

Shortcut Keys for the Millennium Cataloging module

Key	Function
F1	Launches the Cataloging Workstation application
F2	Changes the current mode to Quick Edit
F3	Changes the current mode to Global Update
F4	Changes the current mode to Rapid Update
F5	Changes the current mode to Create Lists
F6	Changes the current mode to Delete Items

Shortcut Keys Common to All Millennium Applications

Key Combination	Function
Alt+LeftArrow	View the previous month in a date dialog
Alt+Q	Close the current record
Alt+RightArrow	View the next month in a date dialog
Ctrl+Enter	Add an extra line to a variable-length field with multiple lines, e.g., an ADDRESS field or the multi-field LOCATION/COPIES editor
Ctrl+.	View the next attached record
Ctrl+,	View the previous attached record
Ctrl+]]	Display the next record in a browse list
Ctrl+[Display the previous record in a browse list
Ctrl+Shift+B	Display the full bibliographic record
Ctrl+Shift+I	Display the full item record
Ctrl+Shift+P	Display the full patron record
Ctrl+T	Move forward from one tab to another in a bibliographic record display
Ctrl+Shift+T	Move backward from one tab to another in a bibliographic record display
Ctrl+C	Copy selected text or the current text field
Ctrl+N	Creates a new record
Ctrl+S	Save a record, or, make an attached record active.
Ctrl+V	Paste the contents of the Windows clipboard
Ctrl+X	Cut the selected text and copy it to the Windows clipboard
Ctrl+Y	Redo the most recent undo action
Ctrl+Z	Undo your last action
Esc	Clears a browse display
N	Choose the No button in message dialogs; you can also key Alt+N
Space	Select a button or check box
Tab (or Shift+Tab)	Make a button, check box, etc.the active screen element
Y	Choose the Yes button in message dialogs; you can also key Alt+Y

Other Key Combinations

Ctrl+END

Moves the cursor to the last editable position of the record.

Ctrl+HOME

Moves the cursor to the first editable position of the record.

HOME

Moves the cursor to the first position of the variable-length field or first fixed length field on the line.

END

Moves the cursor to the last position of the variable-length field or first fixed length field on the line.

PAGE UP

Moves the cursor up one page of fields and places the cursor in the relative position of the field.

PAGE DOWN

Moves the cursor down a one page of fields and places the cursor in the relative position of the field.