|  |  |
| --- | --- |
| **Table of ContentsIntroduction to Cataloging in Alma (Introduction to the Metadata Editor)** |  |



* Introduction
* Use of the metadata editor
* Types of MARC records
* Cataloging new records in Alma (Introduction)
* Editing existing records in Alma (Introduction)
* The metadata editor
* The metadata editor lower pane
* The metadata editor editing pane
* Cataloging new records from the file menu
* Cataloging new records from a template
* Cataloging new records from an external search resource
* Editing existing records
* Editing existing records with shortcut keys (hotkeys)
* Editing fields with controlled vocabulary
* Editing fields with values from preexisting records
* Editing control fields
* Editing records using normalization processes
* Editing records from overlay or merge from external resource
* Viewing versions of existing records
* Finding matching existing records
* Setting management tags
* Editing the 856 field
* Expand from template
* Browse bibliographic headings
* Adding a new field and linking to authority record