

Voyager Circulation 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 (Patron ID, Address/Phone) within Patron 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 Circulation 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 **Functions** menu there is the command to **Discharge**. This command can be performed with the keyboard by entering **Ctrl+D**.

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.

Selected Commands for specific Voyager functions:

Ctrl+H Initiate a Charge/Renew transaction
Ctrl+D Initiate a Discharge transaction
Ctrl+R Initiate a Reserve list search
Ctrl+I Initiate an Item record search (by Barcode, by default)
Ctrl+P Initiate a Patron record search (by Name, by default)

Commands for manipulating the patron record and its fields:

Ctrl+F4 Close the active window (works in all Circ windows)
Ctrl+E Edit the displayed patron record
Esc Close the Edit Patron Record window
Ctrl+SHIFT+Home Highlight entire field when cursor defaults to end of field
Ctrl+SHIFT+End Highlight entire field when cursor defaults to beginning of field

Selected File Menu Keyboard Equivalents

File Menu	ALT+F
File>Login Info	ALT+F, I
File>Exit	ALT+F, X

Selected Edit Patron Record Keyboard Equivalents

Open Name tab	ALT+N
Edit Name Type to Personal	ALT+N, ALT+Y, P
Edit Name Type to Institutional	ALT+N, ALT+Y, I
Edit Institution ID field	ALT+N, ALT+I
Edit Expires date field	ALT+N, ALT+X
Edit Purge Date field	ALT+N, ALT+D
Open Address tab	ALT+A
Check/Uncheck Protect Address option	ALT+A, ALT+R
Open Phone tab	ALT+P
Edit Phone Type to Primary	ALT+P, ALT+T, P
Edit Phone Type to Mobile	ALT+P, ALT+T, M
Edit Phone Type to Fax	ALT+P, ALT+T, F
Edit Phone Type to Other	ALT+P, ALT+T, O