

Ideas for Using Defined Function Keys in PRISM

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The new OCLC system, PRISM, offers many new features and enhancements for searching and cataloging that facilitate searching OCLC and editing bib records. These enhancements help library personnel to be more efficient in their daily work. Creating and applying constant data records, cutting and pasting, stacking commands, and exporting are a few of the many enhancements available in PRISM. This article is intended to provide some beneficial ideas and suggestions based on all of these expanded capabilities and enhancements and to exemplify how certain function keys may be defined to facilitate accessing PRISM, thereby improving work efficiency.

Certain information such as local call numbers, input stamps, thesis information, etc., that may be applicable to more than one bibliographic record could be prepared and applied as constant data records, thus minimizing the key strokes and achieving more uniformity and accuracy. In the First OCLC system, function keys were defined to enter such information. Now that such information can be recorded and handled as constant data records, the function keys can be used for other commands that are not readily provided for on the OCLC terminal keyboards by PRISM service. Also, function keys can be used for stacking certain commands that have to be otherwise entered separately and repeatedly in the same sequence.

We have just started implementing PRISM at the Albert B. Alkek Library at Southwest Texas State University. As a result we have redefined function keys that had previously used by the Serials Cataloging Unit in the First OCLC system. After redefining of the function keys, many new ideas become evident that could be useful for sharing with other colleagues.

PRISM allows the defining of 22 function keys. The available function keys are listed in Table 1.

TABLE (1)
POTENTIAL DERIVED FUNCTION KEYS ON PRISM

NORMAL	SHIFT	CTRL	ALT
F1	F1	F1 F2 F3 F4 F5 F6 F10	F1 F2 F3 F4 F5 F6
F12	F11 F12	F11 F12	F11 F12

In addition, the predefined function keys <SHIFT><F10> and <F11> are the same, i.e., both of them generate an End-of-Message symbol and send all characters between the Start-of-Message and that symbol to the PRISM service. Therefore, either one of these two function keys could be redefined to accommodate another function not provided by the PRISM service. You can of course change the definition of any other predefined function key to suit your workflow.

To define any one of the above function keys, select the function key file <ALT><K> and then use "Function Editor", <ALT><F>, to add or edit function keys. Make sure to save the function keys once you have defined them. Generally, any defined function key has all or some of the following elements:

- (a) **The Keystroke:** The keystroke has to be within the scope of the function keys mentioned in the above table. Using any other keys will erase the existing predefined definition of a key.
- (b) **Start-of-Message (SOM) [<CTRL></>]:** To be able to transmit a command you need to begin a message with a SOM symbol. Any command sent at <HOME> position is automatically preceded by a SOM symbol. Therefore, if a command is normally entered at the home position, then the key definition should start with the <HOME> symbol. Address or location of the function to be performed is necessary only if the defined function has to be performed in a specified location. Otherwise, the definition could start with a SOM, or it could be dropped if the function key is intended to insert some text wherever activated. If you do not provide a location address, the function will be performed where the cursor is located.

(c) **Status Line Messages/Instructions:** If you would like to display a message and/or a brief instruction, you can use `<ESC><SHIFT><F>` and then enter the text of your message followed by a `<RETURN>` key.

(d) **Commands or Actions/Text:** The text may be the word or words representing a command, the short message that appears on status line, or it could be a text that repeatedly applies to different bib records such as:

9.5 049 TXIR [Latest] [edition] [on] [Reserve]

Any given function key is limited in size. Therefore, the size limitation should be kept in mind. Although several consecutive function keys can be defined and implemented in a specified order to provide a lengthy text, it is much better to use constant data for such applications.

(e) **End-of-Message** [`<CTRL><ENTER>`]: It helps to visually see the End-of-Message symbol on the terminal. However, omitting the terminator symbol in the function key would not have an adverse effect. In other words, once the message is transmitted, it is still recognized by the system. But, since it is confusing on screen, it is definitely recommended.

(f) **"Send" Command** [`<ESC><\><2><CTRL><o>`]: If your function key is intended to communicate with the PRISM service, you should add the "send" symbol to the content. This is achieved by entering "`<ESC><\><2><CTRL><o>`". Table 2 gives a suggested list of such function keys and their corresponding definitions.

With the above structure for defining function keys in mind, depending on the type of responsibility, you may want to select from the following options:

1. Complete Single Commands

You may use function keys for certain commands that ordinarily have to be typed at the Home position and then sent to the PRISM service. Examples of such function keys would be those used to call the help screen, apply a given constant data record, show qualifiers, set qualifiers active/inactive, go to group display screen, display constant data information list, delete a record, view the save file information list, validate a record, or export a record.

TABLE (2) CONTINUES

<CTRL><F6>	<ESC><SHIFT><F> Save <ENTER> <HOME> s <CTRL><ENTER> <ESC><\><2><CTRL><o>	s <F11>
<ALT><F6>	<ESC><SHIFT><F> Set Qualifers Active <ENTER> <HOME> set act <CTRL><ENTER> <ESC><\><2><CTRL><o>	set act <F11>
<CTRL><F10>	<ESC><SHIFT><F> Set Qualifers Inactive <ENTER> <HOME> set inact <CTRL><ENTER> <ESC><\><2><CTRL><o>	set inact <F11>
<SHIFT><F11>	<ESC><SHIFT><F> Set Display Default <ENTER> <HOME> set dis <CTRL><ENTER> <ESC><\><2><CTRL><o>	set dis <F11>
<CTRL><F11>	<ESC><SHIFT><F> Set Menu Bar Off/On <ENTER> <HOME> set menu <CTRL><ENTER> <ESC><\><2><CTRL><o>	set menu <F11>
<ALT><F11>	<ESC><SHIFT><F> Show Qualifiers <ENTER> <HOME> sho qual <CTRL><ENTER> <ESC><\><2><CTRL><o>	sho qual <F11>
<F12>	<ESC><SHIFT><F> Save File Information <ENTER> <HOME> si <CTRL><ENTER> <ESC><\><2><CTRL><o>	si <F11>
<SHIFT><F12>	<ESC><SHIFT><F> Truncated Display <ENTER> <HOME> trc <CTRL><ENTER> <ESC><\><2><CTRL><o>	trc <F11>
<CTRL><F12>	<ESC><SHIFT><F> Validating <ENTER> <HOME> val <CTRL><ENTER> <ESC><\><2><CTRL><o>	val <F11>
<ALT><F12>	<ESC><SHIFT><F> Exporting <ENTER> <HOME> xpo <CTRL><ENTER> <ESC><\><2><CTRL><o>	xpo <F11>

TABLE (2)

POTENTIAL DEFINITION OF FUNCTION KEYS TO PROVIDE A COMPLETE ACTION

KEYSTROKE	DEFINED FUNCTION	EQUIVALENT ACTION
<F1>	<ESC><SHIFT><F> Alternate <ENTER> <HOME> alt <CTRL><ENTER> <ESC><\><2><CTRL><o>	alt <F11>
<SHIFT><F1>	<ESC><SHIFT><F> View Bib Record <ENTER> <HOME> bib <CTRL><ENTER> <ESC><\><2><CTRL><o>	bib <F11>
<CTRL><F1>	<ESC><SHIFT><F> Brief Display <ENTER> <HOME> brf <CTRL><ENTER> <ESC><\><2><CTRL><o>	brf <F11>
<ALT><F1>	<ESC><SHIFT><F> Constant Data Information <ENTER> <HOME> cdi <CTRL><ENTER> <ESC><\><2><CTRL><o>	cdi <F11>
<CTRL><F2>	<ESC><SHIFT><F> Selecting Authority File <ENTER> <HOME> bib <CTRL><ENTER> <ESC><\><2><CTRL><o>	cho af <F11>
<ALT><F2>	<ESC><SHIFT><F> Selecting Online Catalog <ENTER> <HOME> cho ol <CTRL><ENTER> <ESC><\><2><CTRL><o>	cho ol <F11>
<CTRL><F3>	<ESC><SHIFT><F> Deleting Record <ENTER> <HOME> del <CTRL><ENTER> <ESC><\><2><CTRL><o>	del <F11>
<ALT><F3>	<ESC><SHIFT><F><ENTER> Display Holdings <ENTER> <HOME> dhs <CTRL><ENTER> <ESC><\><2><CTRL><o>	dhs <F11>
<CTRL><F4>	<ESC><SHIFT><F> Group Display <ENTER> <HOME> grp <CTRL><ENTER> <ESC><\><2><CTRL><o>	grp <F11>
<ALT><F4>	<ESC><SHIFT><F> Help <ENTER> <HOME> hlp <CTRL><ENTER> <ESC><\><2><CTRL><o>	hlp <F11>
<CTRL><F5>	<ESC><SHIFT><F> New <ENTER> <HOME> new <CTRL><ENTER> <ESC><\><2><CTRL><o>	new <F11>
<ALT><F5>	<ESC><SHIFT><F> Review <ENTER> <HOME> rev <CTRL><ENTER> <ESC><\><2><CTRL><o>	rev <F11>

2. Partial Commands

You may also define function keys to provide the fixed portion of certain commands, put the terminal in insert mode, and let you type the variable portion of the command and then send it to the PRISM service. Using commands is a fast way of searching but you have to remember the command. Defining certain function keys for the most frequently used search commands helps alleviate this memorizing problem. Function keys may be defined to not only provide search labels but provide additional instructions for each type of search keys. For instance, if you prefer to have separate keys for corporate author, title, ISSN, and title browse search, you could define one function key for each search to provide the portion which involves the command "find" and index label for each. Table 3 gives you some ideas for defining function keys of this type.

TABLE (3)

DEFINED FUNCTION KEYS THAT PROVIDE PARTIAL INFORMATION

DEFINED FUNCTION	DESCRIPTION
<ESC><SHIFT><F> Enter Name of Constant Data and Press <F10> <ENTER><HOME>acd var<CTRL><ENTER>(<==9) <ESC><q>	Applies the variable field of a constant data record as indicated by the user
<ESC><SHIFT><F> Enter No. of Records to Backward <ENTER><HOME>bac <CTRL><ENTER>(<==2)<ESC><q>	Backwards to desired no. as specified by the user
<ESC><SHIFT><F> Enter No. of Records to Forward <ENTER><HOME>for <CTRL><ENTER>(<==2)<ESC><q>	Forwards to desired no. as specified by the user
<ESC><SHIFT><F> Enter Line [or Ranges] to Cut <ENTER> <HOME>cut <CTRL><ENTER>(<==2)<ESC><q>	Cuts desired line number(s)
<ESC><SHIFT><F> Enter Line [or Ranges] to Copy <ENTER><HOME>ctx <CTRL><ENTER>(<==2)<ESC><q>	Copies desired line number(s)
<ESC><SHIFT><F> Enter Line No. to Put Buffer After <HOME>pst <CTRL><ENTER>(<==2)<ESC><q>	Pastes cut or copied lines
<ESC><SHIFT><F> Enter Personal Name Key: 4,3,1 and Press <F11> <ENTER><HOME>fin dp <CTRL><ENTER>(<==2)<ESC><q>	Provides derived personal name search label and instructs the format of the key to be inserted
<ESC><SHIFT><F> Enter Title Phrase to Scan and Press <F11> <ENTER><HOME>sca ti <CTRL><ENTER>(<==2)<ESC><q>	Provides title browse search label and instructs to insert title phrase

3. Complex Commands

Experienced users may stack multiple frequently used commands together and transmit all commands at one single stroke. Below are a few examples and analysis of such advanced applications:

(a) Requesting a workform and applying a constant data record:

```
<HOME>wfm<CTRL><ENTER><ESC><\><2><CTRL><o>  
acd thesis both<CTRL><ENTER><ESC><\><2><CTRL><o>  
tag 090<CTRL><ENTER><ESC><\><2><CTRL><o>  
<ESC><CTRL><q>
```

Assume that <F1> is defined to have the above information. Pressing the <F1> function key moves the cursor to the Home position, requests a monograph workform, applies both variable and fixed fields of a constant data record named "Thesis", puts the terminal in insert mode, and locates tag 090.

(b) Issuing the "New" command and applying a constant data record:

```
<HOME>new<CTRL><ENTER><ESC><\><2><CTRL><o>  
acd oregon var<CTRL><ENTER><ESC><\><2><CTRL><o>  
ref<CTRL><ENTER><ESC><\><2><CTRL><o>  
tag 090<CTRL><ENTER><ESC><\><2><CTRL><o>  
<ESC><q>
```

If the function key <SHIFT><F1> is defined with the above information, pressing the <SHIFT><F1> function key moves the cursor to the Home position, transmits the command "New" to PRISM, applies the variable field of a constant data record named "Oregon", reformats the bib record; puts the terminal in insert mode, and locates tag 090. Appendix A, shows a Constant Data Record called "Oregon" before and after it has been applied to a record.

(c) Printing two screens of a bib record and saving it.

```
<HOME><ESC><'><A><ESC><\><b><ESC><\><><ESC><'><B><ESC><P>  
pdn<CTRL><ENTER><ESC><\><2><CTRL><CTRL><o>  
<ESC><'><A><ESC><\><b><ESC><\><><ESC><'><B><ESC><P>  
s<CTRL><ENTER><ESC><\><2><CTRL><o>
```

Assume that <CTRL><F1> is defined to have the above information. Pressing the <F1> function key moves the cursor to the Home position, prints the screen, pages down to the next screen, prints the next screen, and saves the record.

(d) Setting the Authority Record Display to "Tagged" Format

```
cho af<CTRL><ESC><\set dis<CTRL><ESC><\tagged<CTRL><ESC><\<ENTER><ESC><SHIFT><F>Setting Display to Tagged Format<ENTER>
```

Appendix B gives the list of defined function keys used for the
Serials Cataloging Unit of Albert Alkek Library.

OREGON CONSTANT DATA RECORD

Constant data name: OREGON

Entered:	19911119	Replaced:	19911119	
Type: a	Bib lvl: m	Source:	d	Lang: eng
Repr: b	Enc lvl: I	Conf pub:	0	Ctry: oru
Indx: 0	Mod rec:	Govt pub:		Cont: b
Desc: a	Int lvl:	Festschr:	0	Illus: a
	F/B: 0	Dat tp:	r	Dates: 1991,1991

1 040 ORU #c TXI
 2 007 h #b e #d b #e m #f #b024 #g b #h a #i c #j a
 3 049 [Micro-] [fiche] TXIM
 4 533 Microfiche. #b Eugene : #c Microform Publications, College of Human Development and Performance, University of Oregon, #d 1991. #e 2 microfiches : negative ; 11 x 15 cm.
 5 500 "UO 91 --UO 91 ."

OREGON CONSTANT DATA APPLIED TO A RECORD AND EDITED

OCLC:	24807216	Rec stat:	n	
Entered:	19911119	Replaced:	19911119	Used: 19911119
Type: a	Bib lvl: m	Source:	d	Lang: eng
Repr: b	Enc lvl: I	Conf pub:	0	Ctry: oru
Indx: 0	Mod rec:	Govt pub:		Cont: b
Desc: a	Int lvl:	Festschr:	0	Illus: a
	F/B: 0	Dat tp:	r	Dates: 1991,1991

1 040 ORU #c TXI
 2 007 h #b e #d b #e m #f #b024 #g b #h a #i c #j a
 3 090 QP171 #b .H425 1991a
 4 092 612.39
 5 049 [Micro-] [fiche] TXIM
 6 100 1 Heath, Edward M.
 7 245 10 Effects of nicotinic acid on respiratory exchange ratio and blood-borne substrate levels during exercise #h microform / c by Edward M. Heath.
 8 260 c 1991.
 9 300 [11], 104 leaves : #b ill.
 10 502 Thesis (Ph. D.)--Oregon State University, 1991.
 11 504 Includes bibliography.
 12 533 Microfiche. #b Eugene : #c Microform Publications, College of Human Development and Performance, University of Oregon, #d 1991. #e 2 microfiches : negative ; 11 x 15 cm.
 13 500 "UO 91 418--UO 91 419."
 14 650 Energy metabolism.
 15 650 0 Respiration.
 16 650 0 Blood lipoproteins.
 17 650 0 Niacin #x Physiological effect.
 18 650 0 Exercise #x Physiological aspects.

ALBERT B. ALKEK LIBRARY
SERIALS CATALOGING UNIT
OCLC PRISM DEFINED FUNCTION KEYS

KEY	DESCRIPTION	USAGE
<F1>	CHO AF<F11> FIN DN <INSERT ON> Enter Name Search key: 4,3,1 and Press <F11>	Provides Derived Name index label
<SHIFT><F1>	CHO OL<F11> FIN SN <INSERT ON> Enter ISSN: 1234-5678 and Press <F11>	Provides Derived ISSN index label
<CTRL><F1>	CHO AF<F11> FIN DS <INSERT ON> Enter Subject Search Key: 5,3 and Press <F11>	Provides Derived Subject index label
<ALT><F1>	CHO OL<F11> FIN DT <INSERT ON> Enter Title Search Key: 3,2,2,1 and Press <F11>	Provides Derived Title index label
<CTRL><F2>	CHO AF<F11> Authority File Selected	Search Authority File
<ALT><F2>	CHO OL<F11> Online Union Catalog Selected	Search Online Union Catalog
<CTRL><F3>	WFM<F11> ACD OREGON BOTH<F11> <INSERT ON> <Arrow Down> to 090 #a	Used for Original Oregon Microfiche with no paper bib record
<ALT><F3>	NEW<F11> ACD OREGON2 BOTH<F11> RF<F11> <Arrow Down> to 090 #a	Used for Original Oregon Microfiche with paper bib record available
<CTRL><F4>	FOR <INSERT ON> Enter No. to Forward and Press <F11>	Forwards xx nos.
<ALT><F4>	BAC <INSERT ON> Enter No. to Backward and Press <F11>	Backwards xx nos.

<CTRL><F5>	GRP<F11> Group Display	Goes to Group Display Screen
<ALT><F5>	CHO OL<F11> SCA TI <INSERT ON> Enter Title Phrase to Scan and Press <F11>	Provides Title Browse index label
<CTRL><F6>	CUT <INSERT ON> Enter Line [Ranges] to Cut and Press <F11>	Cutting specified line nos.
<ALT><F6>	CTX <INSERT ON> Enter Line [Ranges] to Copy and Press <F11>	Copying specified line nos.
<CTRL><F10>	PST <INSERT ON> Enter Line No. After Which Buffer to be Pasted	Pasting buffer After a specified line no
<SHIFT><F11>	DEL<F11> Delete Record	Delete a record
<CTRL><F11>	ACD [CD_NAME] VAR <INSERT ON> Enter Name of Constant Data Name and Press <F10>	Applying a Variable Field of a Constant Data Record
<ALT><F11>	CHO AF<F11> SET DIS<F11> Tagged<F10> Set Display to Tagged Format	Sets Authority Record Format to Tagged Format
<F12>	XPO<F11> Exporting to DRA: Set Switch to OCLC-VAX	Exporting Record to DRA
<SHIFT><F12>	S<F11> Save	Saving Record
<CTRL><F12>	VAL<F11> Validating	Validating Records
<ALT><F12>	<CTRL><F8> <PDN> <CTRL><F8> S<F11> <CTRL><F8>	Prints two pages in a row and saves and prints the Save no.