

# Cataloging for Windows User's Guide

These are the update pages for the *Cataloging for Windows User's Guide*. The update pages are temporary and will be integrated into the manual in a later release.

Use these instructions to insert the update pages in the manual:

## **Chapter 3, Bib Records**

Insert pages 3-1 through 3-12 behind the Bib Records tab.

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This document is compatible with Dynix Release 181. It may also be compatible with later releases.

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Part #: 315873-115873

# Bib Records

These update pages explain how to use the diacritic capabilities in Dynix Cataloging for Windows.

Insert these pages behind the Bib Records tab of the *Cataloging for Windows User's Guide*.

<b>About Cataloging for Windows Diacritics</b>	<b>3-3</b>
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<b>Adding Diacritics to Previously Loaded Records</b>	<b>3-11</b>





## About Cataloging for Windows Diacritics

If you catalog items in languages other than English, you may want to use diacritics to bring greater accuracy to your database. Diacritics are marks found over or under letters in many languages. These marks are attached to a character to create a new character indicating a change in pronunciation, such as the acute accent over the “e” in fiancé. Diacritics also include symbols, such as the subscript patent mark (®) or the plus or minus sign (±). Diacritics let you catalog items in their original language, thereby allowing patrons to view the correct representation of the bibliographic material.

Dynix diacritics supports the use of diacritics in the Cataloging and PAC modules. (You enter the diacritics during cataloging and they are displayed in PAC.) You are able to enter diacritics into your MARC records and non-MARC records. You are able to import, edit, and export MARC records containing diacritics.

### NOTE

You can also use diacritics in your authority records.

### IMPORTANT

Diacritic support can also extend across all modules, and is not limited to MARC records. (For example, you can use diacritics in patron records in the Circulation module.)

This option is called “System-wide diacritics.” System-wide diacritics is licensed separately and may require a memory or processor upgrade. (For more information about System-wide diacritics, call your customer sales representative.)

This section explains these topics related to diacritics:

Task	Page
Entering Diacritics	3-4
Adding Diacritics to Previously Loaded Records	3-11

## Entering Diacritics

When you enter diacritics, you use the ANSEL (American National Standards Extended Latin) character set. This character set is a recognized library standard in MARC records. The ANSEL character set is composed of ASCII characters plus diacritics used in the Roman alphabets (for example, the uppercase digraph AE [ Æ ]). ANSEL defines the diacritic marks that go above or below Roman letters. (The ANSEL character set is also used for text-based diacritics. For information, see “Working with Diacritics” in the Release 181 update pages for the *Dynix Cataloging User’s Guide*.)

In Cataloging for Windows, there are several methods to enter diacritics into your records. You can enter diacritics by using the Windows Character Map, or by manually entering the ANSEL character code or the ANSEL numeric representation. (You can also enter diacritics through macros purchased by a third-party software package.)

You enter diacritics as you create new records or you can enter them into records that already exist in your database.

This section explains how to:

- Enter diacritics using the Character Map.
- Enter diacritics using ANSEL numbers.

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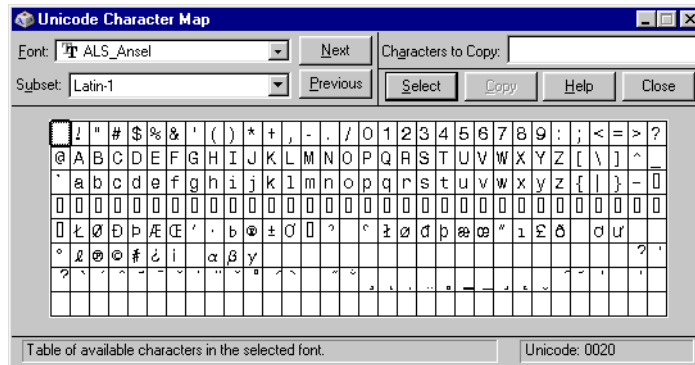
### Entering Diacritics Using the Character Map

You can use a character map provided with the Windows software package to enter diacritics into your records.

#### To enter diacritics using the Character Map

- 1 Open or create the record you want to add the diacritic in.
- 2 Complete the fields on the record as necessary.
- 3 Choose **Start, Programs, Accessories, Character Map**.

Windows displays the Unicode Character Map:



- 4 Choose **ANSEL** from the **Font** field.
- 5 Choose **Windows Characters** from the **Subset** field.  
The Character Map displays the Windows character set in the Unicode Character Map window.  
This font and character set will display almost all diacritics. Although you can choose any font you want, some fonts will be unable to display all diacritics.
- 6 Click the diacritic you want to use.
- 7 Click the **Select** button.  
The character map displays the diacritic you select in the Characters to Copy field.
- 8 Click the **Copy** button.
- 9 In Cataloging for Windows, place the cursor where you want to enter the diacritic.
- 10 Do one of these options to paste the diacritic into your record:
  - Press **CTRL+V**.
  - Right-click and choose **Paste**.
  - Choose **Edit, Paste**.
- 11 Save the record.

## Entering Diacritics Using ANSEL Numbers

You can enter diacritics into your records by using the ANSEL character code or the ANSEL numeric representation. (For example, to use the ANSEL character code, you enter “\AN186\” for the British pound [ £ ], and to use the ANSEL numeric representation, you press **ALT**+186 to enter the British pound.) (For a list of diacritics you can use in Cataloging for Windows, see “Diacritic Reference Table” on update page 3-7.)

In your cataloged records, you see the ANSEL code number but you do not see the actual diacritic; the actual diacritic displays in PAC and your non-MARC bib displays.

### To enter diacritics using ANSEL numbers

- 1 Open or create the record you want to enter diacritics in.
- 2 Complete the fields on the record as necessary.
- 3 Do one of these options to enter a diacritic:
  - Enter the letter you want to add the diacritic to, press the **ALT** key, and then enter the ANSEL numeric representation. (For example, enter “fiance”, press **ALT**, then enter “226” to represent fiancé.) (For a list of the ANSEL numeric representations you can enter, see the “ANSEL Numeric Representation” column in the “Diacritic Reference Table” on update page 3-7.)
  - Enter the ANSEL diacritic code after the letter that contains the diacritic, using this format: *word\ANSEL character code\*. (For example, enter “fiance\AN226\” to represent fiancé.) (For a list of the ANSEL character codes you can enter, see the “ANSEL Character Code” column in the “Diacritic Reference Table” on update page 3-7.)
- 4 Save the record.

Here is a table of the diacritics with their ANSEL numeric representation (used with the ALT key) and the ANSEL Code. The diacritics are listed in numerical order by the ANSEL number:

**Table 1: Diacritic Reference Table**

<b>Diacritic</b>	<b>Diacritic Name</b>	<b>ANSEL Numeric Representation</b>	<b>ANSEL Character Code</b>
Ł	Polish L, uppercase	161	\AN161\
Ø	Scandinavian O, uppercase	162	\AN162\
Ð	D with crossbar, uppercase	163	\AN163\
Þ	Icelandic thorn, uppercase	164	\AN164\
Æ	Digraph AE, uppercase	165	\AN165\
Œ	Digraph OE, uppercase	166	\AN166\
'	Soft sign (prime)	167	\AN167\
•	Dot in middle of line	168	\AN168\
b	Musical flat	169	\AN169\
®	Subscript patent mark	170	\AN170\
±	Plus or minus	171	\AN171\
Ŏ	O-hook, uppercase	172	\AN172\
Ū	U-hook, uppercase	173	\AN173\
ʾ	Alif	174	\AN174\
ˆ	Ayn	176	\AN176\
ł	Polish l, lowercase	177	\AN177\

**Table 1: Diacritic Reference Table**

<b>Diacritic</b>	<b>Diacritic Name</b>	<b>ANSEL Numeric Representation</b>	<b>ANSEL Character Code</b>
ø	Scandinavian o, lowercase	178	\AN178\
đ	D with crossbar, lowercase	179	\AN179\
þ	Icelandic thorn, lowercase	180	\AN180\
æ	Digraph ae, lowercase	181	\AN181\
œ	Digraph oe, lowercase	182	\AN182\
"	Hard sign	183	\AN183\
ı	Turkish i, lowercase	184	\AN184\
£	British pound	185	\AN185\
ð	Eth	186	\AN186\
o'	O-hook, lowercase	188	\AN188\
u'	U-hook, lowercase	189	\AN189\
°	Degree sign	192	\AN192\
ℓ	Lowercase script	193	\AN193\
®	Phono copyright mark	194	\AN194\
©	Copyright mark	195	\AN195\
#	Musical sharp	196	\AN196\
¿	Inverted question mark	197	\AN197\
¡	Inverted exclamation mark	198	\AN198\

**Table 1: Diacritic Reference Table**

<b>Diacritic</b>	<b>Diacritic Name</b>	<b>ANSEL Numeric Representation</b>	<b>ANSEL Character Code</b>
?	Pseudo question	224	\AN224\
`	Grave	225	\AN225\
´	Acute	226	\AN226\
^	Circumflex	227	\AN227\
~	Tilde	228	\AN228\
¯	Macron	229	\AN229\
˘	Breve	230	\AN230\
·	Superior dot	231	\AN231\
¨	Umlaut (diaeresis)	232	\AN232\
ˇ	Hacek	233	\AN233\
°	Circle above (angstrom)	234	\AN234\
ˆ	Ligature, first half	235	\AN235\
˜	Ligature, second half	236	\AN236\
´	High comma, off center	237	\AN237\
¨	Double acute	238	\AN238\
◌̣	Candrabindu	239	\AN239\
◌̧	Cedilla	240	\AN240\
◌̨	Right hook	241	\AN241\

**Table 1: Diacritic Reference Table**

<b>Diacritic</b>	<b>Diacritic Name</b>	<b>ANSEL Numeric Representation</b>	<b>ANSEL Character Code</b>
.	Dot below character	242	\AN242\
..	Double dot below character	243	\AN243\
◌◌	Circle below character	244	\AN244\
=	Double underscore	245	\AN245\
◌	Underscore	246	\AN246\
◌	Left hook/tail	247	\AN247\
◌	Right cedilla	248	\AN248\
◌	Upadhmaniya	249	\AN249\
◌	Double tilde, first half	250	\AN250\
◌	Double tilde, second half	251	\AN251\
'	High comma, centered	254	\AN254\

## Adding Diacritics to Previously Loaded Records

Most likely, as you imported records from utility vendors in the past (before Dynix diacritic support), the diacritics from those records were translated or removed. Here are four scenarios of how you might want to add diacritics to your previously loaded records.

### IMPORTANT

There may be additional cost by your bibliographic vendor associated with some of these scenarios below.

### IMPORTANT

Regardless of the diacritic restoration method you choose to use, you may want to follow up with authority processing from an authority headings provider, such as OCLC. This ensures authors, subject, and series have the proper diacritics and cleans up the appropriate bib records.

- **Diacritic characters were saved on the Dynix system during your initial dataload or since then.** If this is the case, *epixtech* will provide programming to match and replace those characters in your MARC records at a subfield level. Once these characters are replaced, you can resume standard maintenance and display.

If you are unsure about whether diacritic characters were saved on your Dynix system, you can check in your TAP account to find the number of MARC records containing diacritics saved on your system:

Here is how you check your TAP account:

### NOTE

Use this Recall command at TCL (Terminal Control Language):

```
CT NEWKEYS DIACRITICS.SAVE
```

- **You have loaded records into the Dynix System from OCLC, RLIN, or other utility vendors and the original data tapes are still available.** If the data tapes are still available, you can reload diacritics with a match and overlay. At no cost, *epixtech* will provide a new loading profile to compare subfields on the tapes with data on your system. If words in the current subfields contain diacritic characters in the original record, the diacritics are reloaded into the MARC record.
- **You choose to purchase tapes from your bibliographic record supplier or another MARC record provider.** *epixtech* will provide a new loading profile to compare subfields on the tapes with data on your system. You can use this profile to match and replace diacritics in a record, or to overlay the entire MARC record
- **Ongoing diacritic loading.** When your system is enabled to use diacritics, *epixtech* sets up your existing LMR (Load MARC Records) and OMR (Output MARC Records) profiles to let you continue loading and outputting diacritics in your records.