APPENDIX C: FUNCTIONAL CROSS-REFERENCE
Transition to Re:discovery Version 8

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, to help you make the transition to the new version.
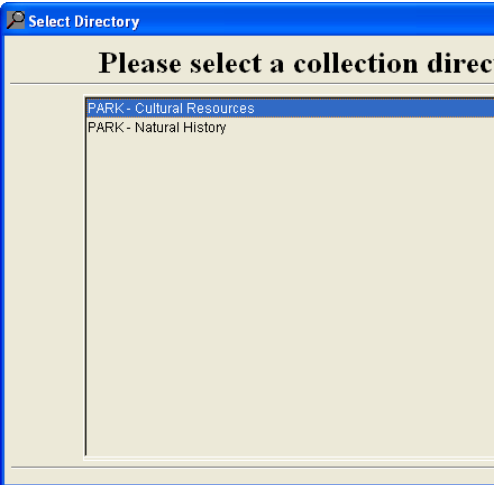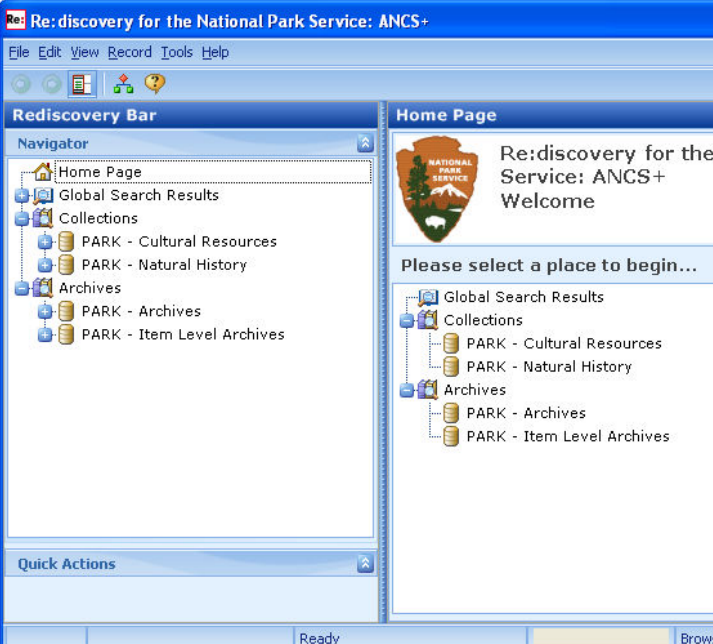
The tables list the name of each function as it appeared in versions 2.7 and 6.3, with the related Function keys and Icons if necessary. To the right of these columns, the tables list the name of each function as it appears in version 8, with related Function keys and Icons. Bold text highlights terms and functions that are different in version 8.
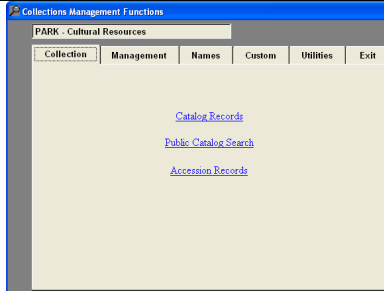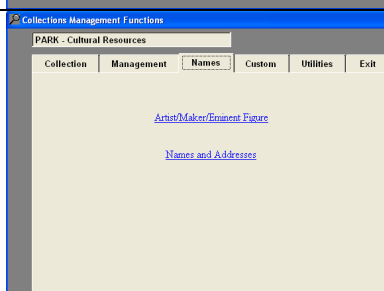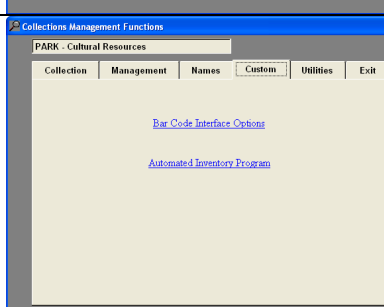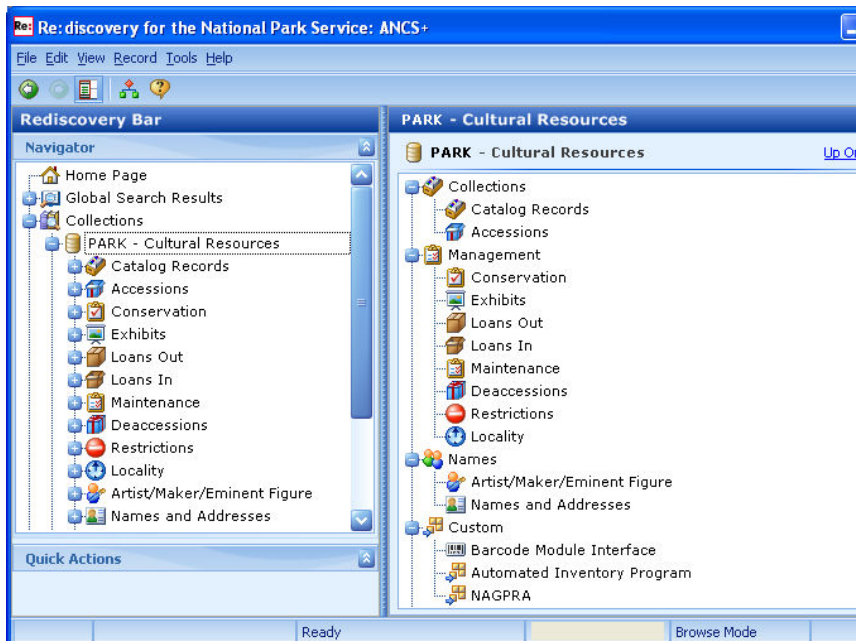
2. What does the Moved To column mean?

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. 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, 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.***

B. Functional Cross-Reference Tables

Version 6.3	Version 8
Main Menu	
	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). 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).

Version 6.3	Version 8
Directory Menu	
	The Directory Menu pages have been combined into one. All the associated modules for Catalog Records, Accessions, Exhibits, etc. are available here.

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.

 |

Name in versions 2.7 & 6.3	F-Key	Icon 2.7	Icon 6.3	Name in 8	F-Key 8	Icon 8	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	EXIT	Exit	**Alt-F4**		

- The Button Bar in Re:discovery 8 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	F-Key 8	Icon 8	Moved To
Field Types							
Simple Text		:	:	Simple Text		(none)	
Simple Table Lookup	F5			Simple Table Lookup	F5, Ctrl-F5		
Locked Tabled Lookup	F5	~	~	Locked Tabled Lookup	F5		
Stacked Table Lookup	F5	%	%	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	◉	◉	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	F-Key 8	Icon 8	Moved To
Menu Bar *							
File Menu							
Exit		EXIT	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 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	F-Key 8	Icon 8	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		
Redo	Ctrl-R						**Removed**
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	F-Key 8	Icon 8	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	F-Key 8	Icon 8	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	F-Key 8	Icon 8	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	F-Key 8	Icon 8	Moved To
Right-click Menu (Fields)					
Zoom	F12	Zoom	F12		
Check Spelling		Check Spelling		✓ABC	
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	Icon 8	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. Functions that are no longer needed, such as Edit File Sorts, Reindex Files, and System Diagnostics, have been removed from version 8.