Appendix G: Voyager Quick Reference

Opening and Closing Windows Searching Editing

See also: Additional Guidelines: Beinecke [1]

Opening and Closing Windows

Manuscript [2] Cataloging Guidelines [2]

Open Bib Template - New icon
Open Mfhd Template - New Hldgs (with bibliographic record active)
Exit Record Without Saving - click on "x" in upper right corner
View Bibliographic Record from Mfhd Record - Mfhd Bib Tab or Hierarchy icon
View Mfhd Record from Bibliographic Record - Get Hldgs or Hierarchy icon
Toggle Windows Within Cataloging Module - Ctrl Tab
Searching
New Search - Search icon
Return to Index Display - Headings or Titles icon
Next record - Headings or Titles icon
Previous record - Headings or Titles icon
View MARC Format in OPAC - Staff (MARC) View Tab
Editing
Move Cursor Between Cells - Tab (forward) and Shift Tab (backward)
Show MARC values - F2
Show Holdings Locations - Ctrl L (with cursor in Mfhd 852)
Cut/Paste/Delete - Edit menu or right click mouse
Insert New Field - F3 (above cursor position) or F4 (below cursor position)
Subfield Delimiter - F9
Save Record - Save to DB icon
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Appendix A: Single Manuscript Instructions [3] Beinecke Manuscript Cataloging Manual [4]

Source URL: https://web.library.yale.edu/cataloging/manuscript/appendix-g-voyager-quick-reference

Links

[1] https://msu-cataloging-manual.beinecke.library.yale.edu/appendices#Appendix%20G [2] http://web.library.yale.edu/cataloging/manuscript [3] http://web.library.yale.edu/cataloging/manuscript/appendixsingle-manuscript-instructions [4] https://msu-cataloging-manual.beinecke.library.yale.edu/