

Tri-County Librarians
Evergreen Cataloging Training
September 23, 2009

Working Smarter - #1

Keyboard Shortcuts

F1	Checkout
F2	Checkin
F3	Search the Catalog
F4	Search for Patrons
F5	Check item Status
Standard Windows Shortcuts	
Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+B	Bold
Ctrl+U	Underline
Ctrl+I	Italic
Ctrl+P	Print

Evergreen uses Tabs	
1. Create a Tab – Ctrl+T	
2. Delete a Tab – Ctrl+W	