

WYLD TECHNOTE: Cataloging Hot Keys in Workflows

Hot keys can be used to activate functions without having to use the mouse. These hot keys work when viewing the combination of hitlist and bibliographic record that is the default display retrieved when searching. In some instances these hot keys work differently when only the hitlist or only a bibliographic record is displayed. To change that combined hitlist and bibliographic record display, the Show/Hide Viewer Helper must be engaged, as shown below, so that only a hitlist results when searching. In the explanations below, this is described as "viewing hitlist only." If a Detailed Display of a bibliographic record is chosen, or the Modify button is selected so that a single record displays, that is described below as "viewing bibliographic record only." The results of a hot key selection when displaying the combination hitlist and bibliographic record are described here as "hitlist/bib record." Some of the hot keys function differently depending on what screen is being displayed when the hot key is selected. Hot keys may also work differently depending on which wizard is being used. These hot keys have been tested in the Item Search and Display Wizard, the Call Number and Item Maintenance Wizard, and in the Modify Title Wizard.



Item Search and Display Wizard

Alt F = Opens *File Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt E = Opens *Edit Menu* when viewing bibliographic record only (is not activated with other two options)

Alt W = Opens *Wizard Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt M = Opens *Modules Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt P = Opens *Preference Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt T = Opens *Tools Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt D = Displays highlighted bibliographic record when viewing hitlist/bib combination, or hitlist only

Alt D = Opens *Window Menu* when viewing bibliographic record only

Alt H = Opens *Help Menu* when viewing hitlist/bib combination, or hitlist only

Alt H = Returns to hitlist/bib combination, hitlist only when viewing a bibliographic record

Alt L = Jumps to *Library field* in search pane when initiating any search

Alt L = Opens *Helpers Menu* when viewing a bibliographic record

Alt I = Jumps to *Index field* in search pane when initiating any search (is not activated when viewing a bibliographic record)

Alt S = Jumps to *Search button* when initiating any search (is not activated when viewing a bibliographic record)

Alt C = Clears all open wizards so no search screen is displayed; if multiple wizards are open, depress Alt C for each wizard that needs to be closed

Call Number and Item Maintenance Wizard

Alt F = Opens *File Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt E = Opens *Edit Menu* when viewing bibliographic record only (is not activated with other two options)

Alt W = Opens *Wizard Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt M = Displays call number/item portion of bibliographic record in edit mode when viewing hitlist/bib combination, or hitlist only

Alt M = Opens *Modules Menu* when viewing bibliographic record only

Alt P = Opens *Preference Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt T = Opens *Tools Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt D = Opens *Window Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt H = Opens *Help Menu* when viewing hitlist/bib combination, or hitlist only

Alt H = Returns to hitlist/bib combination, hitlist only when viewing a bibliographic record

Alt L = Jumps to *Library field* in search pane when initiating any search

Alt L = Opens *Helpers Menu* when viewing a bibliographic record

Alt I = Jumps to *Index field* in search pane when initiating any search

Alt I = Adds a new item record when viewing Call Number/Item record portion of a bibliographic record (This works like the Add Item button)

Alt S = Jumps to *Search button* when initiating any search (is not activated when viewing a bibliographic record)

Alt C = Clears all open wizards so no search screen is displayed; if multiple wizards are open, depress Alt C for each wizard that needs to be closed

Modify Title Wizard

Alt F = Opens *File Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt E = Opens *Edit Menu* when viewing bibliographic record only (is not activated with other two options)

Alt W = Opens *Wizard Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt M = Display bibliographic record in edit mode when viewing hitlist/bib combination, or hitlist only

Alt M = Open *Modules Menu* when viewing bibliographic record only

Alt P = Opens *Preference Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt T = Opens *Tools Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt D = Opens *Window Menu* when viewing hitlist/bib combination, hitlist only, or bibliographic record only

Alt H = Opens *Help Menu* when viewing hitlist/bib combination, or hitlist only

Alt H = Returns to hitlist/bib combination, hitlist only when viewing a bibliographic record

Alt L = Jumps to *Library field* in search pane when initiating any search

Alt L = Opens *Helpers Menu* when viewing a bibliographic record

Alt I = Jumps to *Index field* in search pane when initiating any search (is not activated when viewing a bibliographic record)

Alt S = Jumps to *Search button* when initiating any search (is not activated when viewing a bibliographic record)

Alt C = Clears all open wizards so no search screen is displayed; if multiple wizards are open, depress Alt C for each wizard that needs to be closed