METADATA EDITOR KEYBOARD SHORTCUTS

Function (Menu)	Shortcut Keys	Location	Description	Icon
Save Draft	Ctrl+Alt+S	File Menu	Save record in a draft format	💾
Save Record	Ctrl+S	File Menu	Save record permanently (final) form	💾
Save and Release Record	Ctrl+Alt+R	File Menu	Save record permanently and unlock the record to make it available for editing by others	💾
Release Record	Alt+Shift+R	File Menu	Releases the record without saving	
Delete Record	Ctrl+D	File Menu	Delete record (for bib record, this is only allowed before a holding record is linked to it)	
Exit	Ctrl+Q	File Menu	Exit Metadata Editor and go back to Home Page	
Add Field	F8	Edit Menu	Add new field/tag when Editing Metadata	➕
Remove Field	Ctrl+F6	Edit Menu	Delete the Metadata record's field that is highlighted	✖
Add Subfield	F9	Edit Menu	Add a new subfield to a Metadata record's field/tag	
Enhance the Record	Ctrl+Alt+E	Edit Menu	Select a normalization routine to run from drop down box, such as remove fields, tag for export	
Expand from Template	Ctrl+E	Edit Menu	Add data fields using a specified template	
Split Editor	F6	Edit Menu	Open two panes display for viewing records side by side	🔲
Full Screen	F7	Edit Menu	Set a fuller screen display for viewing record (removes far left node pane)	🔳
Open Form Editor	Ctrl+F	Edit Menu	Display form editor for the fixed field that is highlighted, for example 008, LDR, or 852 field	
Close Form Editor	Esc	Edit Menu	Return to full record editing after editing fixed field	
Cut	Ctrl+X	Edit Menu	Cut selected text/section from the metadata record	
Copy	Ctrl+C	Edit Menu	Copy selected text; to copy multiple fields simultaneously, press Ctrl and select all the fields to be copied	
Paste	Ctrl+V	Edit Menu	Paste text that was previously cut or copied	
Browse Shelf Listing	Alt+C	Tools Menu	Opens in split editor mode with options to select call number type (e.g., Library of Congress, National Library of Medicine, etc.) and a specific call number in order to perform a browse	
Add Holdings	Ctrl+Alt+H	Tools—MARC21 Bib	Add holdings record to bibliographic record; will add another holdings record when one already exists	📑
Create PO Line & Exit	Ctrl+Alt +O	Tools—MARC21 Bib	Create purchase order line from the active bib record and exits Metadata Editor; requires Inventory Operator role permissions	🛒
Find Matches	Ctrl+M	Tools—MARC21 Bib	Check whether there are matches for the current bib record in your local catalog	

Function (Menu)	Shortcut Keys	Location	Description	Icon
View Inventory	Ctrl+I	Tools— MARC21 Bib	Check for holdings, portfolios, digital representations, or electronic databases linked to the bibliographic record; displays results in split editor mode	
Add a Portfolio	Alt+O	Tools – MARC21 Bib	Add a local portfolio	
Add Representation	Alt+R	Tools – MARC21 Bib	Opens the Representation Details page that allows you to add a representation to the bibliographic record	
Add another holdings	Ctrl+Alt+H	Tools – MARC21 Holdings	Will add another holdings record when one already exists	
Add Item	Alt+I	Tools – MARC21 Holdings	Add an item record to the holdings record; can be selected when the holdings record exists	
View Bibliographic Record	Ctrl+Alt +B	Tools – MARC21 Holdings	Display bibliographic record linked to the holdings record in split editor mode	
Update from Bibliographic	Alt+U	Tools – MARC21 Holdings	Add fields from the bibliographic record to the holdings record	
Link to suggested authority record	F3		In authority-controlled field (e.g., MARC 100 field), type at least 3 characters of the author's name and press F3 to display list of suggested headings	
Arrow Up	Moves the cursor up field by field in a record			
Arrow Down	Moves the cursor down field by field in a record			
Arrow Right	Moves the cursor to the right across the field, subfield, indicator, and content information			
Arrow Left	Moves the cursor to the left across the field, subfield, indicator, and content information			