

Voyager Cataloging Keyboard Shortcuts and Function Keys for use with Macros

As with most Windows programs, there are keyboard equivalents in Voyager that can be used instead of clicking with the mouse. Whenever possible, avoid using mouse movements in macros as the variations in screen resolution and/or windows sizing can cause the macro to malfunction. Keyboard equivalents usually begin with the ALT key followed by the underlined letter of a command word in the menu. Keyboard equivalents also work with tabs (MARC, System, etc.) within Bibliographic or Holdings records by using the ALT key plus the underlined key on the tab.

Note: In order to see the underlined letter available for keyboard commands at all times (before pressing the ALT key), you may need to adjust your Windows display configuration. (In Windows 2000, this is done in Control Panel → Display → Effects tab → Uncheck “Hide keyboard navigation indicators until I use the ALT key”. In Windows XP, this is done in Control Panel → Display → Appearance tab → Effects button → Uncheck “Hide underlined letters for keyboard navigation until I press the ALT key”).

There are also some predefined keyboard commands in the Voyager Cataloging client that use the CTRL key plus a letter. These can be found in the menu that lists all the commands when they are available. For example, in the **Record** menu there is the command to **Save to Database**. This command can be performed with the keyboard by choosing either **Alt+R,V** or **Ctrl+B**.

Commands for cutting, copying, and pasting data (standard Windows functions):

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.

Commands for specific Voyager functions:

Ctrl+E Diacritic Entry: allows you to select diacritic characters from pop up box to insert
Ctrl+D Diacritic Mode: 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 Diacritic Mode
Ctrl+L Show Holdings Locations: displays all valid holdings locations and abbreviations (only
 available within a Holdings record)
F2 Show Marc Values: displays a selection table with all valid MARC values for the active
 field or subfield

Commands for inserting fields and subfields and deleting fields:

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
 Delete Field: deletes the highlighted field
F9 Insert Subfield: adds a blank MARC subfield (inserts delimiter)
Ctrl+U Insert 856 field with URL from open browser below the active field

Commands for manipulating the whole record window:

Ctrl+F4 Close the active window
Ctrl+Q Save to the database and Close
Ctrl+B Save to the database (do not Close)

Commands for moving the cursor in the variable fields section of the Bib or MFHD:

F8	Edit the selected cell when cursor is not active; Activates cursor
F11	Unselect highlighted text and move the cursor to the beginning of previously highlighted text
Esc	Deactivates cursor and unselects text when text is highlighted
Home	When cursor is active, move cursor to beginning of column; When cursor is inactive, move to first column of the line
Ctrl+Home	Go to first field in record
Ctrl+End	Go to last field in record (empty)
Esc + Home	Go to tag column of current line when starting in indicator or subfields columns
Esc + End	Go to subfields column of current line when starting in tag or indicators columns
Tab	Move forward between columns
Shift + Tab	Move backwards between columns
Page Up	Go to the first line, same column
Page Down	Go to the last line, same column (empty)
F4	Opens drop down menus in 006/007/008 elements (you may need to use Arrow Down first to select the box)

Commands for moving around in Item records:

Ctrl+A	Opens the Barcodes popup box
Ctrl+S	Opens the Item Status popup box
Ctrl+T	Opens the Item Statistical Categories popup box
Ctrl+N	Opens the Note popup box
Tab	Move forward between fields
Shift + Tab	Move backwards between fields

Selected File Menu Keyboard Equivalents

File Menu	ALT+F
File>Login Info	ALT+F, I
File>Print Record (bib, MFHD, authority records only)	ALT+F, P or CTRL+P
File> Print Label	ALT+F, L
File>Exit	ALT+F, X

Selected 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>Save to Database	ALT+R, V or CTRL+B
Record>Save to Database and Close	ALT+R, O or CTRL+Q
Record>Delete (deletes the open record)	ALT+R, D
Record>Delete (deletes the open record and confirms the delete)	ALT+R, D, Y