

## KEYBOARD SHORTCUTS RELATED TO ACQUISITIONS

From [Aleph Documentation](#) page: General client/Keyboard

<http://hul.harvard.edu/ois/systems/aleph/docs.html#client>

- [Manipulating windows in Aleph](#) [PDF; 10/18/2002]  
<http://hul.harvard.edu/ois/systems/aleph/docs/manip-windows.pdf>
- [Moving around in the Search module](#) (using string searching - browse searching)  
<http://hul.harvard.edu/ois/systems/aleph/docs/search-movingaround.pdf>

## KEYBOARD EQUIVALENTS

- [How to assign keyboard equivalents in Aleph](#) [PDF; 8/26/02]  
(<http://hul.harvard.edu/ois/systems/aleph/docs/keyboard-equivalents-instructions.pdf>)
- [Acquisitions module](#) keyboard equivalents [PDF; 8/12/02]  
<http://hul.harvard.edu/ois/systems/aleph/docs/keyboard-equivalents-acq.pdf>
- [Cataloging module](#) keyboard equivalents [PDF; 8/12/02]  
[http://hul.harvard.edu/ois/systems/aleph/docs/kbdequiv\\_cataloging.pdf](http://hul.harvard.edu/ois/systems/aleph/docs/kbdequiv_cataloging.pdf)
- [Serials module](#) keyboard equivalents [PDF; 8/12/02]  
<http://hul.harvard.edu/ois/systems/aleph/docs/keyboard-equivalents-serials.pdf>
- [Items module](#) keyboard equivalents [PDF; 8/12/02]  
<http://hul.harvard.edu/ois/systems/aleph/docs/keyboard-equivalents-items.pdf>
- [Search module](#) keyboard equivalents [PDF; 8/12/02]  
<http://hul.harvard.edu/ois/systems/aleph/docs/keyboard-equivalents-search.pdf>

## TEMPLATES

- [Creating a BIB Template](#) (Go to Lesson 4 -- Local Templates, p. 51 )  
[http://hul.harvard.edu/ois/systems/aleph/traindocs/cat/cat\\_catb\\_gde\\_1028.pdf](http://hul.harvard.edu/ois/systems/aleph/traindocs/cat/cat_catb_gde_1028.pdf)
- [Creating a Holdings Template](#) (Includes information on how to expand the template into a Holdings Record)  
<http://hul.harvard.edu/ois/systems/aleph/docs/holdings-create-template.pdf>
- [Holdings Templates for New Serials in Aleph](#)  
[http://hul.harvard.edu/ois/systems/aleph/docs/Holdings\\_Templates\\_for\\_New\\_Serials.pdf](http://hul.harvard.edu/ois/systems/aleph/docs/Holdings_Templates_for_New_Serials.pdf)

## ENTERING DIACRITICS USING UNICODE

- [How to enter Unicode characters and combining diacritics in Aleph](#)  
[http://hul.harvard.edu/ois/systems/aleph/docs/How\\_to\\_enter\\_Unicode.pdf](http://hul.harvard.edu/ois/systems/aleph/docs/How_to_enter_Unicode.pdf)

- [Guide to Unicode Values for Direct Input into Aleph](http://hul.harvard.edu/ois/systems/aleph/docs/UnicodeCharacterRepertoireGuide.pdf)  
http://hul.harvard.edu/ois/systems/aleph/docs/UnicodeCharacterRepertoireGuide.pdf
- [Unicode and Aleph: Questions and Answers for Harvard Library Staff](http://hul.harvard.edu/ois/systems/aleph/docs/Unicode_and_Aleph_QA.pdf)  
http://hul.harvard.edu/ois/systems/aleph/docs/Unicode\_and\_Aleph\_QA.pdf

## QUICK REFERENCE TABLE OF COMMON UNICODE VALUES

Before using this table, see How to Enter Unicode Values, above. For other characters, see the Guide to Unicode Values. Note: This table is sized so that it can be cut out and taped to the side of a computer monitor. To customize the table, substitute characters and codes from the Guide, above.

CHAR	UNICODE
F11,Unicode keys below , F11	
à	00E0
á	00E1
â	00E2
ã	00E3
ä	00E4
ç	00E7
è	00E8
é	00E9
ê	00EA
ë	00EB
ì	00EC
í	00ED
î	00EE
ï	00EF
ñ	00F1
ò	00F2
ó	00F3
ô	00F4
õ	00F5
ö	00F6
ù	00F9
ú	00FA
û	00FB
ü	00FC
£	00A3
¿	00BF