

Voyager Cataloging Keyboard Shortcuts and Function Keys

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| 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: prints MARC record; Item: prints title, call # and item details). |
| Ctrl-U | Insert URL from open web 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. |
| Shift-F2 | Show RDA Toolkit: opens content-specific area of RDA Toolkit in web browser. |

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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 to DB and Close the record. |
| Ctrl-B | Save to DB but leave the record 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

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| File Menu | ALT-F |
| File>Work Record | ALT-F, W, W, [enter] or [right arrow] |
| File>Work Record>Open | ALT-F, W, W, [enter] or [right arrow], 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>Change Password | ALT-F, W |
| File>Close (current record) | ALT-F, C |
| File>Close All (records) | ALT-F, O |
| File>Print Setup | ALT-F, N |
| File>Print Label | ALT-F, L |
| File>Exit | ALT-F, X |

Record Menu Keyboard Equivalents

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| 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

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

Options Menu Keyboard Equivalents

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| 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).