Voyager Training in the Cataloguing Client
Some NAVIGATION and E D I T I N G techniques:

1. Moving around the "Variable Fields" (for example, the 866s):

Click in the selection column (the gray left column). An arrow (called a row marker) indicates the selected field. A phrase in the status bar (at the bottom of the Voyager window) describes the selected field.

Move the row marker up and down the selection column with the mouse or with arrows.

Use the **Tab** key to move around within the field or to move to the next field. Note that you can't jump subfield to subfield within a field.

To see more of the record if it is not all displayed on your screen, use:
    Scroll bar OR
    Page up or **page down** OR
    Up or down arrow keys

2. Editing in the Variable fields:

Entering, removing and selecting text in Voyager uses standard word processing editing commands.

- **Removing text** – place cursor at the beginning of the word(s) that need removing. Use the **Delete** key letter by letter OR place cursor at the end of the word(s) that need removing and **Backspace** letter by letter. (Be careful not to remove subfield delimiter and subfield code) OR "select" text first as described below, then use the **Delete** key.

- **Deleting fields:**
  To delete a field, click on the row label (the gray left column). This will select the field – it will turn blue. Press the **Delete** key on the keyboard and respond to the confirmation message

- **Entering text** – Voyager is always in insert mode. Place cursor where you need information to go and start typing. Text automatically wraps to the next text line. Do not press Enter at the end!

- **Selecting text** – standard methods are:
    a. To select a word – double click on the word. (Turn it blue!)
    b. To select a phrase – click and hold, carefully dragging the mouse over the phrase to turn it blue
    c. To select an entire field – click in the selection column. This selects a whole row (it becomes blue); click again to de-select.

- **Inserting fields**:

  Function keys are the most efficient method to use to insert fields.

  To **Insert** a field, click anywhere in the focus field.

  F3 inserts a field **before** the focus field.

  F4 inserts a field **after** the focus field.

  Other Function keys:

  For help with the MARC codes, place the cursor in position in a cell (on tag, indicator or subfield cell). Press the **F2** function key. A **Valid Values** table displays. Select a value. Use the scroll bar (if there) to see more values.

  If you are using the **Valid Values** table to just check a value, click on **Cancel** to exit. Otherwise a highlighted value will replace the current one.

  Use **F9** to create the subfield delimiter symbol : **#**

3. Other information

> **In Holding Records, it is no longer necessary to add an 035. Your id and date will automatically be captured by Voyager and displays under the History tab.**
>
> **Saving to the Database**
> **Use the "Save to DB" icon** ("click on the boat") to save your work.
>
> *MARC Error Report*
> Deal with the *Marc Error Report* by deleting or fixing noted fields. The report can be minimized while you deal with the errors. Voyager won't let you save until you have dealt with every "error".
>
> **System** tab
> It is always a good idea to check the System tab to make sure record is NOT suppressed.
>
> **Hierarchy**
> As a final check, it is useful to click on the Hierarchy button to make sure all the records (bibliographic, holdings and items) are in place.