Keyboard Commands

Process overview

It is possible to use KLAS more quickly and accurately by making use of keyboard commands and shortcuts. This guide is intended to help get started using the Patron Module without needing your mouse by practicing three common tasks. We recommend that you practice without using the mouse at all, but once you begin to feel more comfortable using the keyboard commands, you can use whatever combination of keyboard and mouse is fastest and most comfortable for you.

Check out the "QuickRef-Keyboard" document for a cheat sheet of keyboard commands and shortcuts; it's a great reference to keep on hand as you are learning, and as a quick reminder later on.

For screen-reader users, the KLAS AT Reference - Keys & Screens document includes more information on screen layouts and context.

Outline and commands used

1. Find a Patron

   - Find Record - **CTRL + F**
   - Move to Next Object - **TAB**
   - Move to Previous Object - **SHIFT + TAB**
   - Add Super Tab - **F11**
   - Next Super Tab - **F12**

2. Add Quick Preferences

   - Jump to tab - **ALT** or **CTRL + #**
   - Quick Preferences - **CTRL + ALT + N**
   - Save - **ALT + S**
   - Okay (dismiss alert) - **ALT + O**
   - Close Window - **ALT + X** or **ALT + F4**

3. Book Search

   - Book Search - **CTRL + B**
   - Run Search - **ALT + S** or **ENTER**
   - Select / Deselect Search Results - **SPACE BAR**
   - Assign - **CTRL + G**
   - Reserve - **ALT + V**
   - Request - **ALT + R**

4. Bonus: Using Menus

Task One – Find a Patron

One-time setup: Tab to (or click on) the first row of the browse table, then press **F11** to create a Super Tab for this location.

This Super Tab location will remain in place unless it is manually removed.

1. Anywhere in the Patron Module, press **CTRL + F** to open Find Patron.

2. The cursor will default to the field designated by your library's settings; if needed, press **TAB** to move to the last name field.

3. Type in the first several letters of the last name, then press **TAB**.

   Notice that the list of patron names is shortened to include only the names matching what you have entered so far.

4. Type in the first letter of the first name, then press **TAB**.

5. If the list is down to only one name, press **ENTER** to open the record.

   Otherwise, Super Tab to the browse table by pressing **F12**. The first row of the table will be selected, since that is the Super Tab location you set beforehand. To move down the list, use the **DOWN ARROW** key. When the row your patron is in is highlighted, press **ENTER** to open the record.
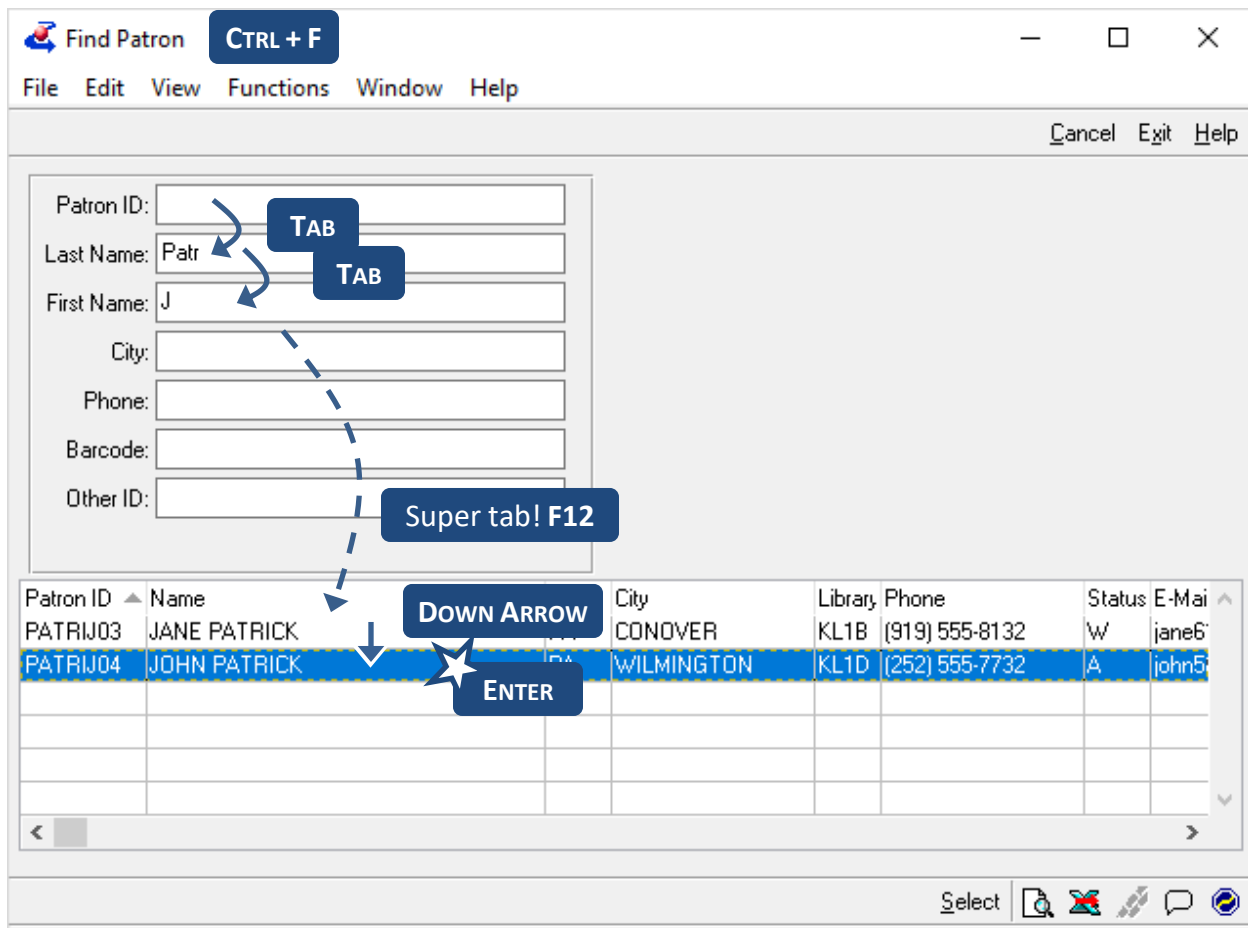
Task Two – Add Quick Preferences

You can use Quick Preferences from anywhere in the Patron Module, but it's helpful to move to the Preference tab so that you can tell what is already there. You can jump to any tab by using **ALT** (for the first 10 tabs) or **CTRL** (for the rest), plus the tab number.

Main	Contact	Profile	Preference	Statistics	Items	Requests	Subscriptions	CMLS	Charges	Blocks	Relationships	Address	PIMMS
1	2	3	4	5	6	7	8	9	0	1	2	3	4

1. Move to the Preference tab by pressing **ALT+4**.

2. Use the **DOWN ARROW** to select "Subject" in the filter list, allowing you to review the subjects already on the patron's record.

3. Press **CTRL+ALT+N** to open the Quick Preferences window.

4. **TAB** to the entry field and enter the desired subject codes. Use an exclamation point to designate any code as an exclusion.

5. Press **ALT+S** to Save the entered preferences.

6. A window will pop-up to alert you to any errors or to confirm that all codes were saved; press **ALT+O (**for Okay) to dismiss the alert.

7. The Quick Preferences window stays open so that you can make any corrections or add more subject codes. When you are finished with it, press **ALT+X** or **ALT+F4** to close it.
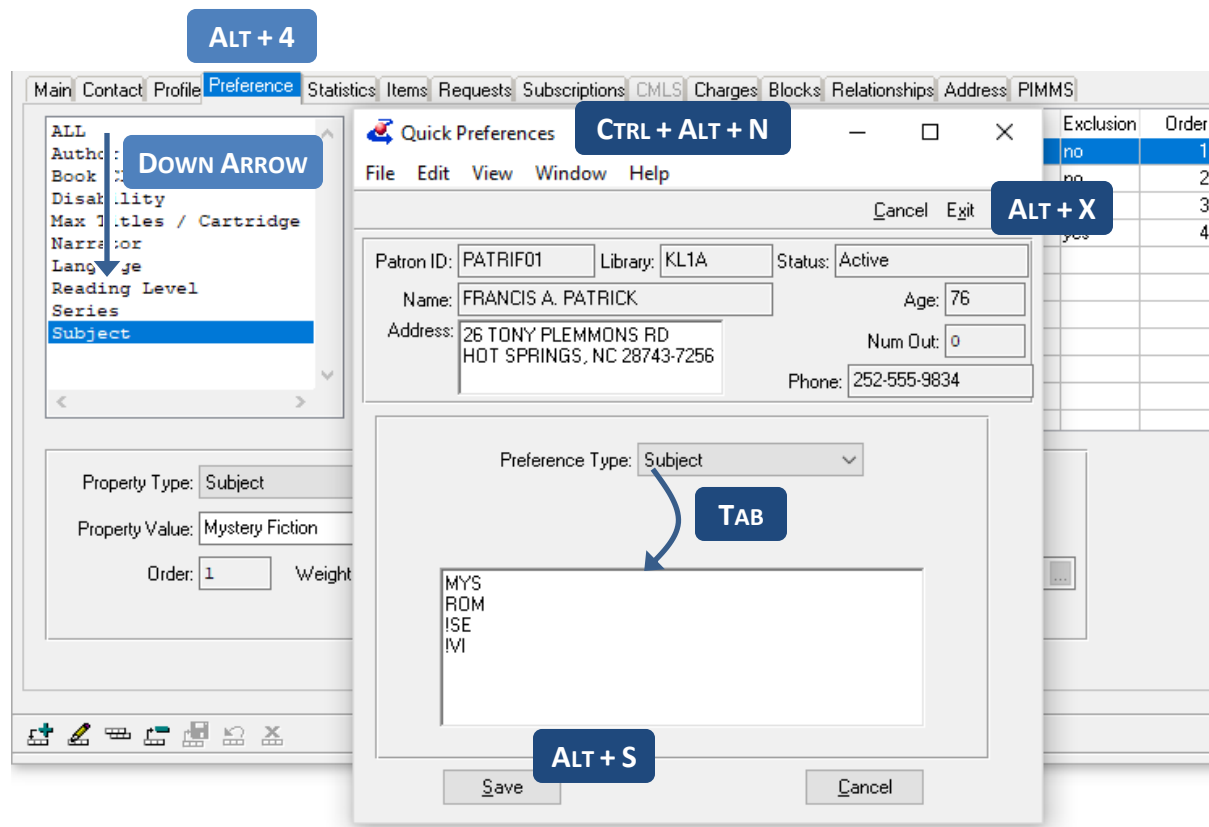
Task Three – Book Search

One-time setup: Tab to (or click on) the first field in each section, then press **F11** to create a Super Tab for that location.

When you open the book search, your cursor will default to the first Super Tab, so make sure to set the first field (or your desired starting place) as the first Super Tab.

1. Anywhere in the Patron Module, press **CTRL + B** to open Book Search.

2. Press **TAB** to move between fields to set your search criteria. Use **F12** to Super Tab to the section you need.

3. Use the **SPACE BAR** to Check or Un-check boxes for exclusions.

4. Press **ALT + S** or **ENTER** to run the search.

5. Use the **UP** and **DOWN ARROW KEYS** to move between results and press the **SPACE BAR** to select or deselect the active row.

   - **CTRL + G** will Assign the selected titles.
   - **ALT + V** will Reserve the selected titles.
   - **ALT + R** will Request the selected titles.

6. When you are finished, press **ALT + X** or **ALT + F4** to close the results, and again to close the search window.
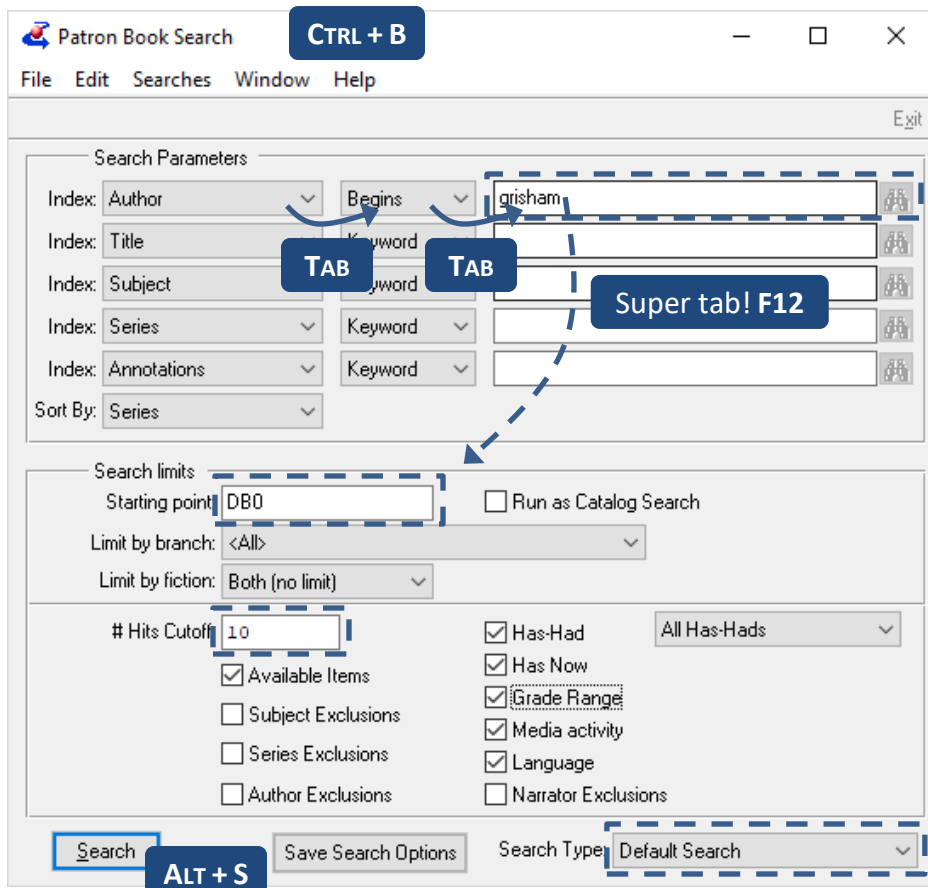
Bonus: Using Menus

Press and release the **ALT** key, then press the underlined letter to open any menu. You can then use the **UP** and **DOWN ARROW** keys to move through the list, or you can press any underlined letter to jump to that menu option.

For example, to open Labels, press **ALT**, then **U** (to open the Functions menu), then **L** for labels.