

APPENDIX C: FUNCTIONAL CROSS-REFERENCE

Transition to Re:discovery Version 8.0

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APPENDIX C: FUNCTIONAL CROSS-REFERENCE

A. Overview

1. *What is the Functional Cross-Reference?*

The following pages include tables that illustrate all the Menu, Button Bar, and Field Type features in Re:discovery. They provide a cross-reference between Re:discovery versions 2.7 & 6.3 and version 8.0, to help you make the transition to the new version.


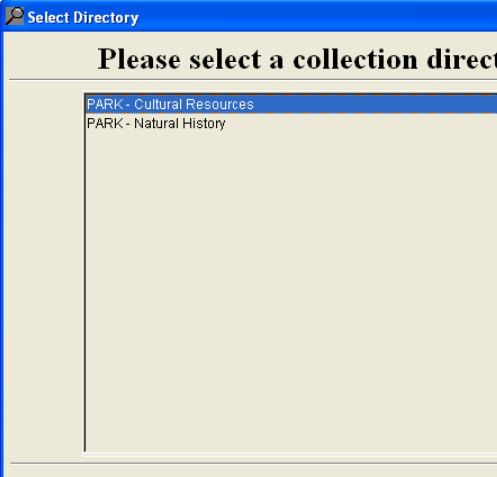
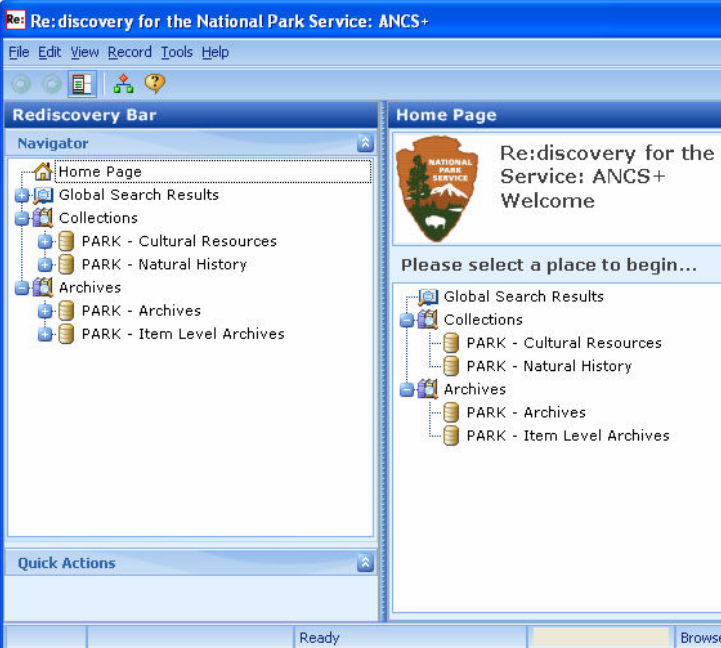
The tables list the name of each function as it appeared in versions 2.7 and 6.3, with the related Function keys and Icons if necessary. To the right of these columns, the tables list the name of each function as it appears in version 8.0, with related Function keys and Icons. Bold text highlights terms and functions that are different in version 8.0.

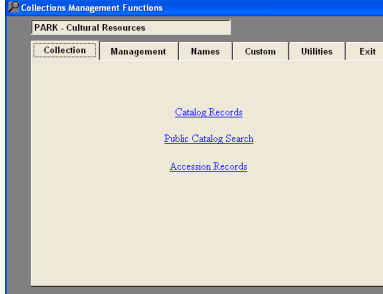
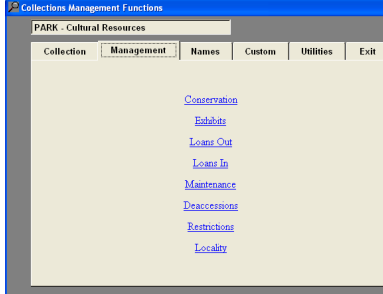
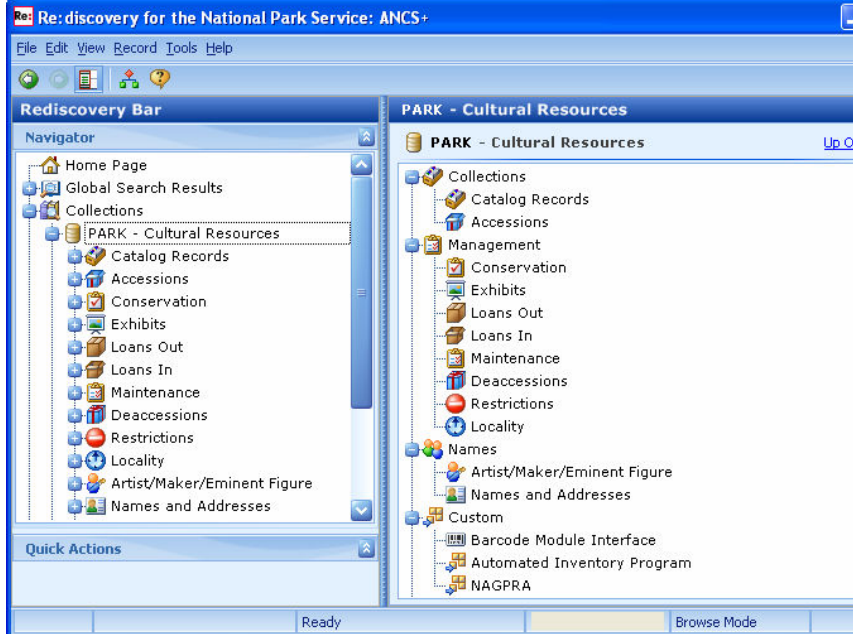
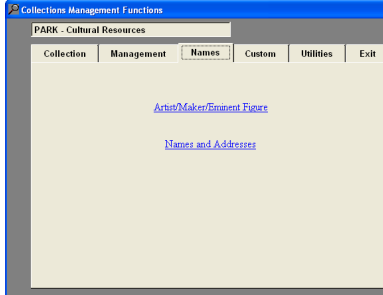
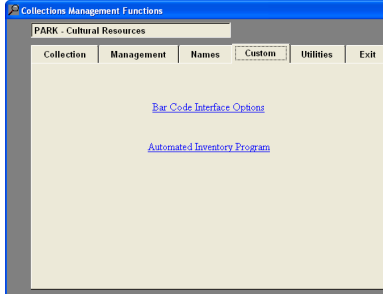
2. *What does the Moved To column mean?*




If the function has moved to a different location within the program, the “Moved To” column tells you where to find the function in version 8.0. If you are accustomed to using a specific function in version 2.7 or 6.3, and you don’t see that function in the same place in version 8.0, refer to these tables to learn where the function is now located.

Please refer to Chapter 1, System Basics of this manual for full descriptions of the Menu, Button Bar, and Field Type functions in version 8.0.

B. Functional Cross-Reference Tables


Version 6.3	Version 8.0
<p>Main Menu</p>	
	<p>The Main Menu is now the Home Page, which opens after you log in to Re:discovery. The Home Page combines the old Main Menu and Select Directory page (for modules with two or more directories).</p> <p>From the Home Page, you can navigate to any module (such as Collections or Archives), and any directory (such as Cultural Resources or Natural History). You can use the keyboard arrow keys and Enter key, or the mouse to select a module or directory. When you choose a directory, the Directory Menu will open (see next page).</p>
	


Version 6.3	Version 8.0
Directory Menu	
	<p>The Directory Menu pages have been combined into one. All the associated modules for Catalog Records, Accessions, Exhibits, etc. are available here.</p> <p>You can use the keyboard arrow keys and Enter key, or the mouse to select any associated module. You can open and close the nodes for each associated module by clicking the blue + button to the left of each item. The Navigator window will remain on the screen to help you navigate, unless you close the Navigation Pane.</p>
	
	
	

Name in versions 2.7 & 6.3	F-Key	Icon 2.7	Icon 6.3	Name in 8.0	F-Key 8.0	Icon 8.0	Moved To
Button Bar *							
Go to first record	F6			First Record	F6		
Go to the previous record	F3			Previous Record	F3		
Go to the next record	F4			Next Record	F4		
Go to last record	F7			Last Record	F7		
Listview	F5			List Pane			
Display image list				Show Images in List Pane			View
Word Search	Alt-8			Advanced Search	Alt-8		
Get	F8			Get	F8		
Add Mode	F9			Add New Record	F9		
Modify Mode	F10			Modify This Record	F10		
Lexicon				Lexicon			
Help	F1			System Help	F1		
View supplemental records	Shift-F11			Supplemental Information			View, Go To
Print Screen				Print List			
Play Multimedia	Alt-F9			Multimedia			View
Full View				Full View			
Exit				Exit	Alt-F4		











- The Button Bar in Re:discovery 8.0 has been re-organized and expanded by adding several frequently used functions. As always, the functions on the Button Bar are also found on the Menu Bar. As in version 6.3, you can hold your mouse pointer over each button, and a “tool tip” will show the name of the function. The new Button Bar is shown below:






Name in versions 2.7 & 6.3	F-Key	Icon 2.7	Icon 6.3	Name in 8.0	F-Key 8.0	Icon 8.0	Moved To
Field Types							
Simple Text				Simple Text		(none)	
Simple Table Lookup	F5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Simple Table Lookup	F5, Ctrl-F5		
Locked Tabled Lookup	F5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Locked Tabled Lookup	F5		
Stacked Table Lookup	F5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stacked Table Lookup	F5, Ctrl-F5, F12		
Standard Date		/ /	/ /	Standard Date			
Flexible Date	F12			Flexible Date	F12		
Memo	F12			Memo	F12		
Formatted Memo	F12			Formatted Memo	F12		
Repeating Formatted Memo	F12			Repeating Formatted Memo	F12		
Patron Last Name	F5	#	#	Patron Last Name	F5		
Patron ID	F5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Patron ID	F5		
Artist Name	F5			Artist Name	F5, Ctrl-F5, F12		
Lexicon	F5	(NOM)	(NOM)	Lexicon	F5		










Name in versions 2.7 & 6.3	F-Key	Icon 2.7	Icon 6.3	Name in 8.0	F-Key 8.0	Icon 8.0	Moved To
Menu Bar *							
File Menu							
Exit				Exit	Alt-F4		
Accessions				Accessions			View, Go To
Exhibits				Exhibits			View, Go To
Loans Out				Loans Out			View, Go To
Loans In				Loans In			View, Go To
Conservation				Conservation			View, Go To
Record Menu							
Get	F8			Get	F8		
Find				Find Record	Ctrl-F		
Jump							Removed
Begin	F6			First Record	F6		
End	F7			Last Record	F7		
Next	F4			Next Record	F4		
Previous	F3			Previous Record	F3		
List Menu							
List	F5			List Pane			View
Reports/Forms/Labels				Re:discovery Reports			Record, Reports
Quick Report				Quick Report			Record, Reports
Print Screen				Print List			File
Sort				Sort			Record
Count							Removed
Lexicon Browse				Lexicon			Tools






* The Menus in Re:discovery 8.0 have been re-organized. Functions have been grouped according to similarity. For example, the new **File** menu includes functions for working with or creating computer files; the new **View** menu includes functions for changing what you see, while the former "Special Functions" have been moved to appropriate menus. These tables show where re-located functions have "Moved To".

Name in versions 2.7 & 6.3	F-Key	Icon 2.7	Icon 6.3	Name in 8.0	F-Key 8.0	Icon 8.0	Moved To
Menu Bar							
Edit Menu							
Add	F9			Add New Record	F9		
Auto Add							"Save & Add Another" link
Copy				Copy This Record			
Modify	F10			Modify This Record	F10		
Modify All				Modify All Records			
Global Search and Replace				Global Search and Replace			Edit
Quick Entry				Quick Entry			
Delete				Delete Record(s)			
Set Defaults				Defaults & Carry Over Fields			
Setup Macros				Macros			
Undo	Ctrl-Z			Undo	Ctrl-Z		Removed
Redo	Ctrl-R						
Cut	Ctrl-X			Cut	Ctrl-X		
Copy	Ctrl-C			Copy	Ctrl-C		
Paste	Ctrl-V			Paste	Ctrl-V		
Clear							Removed
Select All	Ctrl-A			Select All	Ctrl-A		
Find	Ctrl-F			Find Record	Ctrl-F		Record, Find Record
Find Again	Ctrl-G						Removed
Replace	Ctrl-L						Removed

Name in versions 2.7 & 6.3	F-Key	Icon 2.7	Icon 6.3	Name in 8.0	F-Key 8.0	Icon 8.0	Moved To
Menu Bar							
View Menu							
Menu (Special Functions)	F11						Removed
Location Mass Update							Component of Modify All, Quick Entry, Mass Supplemental Update, and Import/Export
Random Set				Create Tag Set of Random Records			Record
Transfer				Transfer			File
Mass Supplemental Update				Mass Supplemental Update			Edit
Pre-allocate Records				Pre-allocate Records			Edit
Laptop Copy To Drive				Send Data to Update Zip			File, Data Update
Laptop Copy From Drive				Load Data from Update Zip			File, Data Update
Laptop Update							Removed
Delete Laptop Files							Removed
Item/Object List and Update	F11			Items...			View, Go To, Items...
Transfer to Disk				Transfer Record(s) to Disk			File, Transfer
Load from Disk				Transfer Record(s) from Disk			File, Transfer
MARC Export				Export MARC Record(s)			Edit, MARC
Import MARC							Removed
Make MARC				Create MARC Record(s)			Edit, MARC
Build Archive List				View Hierarchical Browse			Record
Finding Aid/SGML Create				Finding Aid/SGML			Record

Name in versions 2.7 & 6.3	F-Key	Icon 2.7	Icon 6.3	Name in 8.0	F-Key 8.0	Icon 8.0	Moved To
Menu Bar							
View Menu (continued)							
Supplemental Information	Shift-F11			Supplemental Information			View, Go To
FullView				Full View			Record
Next Page	PgUp				Ctrl-N		
Previous Page	PgDn				Ctrl-R		
Options				Screen Options			
Main Screen Size							Removed
Images				Imaging			
Add a New Image				Import Image Files/Folder			View, Imaging
Browse Images for this Record				Film Strip / Thumbnails / Slide Show			View, Image View
Browse Images for All Records				Show Images in List Pane			View
View Floating Thumbnail				Dock Images Tab			View, Image View
Play Multimedia				Multimedia			
Help Menu							
User Help	F1			System Help	F1		
Field Help				Field Help			View, Navigation Pane Options
Menu Bar				Menu Bar			Removed
Button Bar				Button Bar			Removed
Keyboard Shortcuts				Keyboard Shortcuts			Removed
Right-click Options				Right-click Options			Removed
Technical Support				Technical Support			Removed
About Re:discovery				About Re:discovery			

Name in versions 2.7 & 6.3	F-Key	Icon 2.7	Icon 6.3	Name in 8.0	F-Key 8.0	Icon 8.0	Moved To
Menu Bar							
Select Menu							
Filter: Include or Exclude Records				Advanced Filter			Record
Cancel the Current Filter				Deactivate Filter			Record
Range of Values				Advanced Filter			Record, Advanced Filter
Word Search	Alt-8			Advanced Search	Alt-8		Record, Advanced Search
Tag				Tag Set Management			Record, Tag Set Management
Create Tag File				Create New Tag Set			Record, Tag Set Management
Add All Visible to Tag File				Add All Visible to Tag Set			Record
Add This Record to Tag File				Add Selected Item(s) to Tag Set			Record
Remove This Record from Tag File				Remove Selected Item(s) from Tag Set			Record
Select Records to Remove from Tag File				Remove Selected Item(s) from Tag Set			Record
Remove Duplicates from Tag File							Removed
Start Building Tag File				Build a Tag Set			Record
Finish Building Tag File				Build a Tag Set			Record
Sort Tag File				Sort			Record
Delete Tag File				Delete a Tag Set			Record, Tag Set Management
Set Tag File				Activate a Tag Set			Record
Cancel Tag File				Deactivate Tag Set			Record
Export Records							Removed
Import/Export Selected Fields				Import/Export Selected Fields			File, Import/Export
Create Supplemental Tag File				Advanced Filter			Record
Reclassify Tag File							Removed
Command Window							Removed

Name in versions 2.7 & 6.3	F-Key	Name in 8.0	F-Key 8.0	Icon 8.0	Moved To
Right-click Menu (Fields)					
Zoom	F12	Zoom	F12		
Check Spelling		Check Spelling			
Check Spelling for All Memo Fields		Check Spelling for All Fields			
Browse Authority Table	F5	Browse Authority Table	Ctrl-F5		
Browse Lexicon	F5	Browse Lexicon	F5		
Copy	Ctrl-C	Copy	Ctrl-C		
Copy/Append		Copy/Append			
Cut	Ctrl-X	Cut	Ctrl-X		
Paste	Ctrl-V	Paste	Ctrl-V		
Paste from Last Record		Paste from Last Record			
Paste from OCR Software		Launch OCR Software			
Extended Character Set	Ctrl-Ins	Extended Character Set	Ctrl-Ins		
Launch to Windows		Launch to Windows			
Send email		Send email			
Copy Filename – Browse		Copy Filename – Browse			
Help for this Field	Alt-1	Field Help			Navigation Pane
Properties		Properties			
Right-click Menu (Images)					
Zoom to Window		Zoom Image			
Display/Don't Display Thumbnail		Dock Images Tab			View, Image View
Previous Image		Previous Image			
Next Image		Next Image			
Add a New Image		Import Image Files/Folder			
Delete This Image		Delete Selected Image(s)			
Move Image to Top of List					Click & Drag
Move Image Up in List					Click & Drag
Move Image Down in List					Click & Drag
Move Image to Bottom of List					Click & Drag
Edit Image					Removed
Browse Images for This Record		Film Strip / Thumbnails / Slide Show			
Help for this Field		Field Help			View, Navigation Pane
Properties		Image Properties			

Name in versions 2.7 & 6.3	Name in 8.0	Icon 8.0	Moved To
Utilities (Main) *			
Lexicon Update	Lexicon		Tools
Researcher Files			Removed
User Security Setup	User Security		Tools
User Security Profile Report	User Security Profile Report		Tools, User Security, Button Bar
Replace Lexicon Class	Replace Lexicon Class		Removed
Reset Multi-user Access			Removed
Edit Words to Exclude from Word Search	Words to Exclude from Word Search		Tools
Start Sweep	Reclassify and Sweep Words		Tools
Purge User Log File	Manage User Log		Tools
Purge Sweep's Reclass File			Removed
Data Backup Control	Backup Data		File
Reindex all Re:discovery Files			Removed
Size a Directory			Removed
Delete a Directory	Delete a Directory		Tools
Update Re:discovery Setup	Update Re:discovery Setup		Tools, System Options
Image Conversion Utility	Image Conversion		Tools
System Diagnostics			Removed
Select Files for Reclassify	Select Files to Reclassify		Tools, Reclassify and Sweep
Load Data to an Empty Collections Directory	Load to Empty Directory		File
Create New Directory	Create New Directory		Tools
Collections Management Report	Collections Management Report		Management Reports
Automated Checklist Program	Automated Checklist Program		Management Reports
Utilities (Directory Level) *			
Edit File Sorts			Removed
Reindex Files			Removed
Reclassify Words	Reclassify and Sweep		Tools, Reclassify and Sweep
Set User Security	User Security		Tools, User Security
Diagnostics			Removed

* Most functions in the Utilities modules have been moved to the **Tools** menu in version 8.0. Functions that are no longer needed, such as Edit File Sorts, Reindex Files, and System Diagnostics, have been removed from version 8.0.