Voyager Templates

Using Existing Templates

Voyager Cataloging Module must be open.

Setting a template as the default	Use this option if you are going to be working on
	many items of the same format one after another.
1. Click Options on the menu ?bar.	Tip: If at Step 5 the window opens in Voyager
2. Select Preferences.	Extensions rather than Select Bibliographic
3. The window Session Defaults and	Template,
Preferences will pop up.	
4. Click the tab Folders/Files.	
5. Under Templates , click the box at the	 Go back to Folders/Files
end of Bib directory.	2. Under Folders , click the box at the end
6. The window Select Bibliographic	of the Template directory.
Template will pop up.	3. The window Select Directory will pop up.
Select the template that you would like to	4. Double-click on the c: folder icon.
set as your default and click OK .	5. A list of folders under c: will display. Use
8. Click OK on the Session Defaults and	the scrollbar to find the Voyager folder
Preferences window.	(NOT Voyager Extensions) & double-click
	to open.
Using the default template to create bib	6. A list of folders under Voyager will open.
records	Scroll to the Catalog folder and double-
	click.
	7. A list of folders under c:\voyager\catalog
1. Click New icon on the tool bar of the	will display. Scroll down to the Template
cataloging module.	folder and double click.
2. Edit the template to create a bib record.	8. The preliminary record template folder
3. Click Save to DB to save the bib record	will display under Template. Click on the
in Orbis.	preliminary record template folder to
	select it and click the OK button at the top
	of the Select Directory window.
	9. Click OK on Session Defaults and
	Freierences to save.
Selecting a template, editing, and saving into	Use this option if you are working on a single item
Orbis	in any given format.
1. Click Onen icon on the tool her of	
cataloging module	
2 A dialogue window Select Work File will	
3 Change the Files of type to All (* *)	
A Select the appropriate directory to find your	
template file	
(C:\Vovager\Catalog\Template\)	
5. Click your template file. Click Open	
6 A small window Select work record will	
pop up. Click OK to open the template	
record.	
7 Edit the record to make it a hib record	
8. Under File, click Save as and save to	

Voyager Templates Published on Yale University Library (https://web.library.yale.edu)

Creating New cataloging templates

Voyager Cataloging Module must be open.

Creating a New Template		Use this option to create and modify templates of
		your own.
1.	Click File on the menu bar.?	
2.	Put cursor on Template. At the right side	
	after the right arrow, you will see two sub-	
	options: New and Edit	
3	Click New to create a template from	
0.	scratch	
4	A small window Create a New Record will	
	non un Select Bibliographic as the record	
	type, and click OK	
5	You will get a very brief hib MARC record	
5.	with only a 245 field. Edit the record to	
	make it a template for your purpose	
e	After you have finished aditing	
0.	click File on the many her	
7	Click File on the menu bar.	
1.	UIICK Jave .	
8.	i ne detault directory of your template file	
	should be	
	in C:\Voyager\Catalog\Template If not,	
_	find the directory.	
9.	To save your template directly in this	
	folder, give your template a name and	
	click Save.	
10.	If you need to create a few templates, it is	
	better that you create a folder	
	in Template and save all your templates in	
	the folder. To do this, in the Open	
	Template File dialogue box, click the	
	yellow folder icon with star on the bar	
	under the title bar of the dialogue box.	
	Type in the folder name and click Open .	
	Give your template a name and click Save .	
Editing Existing Template		
1.	Click File on the menu bar.	
2.	Put cursor on Template . At the right side	
	after the right arrow, you will see two sub-	
	options: New and Edit	
3	Click Edit to edit an exiting template	
۵. ۵	The dialogue box Open Template File will	
ч.		
5	pop up. Select your template file and click Onon	
5. 6	Edit your template file	
0.	Lait your template life.	

7. Click Save icon on the tool bar of cataloging module.
8. You will get a pop up message Template updated. Click OK.

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Source URL: https://web.library.yale.edu/cataloging/voyager-templates