

# Voyager Voyager cheat sheet

## File menu

Ctrl + P	Print record
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## Edit menu

Ctrl + X	Cut
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Ctrl + C	Copy
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Ctrl + V	Paste
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F3	Insert field before
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F4	Insert field after
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Del	Delete field
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F11	Unselect text
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F9	Insert subfield
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F8	Edit cell
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Ctrl + E	Special character entry
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Ctrl + D	Special character mode toggle on/off
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F2	Show MARC values
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Ctrl + L	Show holdings locations
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Ctrl + U	Insert URL from browser
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Alt + L	Open leader
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Alt + 6	Open 006
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Alt + 7	Open 007
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Alt + 8	Open 008
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## Record menu

Ctrl + M	View line items in acquisitions
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Ctrl + N	Get call number from bib record
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Ctrl + K	Verify 856 links
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Ctrl + H	Validate heading
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Ctrl + B	Save to database
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Ctrl + Q	Save to database and close
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## Item records

Ctrl + S	View status
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Ctrl + T	View statistics
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Ctrl + N	View notes
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## Cataloging: Menu options

Alt + R then H	Display holdings
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Alt + R then M	Display items
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Alt + R then A	Display authorities
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Alt + R then W	Display bib tree
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Alt + C	Close bib tree
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Alt + R	Retrieves all records highlighted on the bib tree
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Alt + R then S	Search
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Alt + D then T	Return to Titles Index
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Alt + D then H	Return to Headings list
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Alt + - then T	Next record (of multiple open records)
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Alt + F then C	Close active record
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Alt + F then O	Close all open records
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Alt + R then B	Retrieve by barcode
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Alt + R then I then B	Retrieve by bib_id
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Alt + R then I then H	Retrieve by mfhd_id
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Alt + R then I then I	Retrieve by item_id
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Alt + R then I then A	Retrieve by auth_id
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Alt + R then N then B	Create new bib record
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Alt + R then N then A	Create new auth record
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Alt + R then R then Alt + N	Create new mfhd record
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Alt + R then T	Create new item record
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Alt + R then C	Copy record
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Alt + R then P then N	Import record from new file
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Alt + R then P then V	Import record from previous file
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Alt + R then V	Save record to database
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Alt + F then T then N	New template
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Alt + F then T then E	Edit template
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Ctrl + A	Save As
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Ctrl + B	Save to database
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Ctrl + C	Copy
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Ctrl + D	Diacritic Mode
Ctrl + E	Diacritic Entry
Ctrl + G	Global Headings Change
Ctrl + H	Validate heading
Ctrl + K	Verify 856 Link
Ctrl + L	Show Holdings Locations
Ctrl + P	Print record
Ctrl + Q	Save to database and close
Ctrl + S	Save
Ctrl + U	Insert URL from browser
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + F4	Close open window

## Cataloging: Within MARC Records

Alt + L	Open LDR
Alt + 6	Open 006
Alt + 7	Open 007
Alt + 8	Open 008
Ctrl + L	(with cursor in 852 subfield b) Display valid locations
Ctrl + X	Cut text
Ctrl + C	Copy text
Ctrl + V	Paste text
Alt + - then N	Minimize record window
Alt + - then X	Maximize record window
Alt + - then R	Restore minimized window
Alt + R then Y	View record history

## Voyager Circulation: General

Ctrl + X	Cut the highlighted text
Ctrl + C	Copy the highlighted text
Ctrl + V	Insert the text stored on clipboard

## Voyager Circulation: Misc

Ctrl + H	Initiate a Charge/Renew transaction
Ctrl + D	Initiate a Discharge transaction
Ctrl + R	Initiate a Reserve list search

Ctrl + I      Initiate an Item record search (by Barcode, by default)

Ctrl + P      Initiate a Patron record search (by Name, by default)

## Voyager Circulation: Manipulating the patron record and its fields

Ctrl + F4      Close the active window (works in all Circulation windows)

Ctrl + E      Edit the displayed patron record

Esc            Close the Edit Patron Record window

Ctrl + Shift + Home      Highlight entire field when cursor defaults to end of field

Ctrl + Shift + End      Highlight entire field when cursor defaults to beginning of field

## Voyager Circulation: File menu

Alt + F      File menu

Alt + F then 1      File > Login info

Alt + F then X      File > Exit

## Voyager Circulation: Selected edit patron record

Alt + N      Open Name tab

Alt + N then Alt + Y then P      Edit Name Type to Personal

Alt + N then Alt + Y then I      Edit Name Type to Institutional

Alt + N then Alt + I      Edit Institution ID field

Alt + N then Alt + X      Edit Expires date field

Alt + N then Alt + D      Edit Purge Date field

Alt + A      Open Address tab

Alt + A then Alt + R      Check/Uncheck Protect Address option

Alt + P      Open Phone tab

Alt + P then Alt + T then P      Edit Phone Type to Primary

Alt + P then Alt + T then M      Edit Phone Type to Mobile

Alt + P then Alt +    Edit Phone Type to Fax  
T then F

Alt + P then Alt +    Edit Phone Type to Other  
T then O

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*More information:* [defkey.com/ur/voyager-ils-shortcuts](https://defkey.com/ur/voyager-ils-shortcuts)

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