

Top Tips for Editing in the Voyager Cataloging Client

1. In the 008 field of a Bibliographic record, place of publication must be selected from the drop down menu. Type the first letter of the place of publication to move to that section of the list.
2. For cataloging which needs review prior to addition to the database, create a 'work' folder on individual PCs or the network. Separate work folders can be set for bibliographic, holding or authority records. As the supervisor reviews cataloging, the session defaults can be set so the work record is deleted automatically when the record is saved to the database.
3. The message bar at the bottom of the cataloging module will display the name of the variable field in a cataloging record if you click in the field with your mouse.
4. The edit menu provides many editing options. Almost all can be selected through the use of a function key. For example, **F2** displays the list of valid MARC values. **F3** will add a line before the selected line; **F4** will add one after. With your cursor directly after the 852-subfield b in the holding record, **Ctrl-L** will give you a list of valid library locations.
5. Highlighting one or more fields allows you to use the **Edit** menu copy and paste functions. The fields can be copied within the same bib record or to another bib record.
6. The Book Icon in the upper left hand corner next to the "File" menu in the MARC View form will be gray when a Bib or Holdings record is marked for suppression with the "Suppress in OPAC" option.
7. To validate a heading in a bibliographic record without saving the record to the database, right-click on the gray box to the left of the field you wish to validate and select "Validate Heading in this field". Voyager will check the database to validate the heading.
8. When saving, Voyager will alert you if the record has been edited by another user since you have opened it, or if it has been recently edited. This prevents two staff members from accidentally overwriting one another's work.
9. To pull a call number from a bibliographic record into an existing MFHD, from the holdings record click on **Record**→**Get call number from bib record**. (Must have set up Call Number Hierarchies in Preferences.) Or use **Ctrl+N**.
10. Acquisitions order information can be obtained from the bibliographic or holdings record. To access acquisitions order data, the Acquisitions client must be open. From the bib or holdings record, choose **Record**→**View line items in Acquisitions** in the drop-down menu (or **Ctrl+M**) and the relevant Acquisitions data will open in the Acquisitions client.
11. With a Web Browser open & a URL displayed, use **CTRL + U** to capture that link. Voyager will set the first indicator to 4, insert the URL into the ‡u and the title of the page into the ‡z. Catalogers can then format it according to the MARC specifications for an 856 tag, and save the edited record to the database. This works in both bibliographic and holdings records.
12. From either a bib or holding record, check to see if URLs are functional by going to **Record**, then clicking on **Verify 856 links** (or use **Ctrl+K**). A box will appear with the URL underlined. Click on the URL. If it is functional, you will be connected to the resource in your web browser. This function may not work with all web browser software.

Voyager Cross Module Tips

The tips and features described in this section apply to multiple Voyager modules. The tips and searching apply to all modules.

1. **F1** gives immediate help online.
2. The symbol for right truncation during searching is a question mark (?). It can be used in any module. For example, to choose a vendor in acquisitions you could enter “vendor name” “equals” “?” in the three boxes of the search grid. To search for vendors whose name begins with “b”, the “search for” box should contain **b?**.
3. It is very helpful in the long run if local library standards are developed for all free form data entry fields. This includes bib and holdings public notes, vendor names and addresses, publication pattern enumeration, patron information, course reserves, item enumeration/chronology, etc.
4. The drop-down menus often provide additional options not available through icons.
5. Use the **ALT** Key + the underlined letter or the indicated function key to move quickly through menu options. For instance, in a bibliographic record in Cataloging, pressing **F2** is the same selecting **Edit**→**Show MARC Values** from the menu bar with a mouse.
6. When looking for a list of options (calendar, charge, discharge, etc), press the right mouse key from any section of a window (reserve item or reserve links) or from a field within a window. This often gives a drop-down menu of available options.
7. In certain fields such as Fines/Fee Type (Circulation, Post Fines/Fees), Place of Publication (Cataloging, 008 field), Patron Group (Circulation, Patron Registration) and Search For (any staff search module in the Non-Keyword tab), you can type the first letter of your response instead of using the pull-down menu. Typing the first letter takes you to that portion of the pull down list.
8. If a module stops responding after switching windows, press **ALT** and **TAB** at the same time. This retrieves any hidden window that needs acknowledgment.
9. If an application has stopped responding, it can be closed through the Windows Task Menu. To retrieve this menu, press **CTRL + ALT + DEL**, which provides the selection list of available programs. When the task menu is retrieved, select the option to ‘end task’.
10. Press **ALT+PRINT SCRN** to take a snapshot of your PC’s screen like the Copy command. Then Paste the screen into a word processing program to print. This is the **ONLY** way to print an Item Record. Also, this can be especially helpful for documenting set-up details or decisions such as Preferences.