

CATALOGING MODULE last revised 8/12/2002

Command	Drop down menu	Aleph Keyboard Equivalents	Windows Keyboard Equivalents
About	Help		Alt+H, A
Activate keyboard	Options		Alt+O, K
Application toolbar	Options		Alt+O, A
Arrange Icons	Window		Alt+W, I
Browse URL	Search		
Cascade	Window		Alt+W, C
Change ALPHA	Edit		
Change record's format	Edit		
Check field	Edit	Ctrl+W	Alt+E, E, E<enter>
Check record	Edit	Ctrl+U	Alt+E, R, R<enter>
Close all	Window		Alt+W, A
Connect to...	File		Alt+F <enter>
Contents	Help		Alt+H, C
Copy	Edit--Copy	Ctrl+C	
Copy field(s)	Edit--Copy	Ctrl+T	
Copy record	Edit--Copy	Ctrl+D	
Copy subfield(s)	Edit--Copy	Ctrl+S	
Create template on local drive	File		Alt+F, C
Customize	Window		Alt+W, Z
Cut	Edit--Cut	Ctrl+X	
Cut field(s)	Edit--Cut		
Cut subfield(s)	Edit--Cut		
Delete field(s)	Edit--Delete	Ctrl+F5	
Delete New* records	File		Alt+F, W
Delete record from server (Holdings only)	Edit--Delete	Ctrl+R	
Delete subfield(s)	Edit--Delete	Ctrl+F7	
Derive new record	Edit		
Duplicate record	File	Ctrl+N	
Enter Text Mode	Edit	Ctrl+F12	
Enter Unicode values	Edit	F11	
Exit	File		Alt+F, X
Expand from template	Edit	Ctrl+E	
Find (search for a record)	Search		Alt+A, D
Find (text in record)	Edit		Alt+E, F

Fix record	Edit		
Help on field	Edit	F2	Alt+E, H
Import tables	Libraries		Alt+L, I
Keyword Search	Help		Alt+H, K
Load ADM record from server	File		Alt+F, A
Load HOL record from server	File	Ctrl+O	Alt+F, H <enter>
Load record from server	File	Ctrl+L	Alt+F, R
Load set from server	File		Alt+F, O
Locate similar record	Edit		
Lock record	File		Alt+F, L
Messages	Window		Alt+W, [#]
New field (choose from list)	Edit	F5	Alt+E, N
New field (user-defined)	Edit	F6	Alt+E, W
New record	File		Alt+F, N
New sub-field	Edit	F7	Alt+E, S
Off-line cataloging	File		
Open Acquisitions record	File		Alt+F, Q
Open form	Edit	Ctrl+F	Alt+E, O
Open Items record	File		Alt+F, I
Open record on local drive	File		Alt+F, D
Open Serials record	File		Alt+F, S
Open template	File	Ctrl+A	Alt+F, T
Paste	Edit--Paste	Ctrl+V	
Paste field(s)	Edit--Paste	Alt+T	
Paste record	Edit--Paste	Alt+D	
Paste subfield(s)	Edit--Paste	Alt+S	
Print	File	Ctrl+P	Alt+F, P
Print History	File		Alt+F, H, H<enter>
Record's triggers	Edit		
Redo	Edit	Ctrl+Y	Alt+E, R <enter>
Rename on local drive	File		Alt+F, M
Replace	Edit		Alt+E, E <enter>
Retrieve triggers	Options		Alt+O, T
Save all on local drive	File		
Save on local drive	File		Alt+F, V
Save on server and local drive	File		Alt+F, E, E<enter>
Scan	Search		Alt+A, S <enter>
Search field headings of current library	Search	F3	Alt+A <enter>

Search field headings of other library	Search	Ctrl+F3	Alt+A, E
Search sub-field headings of current library	Search	F4	Alt+A, A
Search sub-field headings of other library	Search		Alt+A, R
Search sub-field options	Search	F8	
Show PC/Server transaction log	Options		Alt+O, L
Sort record	Edit	Ctrl+M	
Tile Horizontal	Window		Alt+W, H
Tile Vertical	Window		Alt+W, V
Undo	Edit	Ctrl+Z	Alt+E, U
Unlock record	File		Alt+F, U
Using Help	Help		Alt+H, H
View in Search	File		Alt+F, E <enter>
View record's catalogers	Edit		