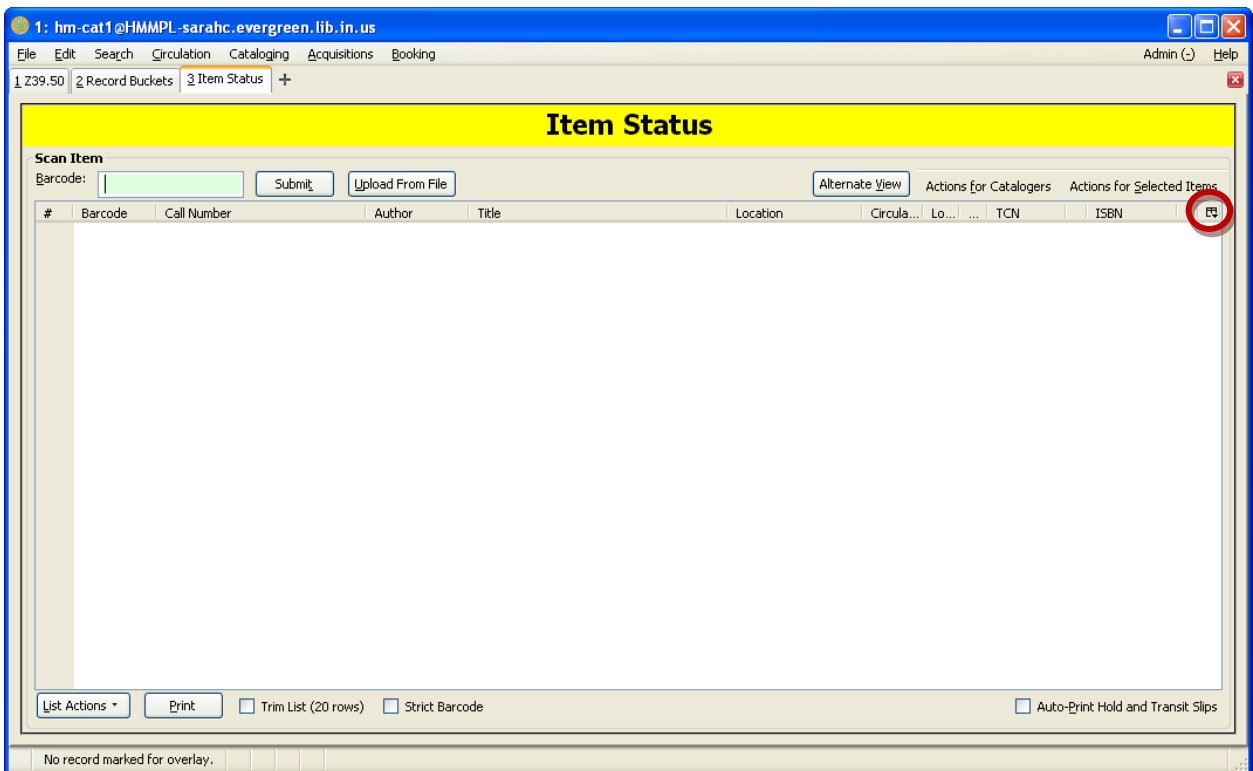


## Chapter 4 -- Using the Column Picker

The column picker is a tool that allows you to set the columns in a display screen. You can add and delete columns as desired, as well as adjust their sizes. The column picker is the small square at the top right hand inside of the column display area, circled below. The column picker is an extremely useful tool, since it allows you to customize the screen to display the columns you need, and eliminate those that you do not. Saving the columns to your desired settings can save time and make the display screens more effective. Often the default settings are not well suited for use by a cataloger.

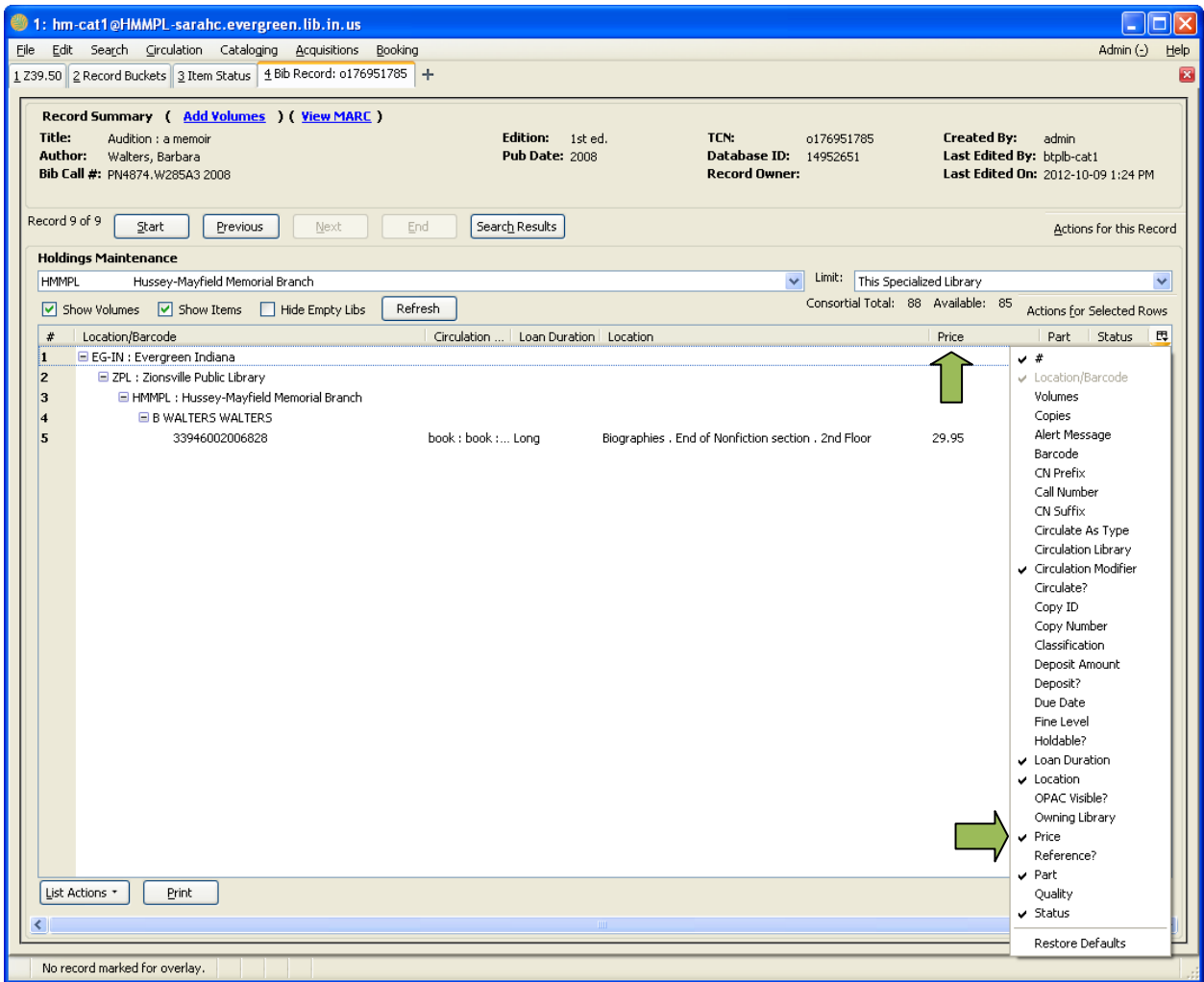
To view the Item Status screen, press F5. For further information about the Item Status screen, see **Chapter 16 – The Item Status Screen**. The columns displayed in the Item Status screen below are Barcode, Call Number, Author, Title, Location, Circulation Modifier, Location, TCN and ISBN. The column names are listed in the same line as the column picker.



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## Chapter 4 – Using the Column Picker

You will find the column picker in many screens, including the Item Status screen, above, and the Holdings Maintenance screen, below, as well as Z39.50, Copy and Record Buckets, View Holds, Check-In, and others.



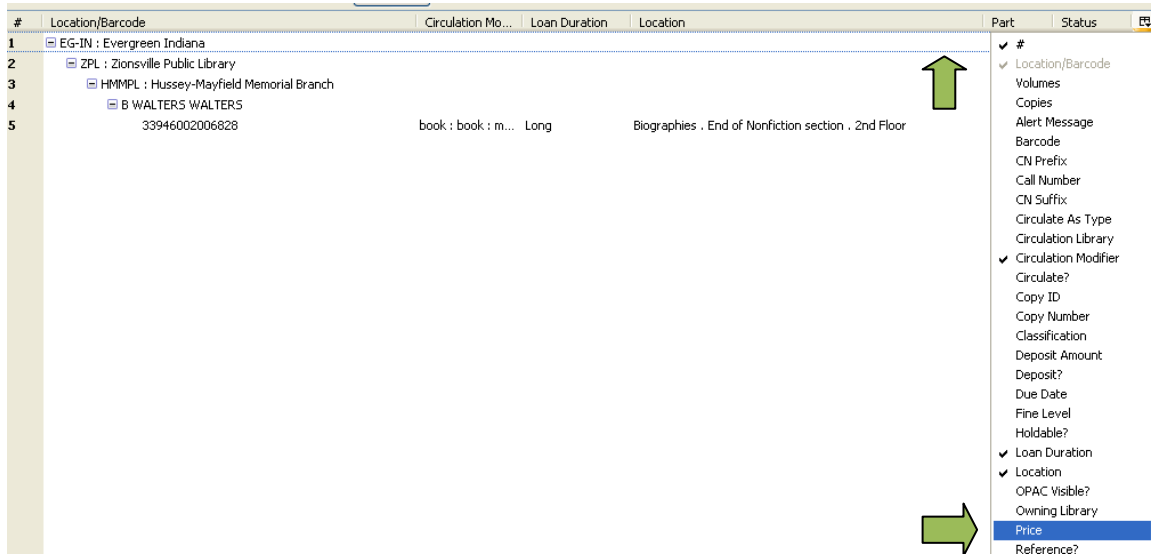
When you click the column picker, a drop down list of columns opens, as seen above. Different columns are available on different screens. The columns that appear on the list with a checkmark next to them are the columns that are currently selected for display.

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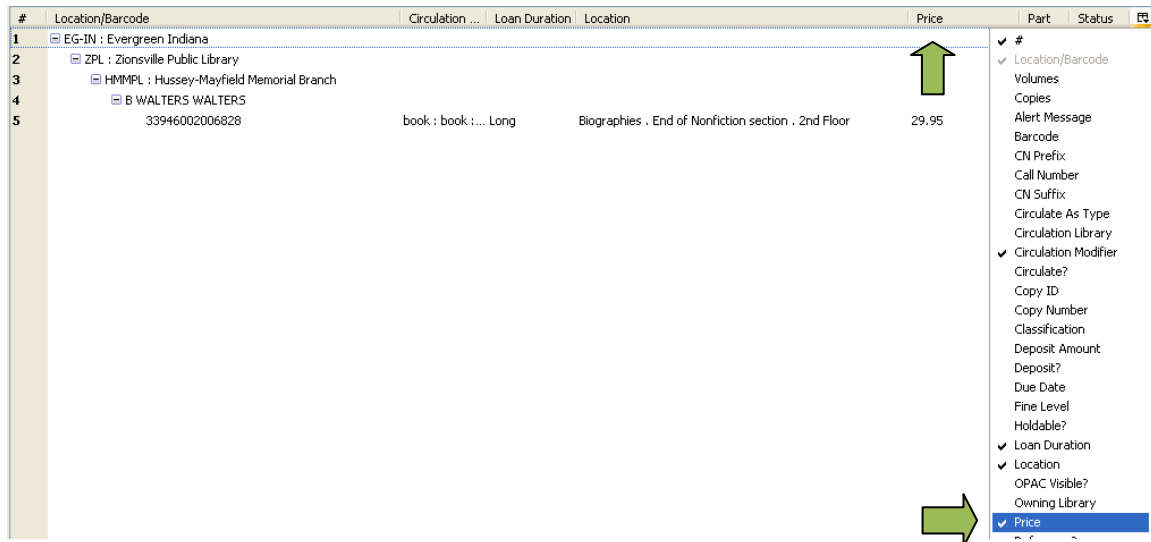
## Chapter 4 – Using the Column Picker

If you do not want that column to display, simply click on that line in the drop down list to remove the check mark.

Below you can see that by removing the check mark next to Price, that column is no longer shown in the column display area.

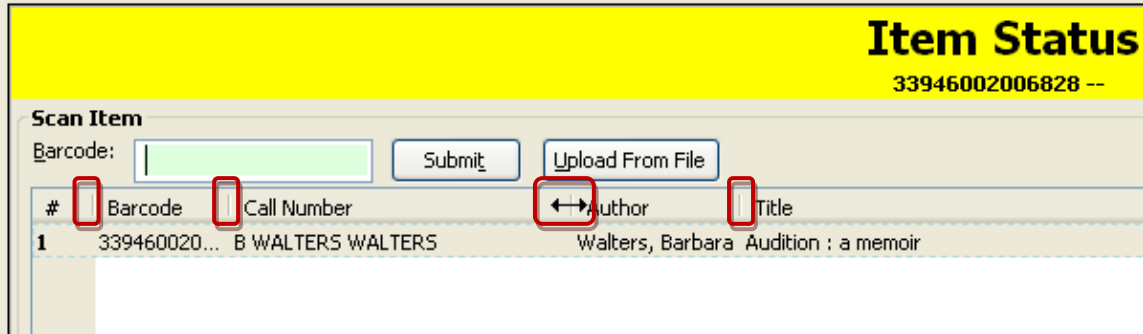


To add columns to the column display area, click on the column name in the drop down list to add a check mark next to the name. In the example below, the Price column has been selected. As soon as the check mark is placed next to the column name, the column appears in the display, as shown.

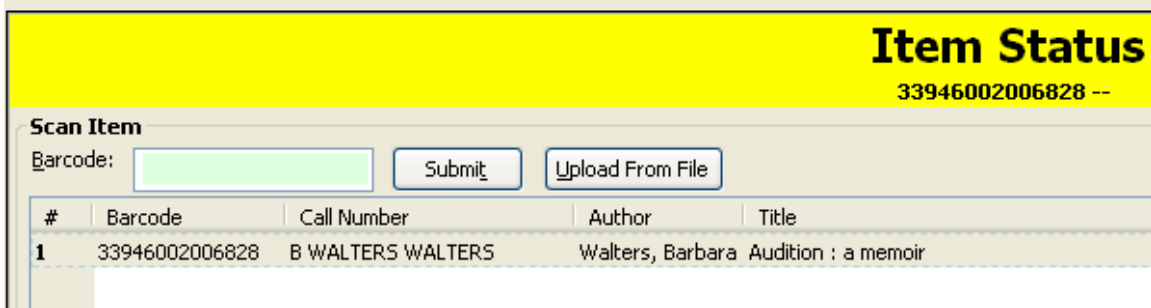


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Chapter 4 – Using the Column Picker

The widths of the columns in most column picker displays are also adjustable. To adjust the width of a column, place your cursor over the small lines between the column names. Red boxes are drawn around these lines in the example below. Your cursor will change to the horizontal resize symbol when placed over a line. This symbol is a double arrow, as seen to the left of the Author column below. You can then click and drag the lines from side to side by holding down your mouse key as you move the mouse right or left to adjust the column width wider or narrower.



Here you can see how the Barcode column has been widened, compared to the image above.



**NOTE:** If you change the size of the staff client window, it can affect the width of the columns displayed.

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## Chapter 4 – Using the Column Picker

The column order can also be rearranged. Click on the column title and drag it without releasing the mouse button until the vertical line is in the location where you would like the column. The title of the column you are dragging will turn white, as seen below:

The screenshot shows the 'Item Status' interface for record 33946002006828. The interface includes a 'Scan Item' section with a barcode input field, 'Submit', and 'Upload From File' buttons. Below is a table with the following columns: #, Barcode, Call Number, Author, Title, and Location. The 'Item Status' header is highlighted in yellow.

#	Barcode	Call Number	Author	Title	Location
1	33946002006828	B WALTERS WALTERS	Walters, Barbara	Audition : a memoir	Biographies . End of ...

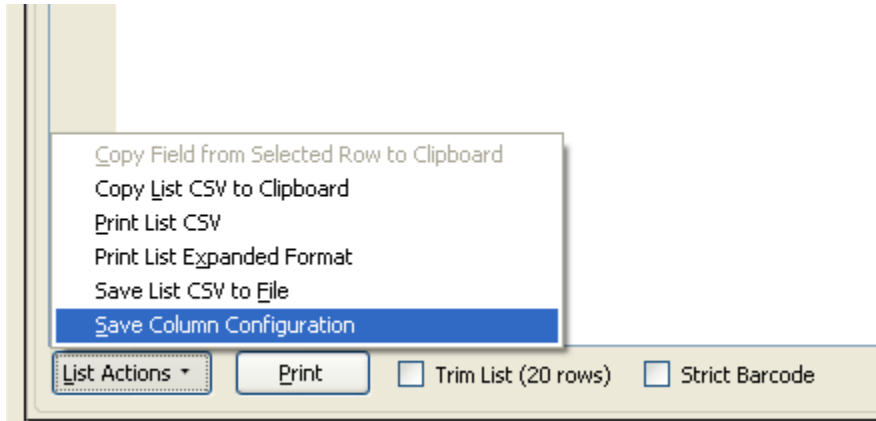
When you release the mouse button the column will appear where you have placed it, note that the Author column below is now after the Title column:

The screenshot shows the 'Item Status' interface for record 33946002006828. The interface includes a 'Scan Item' section with a barcode input field, 'Submit', and 'Upload From File' buttons. Below is a table with the following columns: #, Barcode, Call Number, Title, and Author. The 'Item Status' header is highlighted in yellow.

#	Barcode	Call Number	Title	Author
1	33946002006828	B WALTERS WALTERS	Audition : a memoir	Walters, Barbara

Once you have adjusted the columns to your desired settings, you can save your preferences.

To save your settings, click the **List Actions (Alt + L)** button in the bottom left hand corner of the screen to open the List Actions Menu. Select **Save Column Configuration (Alt + S)**.



This will save the selected columns for the current screen, so that the next time you use this function your column settings will be the same.

**NOTE:** You will have to set up and save the columns as desired for each function screen, as they have different column options.

**NOTE:** The settings are saved to the workstation and not the user log-in, so be aware of this if you are using a shared computer.