4.4   VIEWING OBJECT PROPERTIES

The viewer enables viewing attributes of the selected object, and its aggregated and related objects. One or more objects can be selected at a time.

Precondition   An object must be selected.

Procedure   1. Open the viewer. This can be done in several ways:

- in the browser, select an object in the workspace, and then select the **Object / Show** method

- in the browser, select an object shortcut, then select the **Shortcut / Show** method

- in the editor, click next to the entry field with the name of the button, which represents an aggregated or related object

- in the search window, select the desired object in the list of found objects and click the **Show** button

The **Viewing** window will open with a list of attributes of the selected object as well as a list of its aggregated and related objects.

> Note:
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> *In the search window, which opens when you select one of the classes, in which the bibliographic or authority records are stored, a viewer will open once you click the **Show** button, displaying the selected object(s) in the format you last used to view objects from this class (*MARC*, if you viewed an object in the COMARC/B format,* Standard display format*, if you viewed an object as a catalogue card or* Basic display format *if you viewed the list of attributes of the selected object).*

2. To view an object, which is related to or aggregated in the selected object, highlight the object and click the **Open** button. The selected object will be displayed in the existing window. To open the viewer for the selected object in a new window, click the **New window** button.

    If the aggregated objects are in an object folder, open the folder first by double-clicking on it.

> Tip:
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> The quickest way to open the viewer for a related or aggregated object is to double-click the object. The selected object will be displayed in the existing window.

3. To move between the related objects which you opened in the same viewer, use the icon to move *back* and the icon to move *forward*.

4. If you selected more objects in the workspace or in the search window and opened the viewer, you can use the ⬆ icon to move to the *previous* object and the ⬇ icon to move to the *next* object.

5. If you want to print the selected object to printer, click to **Print** button.

Note:

For a print, Java, version 1.6 or newer, must be installed on your computer.

6. To close an individual viewer window, click the **Close** button. To close all open viewer windows, click the **Close all** button.