Hotkeys

> ⓘ This page has been moved to https://support.goalexandria.com/getting-started/hotkeys/

To use a keyboard shortcut, or key combination, you press a modifier key with another key on your keyboard. For example, pressing the Command key () and the "C" key at the same time copies whatever is currently selected (text, graphics, and so forth) into your operating system clipboard.

A modifier key alters the way other keystrokes or mouse clicks are interpreted by your computer.

Here are some of the modifier key symbols you can find in a Mac macOS menu:

- (Command key) - On some Apple keyboards, this key also has an Apple logo.
- (Control key)
- (Option key) - "Alt" may also appear on this key.
- (Shift key)

Often, Mac and Windows operating system keystrokes are similar, where the Command on Mac is substituted for Control on Windows.

Accelerator and Hotkey Commands

(*This part is technical. It's ok if you skip to the next section.*)

Hotkeys. Hotkeys are the underlined characters in a menu item or dialogue box that allow users to access the item or control by pressing that character's key on the keyboard. In the case of dialogue controls, the user may have to hold down the <alt> key before pressing the hotkey. Hotkeys are sometimes referred to as shortcut keys, access keys, or mnemonic keys.

Accelerator keys. An accelerator key is a keyboard shortcut that is accessed by holding down modifier keys (<shift>, <ctrl>, <alt>, or combinations of these) and pressing another key on the keyboard. Accelerator shortcuts appear to the right of a menu item text.

> ✅ You can navigate most Alexandria interfaces using the Tab key to go to the next field/selection, and shift-tab to go back.
>
> Note that Safari has a Preferences > Advanced option for "Press Tab to highlight each item on a webpage" — it's OFF by default, but must be turned ON for proper user interaction with the software.

Standard Hotkeys

These hotkeys are standard for browsers running on macOS or Windows Operating Systems. They also work in most Alexandria interfaces! *NOTE: Use Command on macOS and Ctrl on Windows.*

Keys	Description
Command / Ctrl + C	Copy selected text
Command / Ctrl + V	Paste copied text
Command / Ctrl + X	Cut selected text
Command / Ctrl + A	Select all
Command / Ctrl + P	Prints the current window
Command / Ctrl + N	New Window or Tab
Command / Ctrl + click	Select multiple lines or records

All Alexandria Modules

Key	Function
ESC	Dialog - Closes any dialog that doesn't require acknowledgment.
Enter	Dialog - Executes the primary option unless input is required.

Librarian

Navigation

Mac	Windows	Go to...
1	Ctrl 1	Dashboard
2	Ctrl 2	Circulation
3	Ctrl 3	Items
4	Ctrl 4	Patrons
5	Ctrl 5	Operations
5	Ctrl 5	Reports
6	Ctrl 6	Tools
7	Ctrl 7	Builder
7	Ctrl 7	Researcher
8	Ctrl 8	Preferences

Record Manipulation

In Patrons and Items Management.

Mac	Windows	What's it do?
L	Ctrl + L	Toggles window lock
A	Ctrl + A	New record
S	Ctrl + S	Saves current record _if_ the record is dirtied.
DEL	Ctrl + DEL	Removes current record(s). If multiple records are selected, will remove multiple records.
D	Ctrl +D	Duplicates current record
E	Ctrl E	Items - Quick export (exports single record)
F	Ctrl + F	jumps the cursor to the basic search field
F	Ctrl + Shift + F	opens Advanced Search (where it exists)
[/]	Ctrl + [/]	Selects previous/next record in list.
[	HOME	Selects FIRST record in list
] END	END	Selects LAST record in list
ESC	ESC	Clear the currently selected record in Items or Patrons to get back to the "zero results" card view.

Advanced Search

In Patrons and Items Management.

Mac	Windows	What's it do?
+ click	Shift + click	Expand/collapse all areas.

Item Management

Mac	Windows	What's it do?

M	Ctrl M	Switch to MARC view
A	Ctrl A	Opens SmartMARC Title dialog for adding an item.
A	Ctrl + Shift +A	Adds a copy and opens the copy tab to the new copy.
DEL	Shift + DEL	Removes the selected copy(s). (ONLY when in copies tab!) Can remove multiple records.
D	Ctrl D	Duplicate a title.
D	Ctrl + Shift + D	Duplicate a copy.

Editors

MARC editor and mini editors.

Shortcut	What's it do?
Return / Double-click / long press	Lets you edit the selected tag.
Shift + Return	Activates add menu in MARC view, certain tabs (subjects, terms, notes, other), and editor dialogs from Publication tab (title, author, series, and genre). User can use arrow keys to highlight a tag (enter to confirm adding it) or ESC to exit the menu.
DEL	Removes the selected tag
Up/down arrow	Moves between selected fields
Return / Enter	"OK" out of add/edit and returns back to the tag view
ESC	Cancels out of add/edit and returns back to the tag view
Alt + Enter	Creates a new subfield

Calendars

Click a day = closes the clicked day.

Click a day of the week name = closes that day for the month.

Bulletins Builder

(New)

Mac	Windows	What's it do?
A	Ctrl A	Adds a bulletin board
A	Ctrl + Shift +A	Adds a bulletin to the board (or the board of the bulletin) the user is on.

Management Hotkeys

These hotkeys are specific to all management windows.

Keys	Description
Ctrl + L	Toggles window lock
Ctrl + A	New Record
Ctrl + S	Save the Current Record
Ctrl + .	Reverts the Current Record

Ctrl + R	Removes the Current Record
Ctrl + F	Opens the Find Records roll down.
Ctrl + [	Selects the previous record in the list (same action as the 'Up Arrow' key).
Ctrl +]	Selects the next record in the list (same action as the 'Down Arrow' key).
Ctrl + Shift + [or HOME	Selects the first record in the list.
Ctrl + Shift +] or END	Selects the last record in the list.