>Construct a search to specify the user note(s) you want to retrieve.</p> <ul style="list-style-type: none"> • Type search term(s) in the Search for box. Spaces between words are treated as and operators; you can also combine terms with or and/or exclude terms with not. • Select the index to search from the list to the right of the Search for box. Click the arrow to open the list; then click the index you want to use. • Use truncation to expand a term to include variant endings. Or use truncation when you know only part of a term. Truncation is useful when searching for a DDC number, a word, or a multiword term. <p>Right truncation. Type the first characters of the word or the first part of the number (include as many letters/digits as you know); then type an asterisk (*). Examples: 610*, librar*, comput*, war*, catalog*</p> <p>Left truncation. Type an asterisk (*) and then type the last part of the term. Examples: *073, *crime, *net</p> • Use character masking (wildcards) to expand a term to include variant spellings or when you are unsure of the correct spelling for part of a term. Type a question mark (?) or a number sign (#) in place of the character(s) you want to mask. Use the question mark to retrieve variants of 0 or more characters. Examples: col?r retrieves <i>color</i> or <i>colour</i>; int?net retrieves <i>internet</i> or <i>intranet</i>. Use the number sign to retrieve variants of exactly 1 character. Example: wom#n retrieves both <i>woman</i> and <i>women</i>.
3	<p>(Optional) Pre-sort search results.</p> <p>To specify sort criteria for retrieved user notes, Under Sort results by:, select up to 3 fields by which to sort retrieved notes. For each field, select Ascending or Descending.</p> <p>Default setting: No sort criteria. Results are sorted by DDC number; notes not associated with a DDC number appear at the end of the results list.</p>

	Action
4	<p>(Optional) Limit search by type of note (requires site license). Under Limit results by:, select the type of note to retrieve: Institution or Personal or All. Default setting: All. Not available with single-user license. If you have a single-user license for WebDewey or Abridged WebDewey, the Limit results by: option is not available.</p>
5	<p>Check the search form for errors in the terms, index selection, sort options, or the Type of Note limit. Clear search</p> <ul style="list-style-type: none"> • To clear the Search for text box, click Clear Search. • The index list retains the last index you selected. • The sort options and the Type of Note limit revert to the default settings. • The Retain Search check box retains its setting (selected or cleared).
6	<p>Click Search or press <Enter>. The system displays the Dewey note(s) that match the search criteria. Retain search</p> <ul style="list-style-type: none"> • To preserve text in the Search for text box, as well as sort options and Type of Note limit, select the Retain Search check box. • If Retain Search is not selected (the default setting), the system clears the Search for text box. The index list always retains the last index you selected. • If Retain Search is not selected, the system restores default settings for sort options and the Type of Note limit. • The setting for the Retain Search check box is retained until you change it.

List all your library's Dewey user notes

	Action
1	<p>On the Dewey Services tab, under Search Options, WebDewey or Abr. WebDewey, click User Notes or Abr. User Notes. The Search WebDewey User Notes screen or the Search Abridged WebDewey User Notes screen appears.</p>
2	<p>In the search form, leave the Search for text box empty.</p>

	Action
3	<p>(Optional) Pre-sort search results. To specify sort criteria for retrieved user notes, Under Sort results by:, select up to 3 fields by which to sort retrieved notes. For each field, select Ascending or Descending. Default setting: No sort criteria. Results are sorted by DDC number; notes not associated with a DDC number appear at the end of the results list.</p>
4	<p>(Optional) Limit search by type of note (requires site license). Under Limit results by:, select the type of note to retrieve: Institution or Personal or All. Default setting: All. Not available with single-user license. If you have a single-user license for WebDewey or Abridged WebDewey, the Limit results by: option is not available.</p>
5	<p>Check the search form for errors in sort options or the Type of Note limit. Clear search</p> <ul style="list-style-type: none"> To restore default settings for sort options and the Type of Note limit, click Clear Search. The Retain Search check box retains its setting (selected or cleared).
6	<p>Click Search or press <Enter>. The system displays a list of your library's Dewey user notes. Retain search</p> <ul style="list-style-type: none"> To preserve settings for sort options and Type of Note limit, select the Retain Search check box. If Retain Search is not selected (the default setting), the system restores default settings for sort options and the Type of Note limit. The setting for the Retain Search check box is retained until you change it.

Search history: view and use previous searches

- Use the Search History window to
 - View your previous 10 user note searches.
 - Repeat a previous search.
 - Revise a previous search.
- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.
- **Note:** Separate search histories exist for the following: Quick Search/Quick Browse area, Search WebDewey screen, Browse WebDewey screen, and Search WebDewey User Notes screen.

Search History function	How to use
Open Search History window	At the Search WebDewey User Notes screen or the Search Abridged WebDewey User Notes screen, <ul style="list-style-type: none"> • Click Search History or press <Alt><=>.

Search History function	How to use
List of previous searches	For each listed search, the window shows <ul style="list-style-type: none"> • Search type: Dewey Notes or Abridged Dewey Notes. • Timestamp: date and time the search was performed. • Search criteria: all search elements, including terms, indexes, and sort options and type of note.
Repeat a previous search	<ul style="list-style-type: none"> • Click Repeat. Connexion immediately performs the selected search.
Revise a previous search	<ul style="list-style-type: none"> • Click Revise. Results <ul style="list-style-type: none"> • Connexion displays the Search WebDewey User Notes screen or the Search Abridged WebDewey User Notes screen. The selected search is ready for revision.
Clear search history	<ul style="list-style-type: none"> • Click Clear History (at the top of the Search History window).
Close the Search History window	<ul style="list-style-type: none"> • Click Close (at the top of the Search History window).

Dewey user notes search indexes

Index (label)	Included Fields	Example	Tips/Why use?
All Fields (al:)	All fields/data included in all indexes of the Dewey user notes database	fiction	Improve results when a search on another index produces too few hits. Find all occurrences of a term in the user notes database.
DDC Number (dc:)	DDC numbers (from schedules, tables, or manual) that associate a user note with the DDC record to which it applies	660	Find all user notes associated with a specific DDC number. Use truncation to match all DDC numbers that begin with the same sequence of digits. Not all user notes are associated with DDC numbers. The DDC number field is not required.
Keyword (kw:)	Keywords supplied by the creator or editor of a user note	bibliograph*	Find a note by searching for term(s) that describe the topic you want. Not all user notes include keywords. The Keywords field is not required.

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Index (label)	Included Fields	Example	Tips/Why use?
Title (la:)	Words and Dewey numbers in the titles of user notes	electronic book	Find a note when you know the title or part of the title. Determine whether a term is part of the title of an existing user note.
Note (nt:)	Words and Dewey numbers in the Note fields of user notes	cutter*	Find occurrences of term(s) for the topic you want in the body of a user note.

Combine terms in one index

To specify	Enter	Example
Multiple terms, all terms required (AND)	[term1] [term2] Or [term1] and [term2] A space between terms is treated as an and .	transportation safety
Multiple terms, at least one term required (OR)	[term1] or [term2]	radiography or radiology
One or more terms that must not be found (NOT)	[term1] [term2] not [term3] Or [term1] or [term2] not [term3]	college education not secondary
One or more groups of terms combined with other terms (parentheses)	[term1] ([term2] or [term3]) [term1] or ([term2] or [term3]) [term1 or ([term2] [term3])	education (college or university) graduate or (college or university) graduate or (college university)

Characters to omit from user notes searches

The following characters and symbols appear in WebDewey search results and/or DDC records as part of a class number, caption, or other text. They are not included in indexes for the user notes database. Omit these characters from terms when searching for user notes.

Characters to omit	Example	Purpose of characters
Diacritics	Provençal Omit cedilla when searching: Provençal	Indicate pronunciation of non-English words.
Asterisk (*), dagger (†), and/or double dagger (‡) in captions	*Administration of general forms of control † Latin dramatic poetry and drama ‡*Visual programming	Indicate that a record contains a footnote marked with that symbol.

4 View retrieved Dewey user notes

Results display

Number of Notes Found	Results Display
No user notes found	The system displays the following message at the top of the Search screen: No Records Found for Your Search Please change or simplify your search and try again.
1 user note found	The full user note appears, in display mode.
Up to 10 user notes	The system displays the message: [number] records found searching for [search query] in [WebDewey or Abridged WebDewey] User Notes <ul style="list-style-type: none"> • The results screen lists the DDC number (if any) and title for all retrieved notes. • Brief entries for notes appear in DDC-number order. Notes not associated with a DDC number appear last. • When multiple notes for the same DDC number are retrieved, the note most recently added is listed first.
11 or more user notes	The system displays the message: [number] records found searching for [search query] in [WebDewey or Abridged WebDewey] User Notes <ul style="list-style-type: none"> • The results screen lists the DDC number (if any) and title for the first 10 retrieved user notes. • The View List box lets you type an entry number to display 10 entries beginning with that number. The left and right arrow buttons let you move forward or back 10 entries. The View Record box lets you type an entry number to view the full note. • Brief entries for notes appear in DDC-number order. Notes not associated with a DDC number appear last. • When multiple notes for the same DDC number are retrieved, the note most recently added is listed first.

Query display

At the top of the first screen of results, the system displays a message that includes the number of user notes retrieved and the query that produced the results. The message provides feedback that lets you see how the system interpreted your search criteria. The display shows:

- Each term preceded by an index label identifying the index in which it was searched. **Example:** dc: ("610")
- Term groups (terms entered in the same box on the search form and searched in the same index). **Example:** kw: (special collection)

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- For all queries, terms that specify the type of note to retrieve. For institution notes, the query includes the institution symbol. **Example:** tn: (iOCL). For personal notes, the query includes the user's authorization number. **Example:** tn: (p000000000). To retrieve all notes, the query combines the terms. **Example:** tn: (iOCL) OR tn: (p000000000)

Use the displayed query to

- Diagnose causes for unsatisfactory search results.
- Refine your search to improve results.

Sort retrieved user notes (1,000 or fewer notes)

	Action
1	Scroll to the top of the first screen of search results.
2	<ul style="list-style-type: none"> • Open the Actions list and select Sort by DDC Number or Sort by Title or Sort by Type of Note. <p>More than 1,000 notes found. If your search retrieves more than 1,000 notes, sort options are not available.</p> <p>Pre-sort results. On the search screen, you can specify multiple sort criteria for retrieved user notes.</p>

Move through list (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	How to
Move forward 10 entries	Click the right arrow button (right of View List box).
Move back 10 entries	Click the left arrow button (left of View List box).
View 10 entries beginning with specific entry	Type an entry number in the View List box and press <Enter>.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the View Record box and press <Enter>.

Move between user notes (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record _ of _**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the right arrow button (right of View Record box).
View previous record in list	Click the left arrow button (left of View Record box).
View a specific record	Type an entry number in the View Record box and press <Enter>.
Return to search results	Click the Search Results button at the top or bottom of the record screen. Or On the Dewey Services tab, under Search Options, WebDewey or Abr. WebDewey, User Notes, click Search Results .

Work area: build a DDC number

- Use the work area to
 - Build a classification number incrementally. Type a base number in the work area box and then add to the number as you read number-building instructions.
 - Keep the number you are building on the screen while viewing relevant schedule and table records, following instructions in add tables, consulting Manual entries, or checking user notes.
- The work area appears by default at the top of results lists, schedule and table records, and user notes.
- **Work area dialog box.** The work area does not remain in view as you scroll down through a long record. To continue building a number in the work area without scrolling up and down, use the work area dialog box. Press <Alt><Shift><. > (period) to open the dialog box. Type the data you want to add to the number you are building. Then click **OK** or press <Enter> to store the information in the work area.
- If you do not use the work area, you can hide it by changing the default setting. On the Dewey Services Options screen, under DDC Record Options, change the **Work Area** setting to **Hide**.
- If you use the work area occasionally, leave the option set to **Show**. Then, to show or hide the work area as needed, press <Alt><W>.
- Contents of the work area are retained between Connexion sessions. The work area is not cleared when you log off.
- **Browser requirements:** The work area is available only in supported versions of Internet Explorer with cookies enabled.

Work Area function	How to use
Show or hide work area	On a Dewey Services results, record, or user note screen, <ul style="list-style-type: none"> • Press <Alt><W>. Note: The keystroke works only if the Work Area option is set to Show in Dewey Services Options.
Move cursor to work area	<ul style="list-style-type: none"> • Press <Alt><. > (period). Connexion places the cursor in the work area and highlights any existing text.
Open work area dialog box	<ul style="list-style-type: none"> • Press <Alt><Shift><. > (period). The dialog box appears, containing any data currently stored in the work area.
Close work area dialog box; save changes to the data stored in the work area	<ul style="list-style-type: none"> • Click OK or press <Enter>. The contents of the work area are updated with any changes made since you opened the dialog box.
Close work area dialog box; do not save changes to work area contents	<ul style="list-style-type: none"> • Click Cancel.
Change Work Area setting Default: Show	<ol style="list-style-type: none"> 1. On the General tab, under Admin Options, click Preferences. At the Preferences screen, click Dewey Services Options. 2. On the Dewey Services Options screen, under DDC Record Options, select Show or Hide for the Work Area item. 3. To use the setting for the current session only, at the top or bottom of the Dewey Services Options screen, click Save for Session. To use the settings for future sessions, click Save My Default.

Edit user note

Action
Click the Edit button in front of the title of the note you want to edit. The note appears in edit mode.

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Delete user note

	Action
1	Single note Open the Actions list and click Delete Note . Or Results list Click the title of the note you want to delete. Open the Actions list and click Delete Note .
2	Click OK to confirm that you want to delete the note. Or Click Cancel to keep the note in the database.

Print screen of results

	Action
1	If the list includes multiple screens, jump to the screen you want to print.
2	Click once in the frame that contains the results list.
3	In your browser, on the File menu, click Print or on the toolbar click the Print button.
4	In the Print dialog box, click OK or press <Enter>.