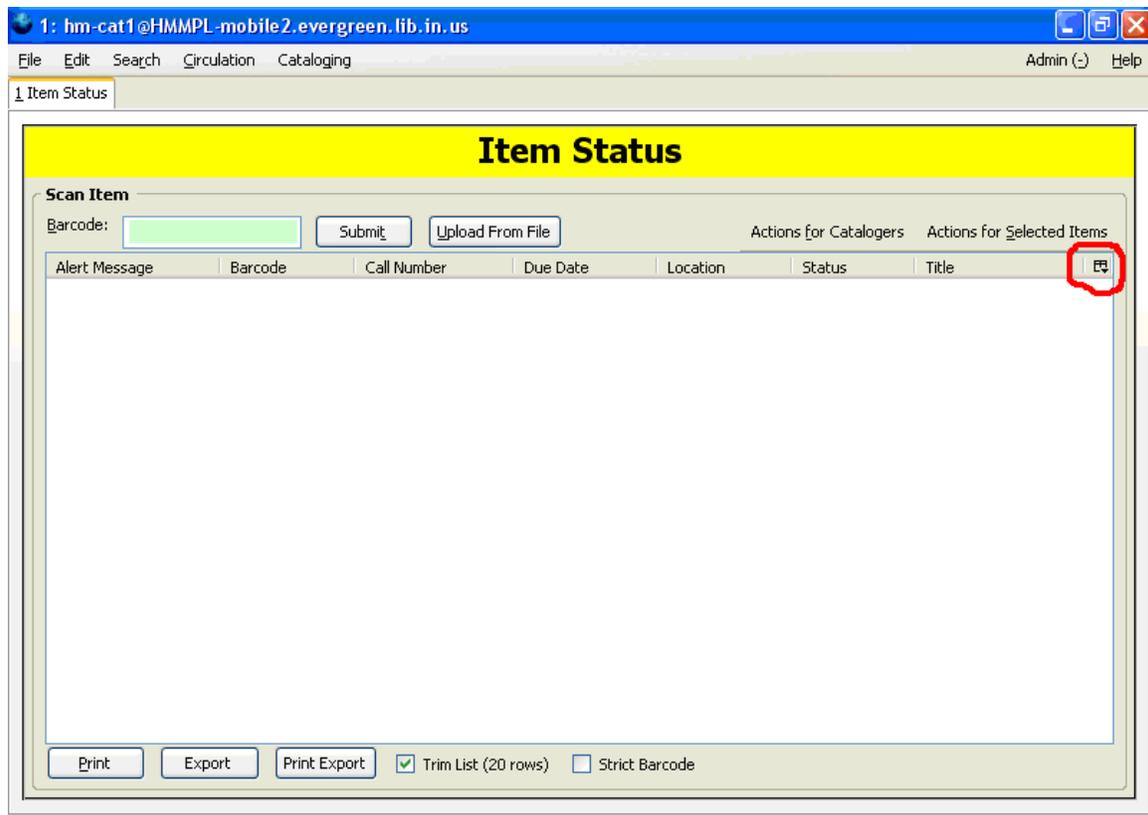


## Chapter 4 -- Using the Column Picker

The column picker is a tool that allows you to set the fields in a display screen. You can add and delete fields as desired, as well as adjust their sizes. The column picker is the small square at the top right hand inside of the field display area, circled below. The column picker is an extremely useful tool, since it allows you to customize the screen to display the fields you need, and eliminate those that you do not. Saving the fields to your desired settings can save time and make the display screens more effective. The original default settings are probably not well suited for the 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 fields displayed in the Item Status screen below are Alert Message, Barcode, Call Number, Due Date, Location, Status, and Title. The field names are listed in the same line as the column picker. Note that the fields displayed on your screen will likely be different, as the screen below has previously been customized.



# Evergreen Indiana Cataloging Training Manual

## Chapter 4 – Using the Column Picker

You will find the column picker in most screens with a field display area, such as the Item Status screen, above, and the Holdings Maintenance screen, below.

The screenshot shows a web browser window with the URL `1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us`. The browser's address bar shows the record ID `1 Bib Record: ocn213854514`. The main content area is divided into two sections: **Record Summary** and **Holdings Maintenance**.

**Record Summary:**

- Title:** The hour I first believed : a novel
- Author:** Lamb, Wally.
- TCN:** (OCoLC) [ocn213854514](#)
- Created By:** (HMMPL) [hm-cat1](#)
- Edition:** 1st ed.
- Last Edited By:** (HMMPL) [hm-cat1](#)
- Pub Date:** c2008
- Last Edited On:** 11/10/08

**Holdings Maintenance:**

Location: HMMPL Hussey-Mayfield Memorial Branch

Consortial Total: 9 Available: 3

Buttons:  Show Volumes  Show Items Refresh Show Libs With Items

Location/Barcode	Call Number	Circ Lib	Due Date	Location	Owning Lib	Status
EG-IN : Evergreen Indiana						
ZPL : Zionsville Public Library						
HMMPL : Hussey-Mayfield Mem... 1 ...						

Column Picker Menu (Selected fields are checked):

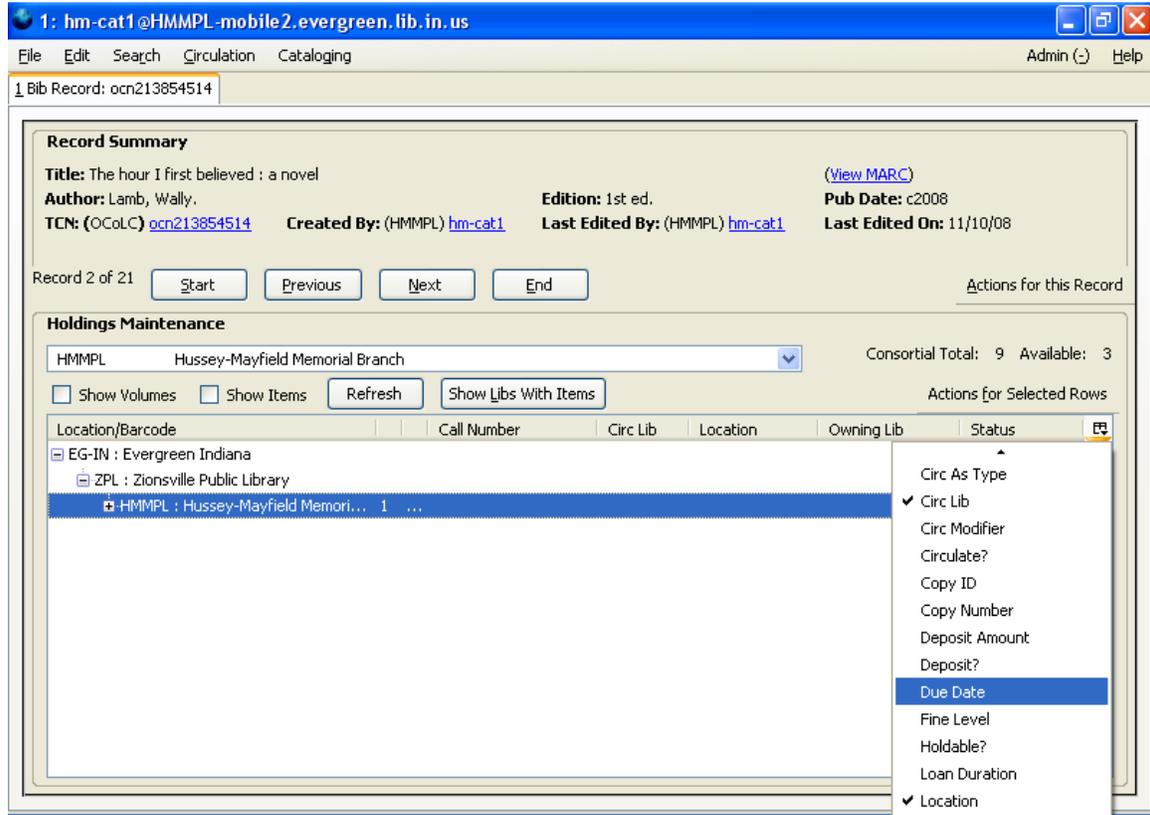
- Circ As Type
- Circ Lib
- Circ Modifier
- Circulate?
- Copy ID
- Copy Number
- Deposit Amount
- Deposit?
- Due Date
- Fine Level
- Holdable?
- Loan Duration
- Location

When you click the column picker, a drop down list of fields displays. Note that some fields have a check mark next to them. Those are the fields that are currently selected for display in the display area. If you do not want that field to display, simply click on that line in the drop down list to remove the check mark.

# Evergreen Indiana Cataloging Training Manual

## Chapter 4 – Using the Column Picker

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

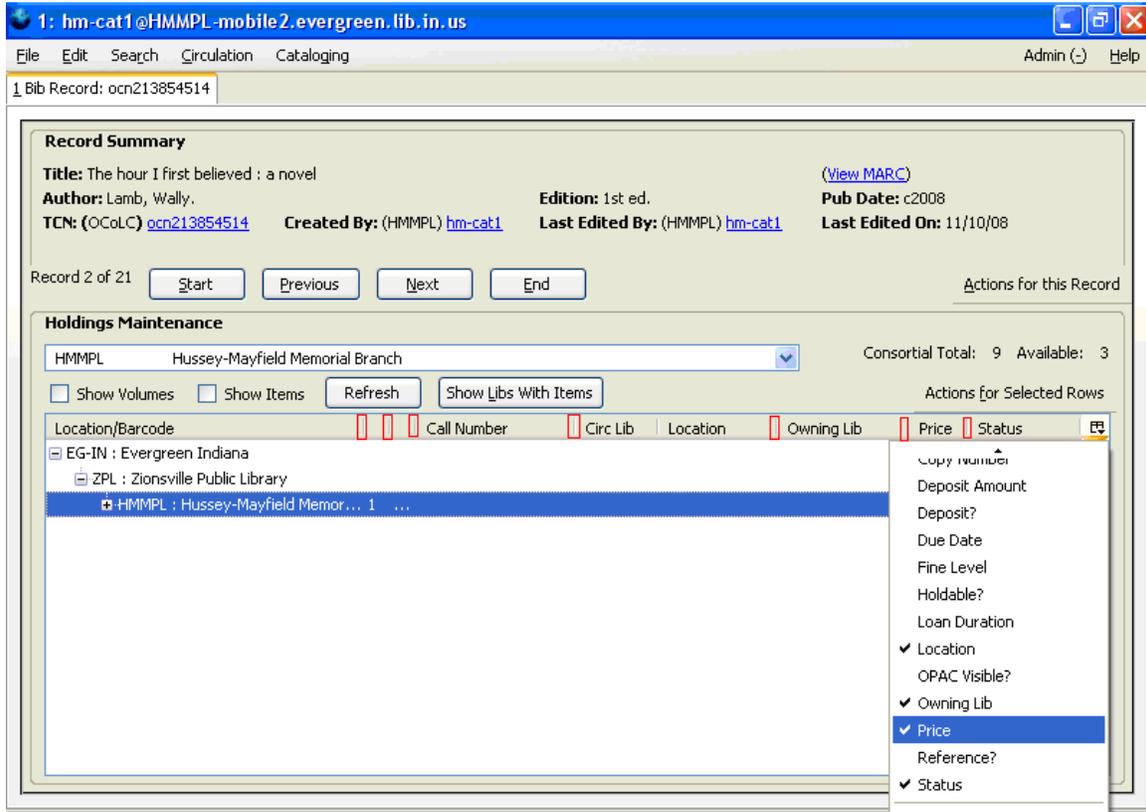


To add fields to the field display area, click on the field name in the drop down list to add a check mark next to the name.

# Evergreen Indiana Cataloging Training Manual

## Chapter 4 – Using the Column Picker

In the example below, the Price field has been selected. As soon as the check mark is placed next to the field name, the field appears in the display, as shown.



To adjust the size of the fields displayed place your cursor over the small lines between the field names. Red boxes are drawn around these lines in the example above. Your cursor will change to a double arrow symbol when placed over a line. You can then click and drag the lines from side to side by holding down your mouse key as you move the mouse left or right to adjust the field sizes larger or smaller.

# Evergreen Indiana Cataloging Training Manual

## Chapter 4 – Using the Column Picker

Note how the Location/Barcode field was enlarged below.

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us". The browser has a menu bar with "File", "Edit", "Search", "Circulation", and "Cataloging", and a toolbar with "Admin (-)" and "Help". The main content area is titled "Bib Record: ocn213854514".

**Record Summary**

**Title:** The hour I first believed : a novel [\(View MARC\)](#)  
**Author:** Lamb, Wally. **Edition:** 1st ed. **Pub Date:** c2008  
**TCN:** (OCoLC) [ocn213854514](#) **Created By:** (HMMPL) [hm-cat1](#) **Last Edited By:** (HMMPL) [hm-cat1](#) **Last Edited On:** 11/10/08

Record 2 of 21     [Actions for this Record](#)

**Holdings Maintenance**

HMMPL Hussey-Mayfield Memorial Branch Consortial Total: 9 Available: 3

Show Volumes  Show Items   [Actions for Selected Rows](#)

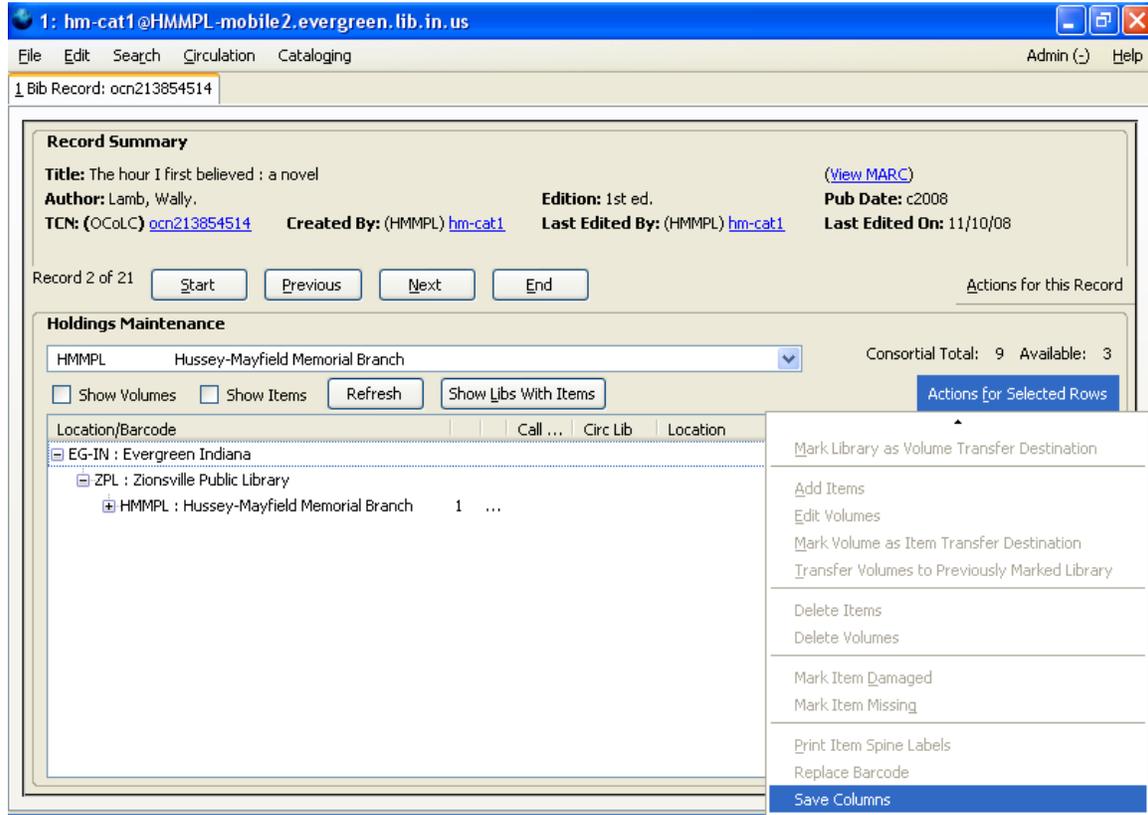
Location/Barcode	Call ...	Circ Lib	Location	Owning Lib	Price	Status	
EG-IN : Evergreen Indiana							
ZPL : Zionsville Public Library							
HMMPL : Hussey-Mayfield Memorial Branch 1 ...							

Once you have adjusted the fields to your desired settings, you can save the settings as the default.

# Evergreen Indiana Cataloging Training Manual

## Chapter 4 – Using the Column Picker

To save your settings, click on **Actions for Selected Rows (Alt + F)** and select **Save Columns (Alt + C)**



This will save the selected fields for the Holdings Maintenance screen only. You can choose different default settings for the Item Status screen, View Holds screen, and other field display screens as desired.