

OCLC

YUL Documentation

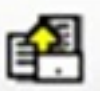
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Connexion Shortcuts

Shortcut	Function	Icon in Toolbar	
Ctrl + F1	Log on		
F2	Search		
F3	Search Local Save File		

F4	Save to Local Save File		
F5	Export		
F7	Spell Check		
F8	Update Holdings		
F11	Controls heading of field where cursor is located		
Shift + F11	Controls all headings		
Enter	Insert Blank Field Below		
Shift + Enter	Insert Blank Field Above		
Alt + Arrow up	Move Field Up		
Alt + Arrow down	Move Field Down		
Alt + Delete	Delete Field		
Alt + Insert	Copy Field		
Alt + F11	Replace and update holdings when editing existing records		
Ctrl + E	Enter Diacritics		
Ctrl + D	Insert Subfield Delimiter		
Shift + F2	Search LC names and subjects		
Shift + F7	Produce and update holdings only when creating a new record		
Shift + F5	Validate Record		

Ctrl + P	Print		
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Source URL: <https://web.library.yale.edu/cataloging/table-of-contents/utilities>

Links

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