Shortcut Keys   Appendix F

Spectrum CIRC/CAT shortcut keys

Using shortcut keys for tasks you perform frequently can save you time. Using shortcut keys is also a way to use the keyboard rather than the mouse for many tasks.

Shortcuts are listed in the menu next to the name of the command. For a button or option, a shortcut is the underlined character.

What are shortcut keys?

A special key combination that causes a specific command to be executed. Typically, shortcut keys combine the Ctrl or Alt keys (Windows) or Command key (Mac OS) with other keys.

Note: If the shortcut contains a number, such as CTRL + 8, use the 8 key above the letters on your keyboard rather than your numeric keypad.

Common keyboard shortcuts

There are non-specific shortcut keys you can use in your Spectrum program as well as many other programs.

Shortcut	Task
Tab	Move to the next field in a window.
Shift + Tab	Move to the previous field in a window.
Arrow keys	Navigate through tabs of a window when tabs are active
Esc key	(Short for Escape key) Lets you close the current active window without saving any changes you may have made.
Alt + Tab	(Windows only) Switches between programs you currently have open.

Shortcut	Task
Ctrl + Tab	Switches between open windows of the program you're currently using.

Circulation shortcuts

You can use the following keyboard shortcuts to perform circulation tasks.

Looking up records	Windows	Macintosh
Look up patrons	CTRL+8	COMMAND+8
Look up materials	CTRL+6	COMMAND+6
Display holdings (in Lookup window)	ALT+D	COMMAND+D
Load item	ALT+L	COMMAND+L

Circulating materials	Windows	Macintosh
Check out	CTRL+1	COMMAND+1
Renew checkout	CTRL+2	COMMAND+2
Check in	CTRL+3	COMMAND+3

Clearing data	Windows	Macintosh
Clear all	CTRL+5	COMMAND+5

Managing Circulation messages	Windows	Macintosh
Add message	ALT+A	COMMAND+A
View message	ALT+I	COMMAND+I
Delete message	ALT+D	COMMAND+D

Reserving materials	Windows	Macintosh
Reserve a material title	CTRL+4	COMMAND+4
Reserve a holding	CTRL+H	COMMAND+H
Delete a reserve	ALT+R	COMMAND+R
Advance booking	CTRL+B	COMMAND+B

Inquiring about materials and patrons	Windows	Macintosh
Inquire about a material	CTRL+7	COMMAND+7
View previous material	ALT+S	COMMAND+S
View next material	ALT+N	COMMAND+N
Inquire about a patron	CTRL+9	COMMAND+9

Managing fines	Windows	Macintosh
Manage fines	CTRL+0 (zero)	COMMAND+0 (zero)

Collect fine	ALT+O	COMMAND+O
Negotiate fines	ALT+N	COMMAND+N
Add fine	ALT+A	COMMAND+A
View fine details	ALT+D	COMMAND+D
Print receipts	CTRL+T	COMMAND+T

Catalog shortcuts

You can use the following keyboard shortcuts to perform catalog tasks.

Searching the catalog	Windows	Macintosh
Enter a search term	ALT+R	COMMAND+R
Browse key words	ALT+B	COMMAND+B
Set material type limits	CTRL+M	COMMAND+M
Set reading/interest levels	CTRL+R	COMMAND+R
Reserve a material	CTRL+T	COMMAND+T
View circulation status	CTRL+L	COMMAND+L
Show a collection	CTRL+S	
Search the collection	ALT+S	COMMAND+S
Clear the Catalog window	ALT+L	COMMAND+L

Searching the catalog	Windows	Macintosh
Choosing a search type	**Windows**	**Macintosh**
Key words	ALT+K	COMMAND+K
Titles	ALT+T	COMMAND+T
Authors	ALT+A	COMMAND+A
Subjects	ALT+U	COMMAND+U

Reviewing found materials	Windows	Macintosh
Sort materials by call number	ALT+N	COMMAND+N
Sort materials by title	ALT+T	COMMAND+T
Sort materials by author	ALT+A	COMMAND+A
Sort materials by material type	ALT+Y	COMMAND+Y
Go back to previous window	ALT+G	COMMAND+G
Lock materials	ALT+L	COMMAND+L
Unlock materials	ALT+U	COMMAND+U
Reserve materials	ALT+R	COMMAND+R
Print bibliography	ALT+P	COMMAND+P
View details about materials	ALT+D	COMMAND+D

Material Edit shortcuts

You can use the following keyboard shortcuts to perform material edit tasks.

Loading materials	Windows	Macintosh
First record	CTRL+F	COMMAND+F
Previous record	CTRL+K	COMMAND+K
Look Up	CTRL+=	COMMAND+=
Next record	CTRL+G	COMMAND+G
Last record	CTRL+L	COMMAND+L

Editing materials	Windows	Macintosh
View MARC record / Easy Entry	CTRL+E	COMMAND+E
Add new material	CTRL+N	COMMAND+N
Show card image	CTRL+I	COMMAND+I
View Holdings	CTRL+H	COMMAND+H
Save record	CTRL+S	COMMAND+S
Delete record	CTRL+D	COMMAND+D

Editing holdings	Windows	Macintosh
Add holdings	CTRL+9	COMMAND+9

SCC5rm1200kn

Loading materials	Windows	Macintosh
Delete holdings	CTRL+0 (zero)	COMMAND+0
Set material type	CTRL+T	COMMAND+T
Use material number	CTRL+U	COMMAND+U

Patron Edit shortcuts

You can use the following keyboard shortcuts to perform patron edit tasks.

Loading patron records	Windows	Macintosh
Choose record search index	ALT+I Use arrow keys to select an index.	COMMAND+I Use arrow keys to select an index.
First	CTRL+F	COMMAND+F
Previous	CTRL+G	COMMAND+G
Look Up	CTRL+=	COMMAND+=
Next	CTRL+K	COMMAND+K
Last	CTRL+L	COMMAND+L

Editing patron records	Windows	Macintosh
New record	CTRL+N	COMMAND+N
Save record	CTRL+S	COMMAND+S

Loading patron records	Windows	Macintosh
Delete record	CTRL+D	COMMAND+D
Use Number	CTRL+U	COMMAND+U
Select patron type	CTRL+T	COMMAND+T
Add patron image	CTRL+I	COMMAND+I
Remove patron image	CTRL+M	COMMAND+M