

Macro/Function Key: Quick References

Key Sequence		Macro/Function <*Orbis native function>
Ctrl F1		Close all windows
F2		*Display tag or indicator values (depending on cursor position)
Ctrl F2		Save bibliographic record ID to clipboard
F3		*Insert Field Above
F4		*Insert Field Below
F5		Open/Display MFHD from Item Record or Bib Record
Ctrl F5		MFHD Add Oversize ‡m subfield at end of 852
F6		Open/Display Bib Record from MFHD or Item Record
Shift F6		Insert 866 (position cursor in field above)
F7 (Cataloging Module)		Open Retrieve Item Record window
F7 (Circulation Module)		Open Charge to Dummy Patron window
F8		*Reserved for Orbis Edit Function--Do not map macros to F8
F9		*Insert Delimiter
F10		Open Search Window in Orbis
F11		Open Remote Connection to OCLC
Shift F11		Open Orbis Import File
F12		Open Custom Menu

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Ctrl F12		Insert 040 CtYꞤc CtY above
Shift F12		Add Ꞥd CtY <postion cursor anywhere in 040>
Alt 4		Insert 490 0 (position cursor above)
Alt 5		Insert 590 (position cursor above)
Alt 7		Insert 740 for bound withs (position cursor above)
Alt-Shift-T		Select Title Index search <must be enabled>
Alt-Shift-W		Select Staff Title Index search (series) <must be enabled>
Alt-Shift-X		Select Staff Subject Search <must be enabled>
Alt-Shift-Y		Select Staff Name Search <must be enabled>
Shift Number Pad Asterisk (*)		Open Retrieve by Orbis Bib Id Number
Ctrl Number Pad Asterisk (*)		Open Retrieve by Orbis Holdings ID Number
Ctrl-C		*Copy
Ctrl-E		*Open Diacritic Insert Table
Ctrl-Alt-E		Add Item Statistical Category "DGI Project Edit/Copy," save & close the record
Ctrl-L		*In MFHD 852 Ꞥb show location codes/insert location code
Ctrl-Alt-O		Add Item Statistical Category "DGI Project Original," save & close the record
Ctrl-V		*Paste
Ctrl-X		*Cut

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