OLIVIA KEystroke equivalents (updated 11/27/07)

OLIVIA main screen

All of these keys must be pressed in conjunction with the CRTL key (on PCs) or the Command (Apple) key (on Macs).

<table>
<thead>
<tr>
<th>Groups</th>
<th>Works</th>
<th>Surr.</th>
<th>Sites</th>
<th>Names</th>
<th>Img</th>
<th>Src</th>
</tr>
</thead>
<tbody>
<tr>
<td>New record</td>
<td>1</td>
<td>4</td>
<td>7</td>
<td>A</td>
<td>D</td>
<td>F</td>
</tr>
<tr>
<td>New using template</td>
<td>2</td>
<td>5</td>
<td>8</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View/Modify record</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>C</td>
<td>E</td>
<td>G</td>
</tr>
</tbody>
</table>

**search screens**

Next page: CTRL/COMMAND WINDOWS key (for PC) ALT/OPTION [right arrow]
Previous page: CTRL/COMMAND WINDOWS key (for PC) ALT/OPTION [left arrow]

**return screens**

Done: CTRL/COMMAND . [period]
Search: CTRL/COMMAND F

*NOTE: THE FOLLOWING COMMAND NOT WORKING FOR PCS 8/20/07*

Sort editor: CTRL/COMMAND T
Attach Index terms: CTRL/COMMAND I

**on all screens**

Accept: ENTER
Cancel: CTRL/COMMAND . [period]
First record: CTRL/COMMAND SHIFT [up arrow]
Previous record: CTRL/COMMAND [up arrow]
Next record: CTRL/COMMAND [down arrow]
Last record: CTRL/COMMAND SHIFT [down arrow]
Next page: CTRL/COMMAND WINDOWS key (for PC) ALT/OPTION [right arrow]
Previous page: CTRL/COMMAND WINDOWS key(for PC) ALT/OPTION [left arrow]

Add repeatable field: CTRL/COMMAND R

**only on relevant screens**

Link Surrogate: CTRL/COMMAND L
New Surrogate: CTRL/COMMAND N
New Surr. w/ template: CTRL/COMMAND T
Link Name: CTRL/COMMAND L
Link Site: CTRL/COMMAND S
Attach index term: CTRL/COMMAND I