

Voyager Cataloging Keyboard Shortcuts and Function Keys

Ctrl-X	Cut: cuts the highlighted text and places it on the clipboard.
Ctrl-C	Copy: copies the highlighted text and places it on the clipboard.
Ctrl-V	Paste: inserts the text stored on the clipboard.
Ctrl-P	Print the record (Bib, MFHD, Authority only).
Ctrl-U	Insert URL from open browser.
Ctrl-N	Get call number from bib record
Ctrl-M	View attached Line Items in Acquisitions (must have Acq client open).
Ctrl-K	Verify Hypertext links in open record.
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Ctrl-E	Special Character Entry: allows you to select diacritic characters to insert.
Ctrl-D	Special CharacterMode: when activated, changes the keyboard settings to enter diacritic characters instead of regular characters. You must press Ctrl-D a second time to deactivate the Special Character Mode .
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Ctrl-L	Show Holdings Locations: displays all valid holdings locations and abbreviations (only available within a Holdings record).
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Ctrl-F4	Close the active window.
Ctrl-Q	Save and Close the record.
Ctrl-B	Save the record but leave it open on the screen.
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F1	Help
F2	Show Marc Values: displays a selection table with all valid MARC values for the active field or subfield.
F3	Insert Field Before: inserts a blank MARC field above the active field.
F4	Insert Field After: inserts a blank MARC field below the active field.
F9	Insert Subfield: adds a blank MARC subfield (inserts delimiter).
	Delete Field: deletes the highlighted line.

Getting into the **Barcodes** box to change a barcode:

With cursor in **Barcode** box in Item record, press **F4** to open the box. (instead of clicking on the ellipsis)

To expand/collapse +/- signs in Hierarchy Window:

Using up and down arrows, select the line with the “dotty box”. Then use right arrow to expand or left arrow to collapse. (instead of clicking on the +/- sign)

Note: You can use an **Alt** command anywhere in a Window where you see a letter of a command word underlined (see the second page of this handout).

Cataloging Shortcuts: There are keyboard equivalents that can be used instead of using the mouse and clicking. Keyboard equivalents are preceded by either the CTRL or ALT keys. Keyboard equivalents also work with tabs within records of various types, usually by using the Alt key plus the underlined key on the tab.

File Menu Keyboard Equivalents

File Menu	ALT-F
File>Work Record	ALT-F, W
File>Work Record>Open	ALT-F, W, O
File>Template	ALT-F, T
File>Template>New	ALT-F, T, N
File>Template>Edit	ALT-F, T, E
File>Login Information	ALT-F, I
File>Print Setup	ALT-F, N
File>Print Label	ALT-F, L
File>Exit	ALT-F, X

Record Menu Keyboard Equivalents

Record Menu	ALT-R
Record>Search	ALT-R, S
Record>Retrieve by Record id	ALT-R, I
Record>Retrieve by Record id>Bibliographic	ALT-R, I, B
Record>Retrieve by Records id>Authority	ALT-R, I, A
Record>Retrieve by Record id>Holdings	ALT-R, I, H
Record>Retrieve by Record id>Item	ALT-R, I, I
Record>Retrieve by Barcode	ALT-R, B
Record>Import	ALT-R, P
Record>Import>From new file	ALT-R, P, N
Record>Import>From previous file	ALT-R, P, V
Record>Delete>(Yes)	ALT-R, D, Y

Display Menu Keyboard Equivalents

Display Menu	ALT-D
Display>Heading List	ALT-D, H
Display>Title Index	ALT-D, T

Options Menu Keyboard Equivalents

Options Menu	ALT-O
Options>Preferences	ALT-O, P
Enter Tabs Within Preferences:	
General	ALT-G
Validation	ALT-V
Workflow	ALT-W
Item Defaults	ALT-I
Folders/Files	ALT-F
Mapping	ALT-M
Colors/Fonts	ALT-N

Menu Tool Bar Statuses can be turned on and off by using Alt-O, arrow down to the line you wish to change the status of, and press Enter. This will uncheck the line (turn off the toolbar) or check the line (turn on the toolbar).