

## Navigational shortcuts in Millennium

### Logging in

☰ opens start menu, then ↓ to Millennium icon and enter

- Control bar** **Tab+Space** will open module
- Tab+Space** on "millennium" will change tool bar appearance
- Alt+Tab** will bring up control bar in order to change active window
- Alt+F4** will close control bar

### Pre-defined function keys\*

	<u>Acquisitions</u>	<u>Cataloging</u>	<u>Circulation</u>	<u>Serials</u>
<b>F1</b>	Orders	Brings up control bar	Circ desk check out	Serials check-in
<b>F2</b>	Claims	Quick edit	Check in (no patron)	Routing
<b>F3</b>	Send	Global update	Search/holds by title	Binding
<b>F4</b>	Rapid update	Rapid update	-----	Claiming
<b>F5</b>	Invoice	Create lists	-----	Send claims
<b>F6</b>	Funds	Delete items	Circ desk checked-out items	Bindery
<b>F7</b>	Vendors	-----	Circ desk holds	Check in bound
<b>F8</b>	-----	-----	In search/holds, changes tab to View item	-----
<b>F9</b>	-----	-----	Circ desk check in	-----
<b>Shift+F6</b>	-----	-----	Renew (no patron)	-----
<b>Shift+F8</b>	-----	-----	Circ desk fines	-----

\*All navigation bar options are also available under Go (Alt+G).

Ex.: In the circ module **Alt+G, C** takes you to check-in (no patron) [F2]

### Java components:

#### Dialogs

Enter if response is active, Alt+underlined letter (or tab(s)+enter) if it is not

If no response box is active, you must use Alt+underlined letter

#### Buttons/Check boxes

Active element, press space to choose/check

Move with tab or shift+tab

If button has underlined letter, can also use Alt+underlined letter

#### Radio buttons

If active, press space to select

Move with tab or shift+tab

If radio button has underlined letter, use Alt+shortcut letter

## Text boxes

Move with tab or shift+tab

Enter moves active element, so enter, enter should work to close, or can use Alt+shortcut letter

## Drop-down lists

If active, ↓ to see choices

If not active, use Alt+shortcut letter to open

Select by typing letter corresponding to choice, like c for checkin, or ↓ to choice and press enter

## In Admin

**Clear inits** when leaving a computer to clear your auths.

**Set inits** when walking up to a computer so you can do additional auths

## Millennium shortcuts common to all modules

<b>Alt+←</b>	View the previous month in a date dialog
<b>Alt+→</b>	View the next month in a date dialog
<b>Alt+Q</b>	Close the current record
<b>Ctrl+Enter</b>	Add an extra line to a variable-length field with multiple lines, e.g., an ADDRESS field
<b>Ctrl+] ]</b>	Display the next record in a browse list
<b>Ctrl+[ [</b>	Display the previous record in a browse list
<b>Ctrl+,</b>	Display the next attached record
<b>Ctrl+.</b>	Display the previous attached record
<b>Ctrl+Shift+B</b>	Display the full bibliographic record
<b>Ctrl+Shift+I</b>	Display the full item record
<b>Ctrl+Shift+P</b>	Display the full patron record
<b>Ctrl+T</b>	Move forward in tab menu
<b>Ctrl+Shift+T</b>	Move backward in tab menu
<b>Ctrl+N</b>	Creates a new record
<b>Ctrl+Y</b>	Redo the most recent undo action

## Searching

**Alt+X** Expands all results of a search

**Alt+C** Collapses all results of a search

**Alt+T, M** to limit search

**Alt+F, A** shows recent searches

For multiple results, either type number of line you want to see and enter, or ↓ to correct line and enter

## Close window/log out

**Alt+F4** will close out final window