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## What keyboard shortcuts are available in Cataloging?

- **Product:** Voyager
  - **Product Version:** All
  - **Relevant for Installation Type:** Dedicated-Direct, Direct, Local, Total Care
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### Question

What keyboard shortcuts are available in Cataloging?

### Answer

As with most Windows programs, there are very helpful keyboard equivalents in Voyager that can be used instead of clicking with the mouse. 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. *Consult your Windows documentation for help.*

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.

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#### Note

If you have problems using special keys, contact your I.T. Department for assistance.

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#### Keyboard Shortcuts for Menu Options

Shortcut	Action
Alt+r, h	Display holdings
Alt+r, m	Display items
Alt+r, a	Display authorities
Alt+r, w	Display bib tree
Alt+c	Close bib tree
Alt+r	Retrieves all records highlighted on the bib tree

Shortcut	Action
Alt+r, s	Search
Alt+d, t	Return to Titles Index
Alt+d, h	Return to Headings list
Alt+[minus sign], t	Next record (of multiple open records)
Alt+f, c	Close active record
Alt+f, o	Close all open records
Alt+r, b	Retrieve by barcode
Alt+r, i, b	Retrieve by bib_id
Alt+r, i, h	Retrieve by mfhd_id
Alt+r, i, i	Retrieve by item_id
Alt+r, i, a	Retrieve by auth_id
Alt+r, n, b	Create new bib record
Alt+r, n, a	Create new auth record
Alt+r, r, Alt+n	Create new mfhd record
Alt+r, t	Create new item record
Alt+r, c	Copy record
Alt+r, p, n	Import record from new file
Alt+r, p, v	Import record from previous file
Alt+r, v	Save record to database
Alt+f, t, n	New template
Alt+f, t, e	Edit template
Ctrl+A	Save As
Ctrl+B	Save to database
Ctrl+C	Copy
Ctrl+D	Diacritic Mode
Ctrl+E	Diacritic Entry
Ctrl+G	Global Headings Change
Ctrl+H	Validate Heading
Ctrl+K	Verify 856 Link
Ctrl+L	Show Holdings Locations

Shortcut	Action
Ctrl+P	Print Record
Ctrl+Q	Save to Database + Close
Ctrl+S	Save
Ctrl+U	Insert URL from browser
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+F4	Close open window

### Keyboard Shortcuts Within MARC Records

Shortcut	Action
Alt+l	Open LDR
Alt+6	Open 006
Alt+7	Open 007
Alt+8	Open 008
Ctrl+l (with cursor in 852 subfield b)	Display valid locations
Ctrl+x	Cut text
Ctrl+c	Copy text
Ctrl+v	Paste text
Alt+[minus sign], n	Minimize record window
Alt+[minus sign], x	Maximize record window
Alt+[minus sign], r	Restore minimized window
Alt+r, y	View record history

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