

Millennium Macros Help

What is a Macro?

A macro is a pre-programmed set of instructions or keystrokes that are recorded and saved within a software program, then assigned to a function key (i.e., F1-F12) or a key code (CTRL, ALT, etc). When the user presses the assigned keys, the program automatically executes an action or command, or inserts a text string. This sheet provides information on Millennium macros to help work more efficiently.

Examples of When to Use Millennium Macros

- ◆ For long text strings or text that is entered in the system frequently
EXAMPLE: "Donated by the Kirkenbauer Family" in a NOTE field
- ◆ To have the system perform a common search within a mode
EXAMPLE: ":Journal of the American Medical%ENTER%"
- ◆ To get around a heavily-used command that requires mousing or is cumbersome to get to
EXAMPLE: View | Public Display to view records in the WebOpac
- ◆ To navigate between views or tabs without Mr. Mouse
EXAMPLE: Go from the item record back to the Browse mode (check to see if it's ALT F11)
- ◆ To go to a MODE within a module (if FUNCTION KEYS are not **already predefined**)
EXAMPLE: Go to the Reserves mode in Mil Circ (%ALT+g%5)

Summary of Rules for Keying Millennium Macros (from #105847)

- ◆ Macros use alphanumeric keys, nonalphanumeric keys and text strings in any combination
- ◆ Macros are case-sensitive
- ◆ Spaces are allowed in text strings
- ◆ Keyboard codes must be in ALL CAPS (i.e., ENTER, ALT, DOWN) and enclosed by % signs
- ◆ Use the plus sign + to connect a keyboard code to a letter in a macro (e.g., %ALT+g%n)
- ◆ Text strings are not separated from alphanumeric or nonalphanumeric keys by + plus signs or other symbols
- ◆ ALT+F4 is reserved by WINDOWS to close the current window so don't use this combo as a macro

III Manual Documentation

#105847	Macros Settings (Customizing Function Keys & Keyboard Codes for Nonalphanumeric Keys)
#100743	Function Keys (Macros predefined by Millennium to go into different modes)
#100742	Shortcut Keys
#100694	Entering Substitution Phrases in Variable-Length Fields
#100695	Creating and Viewing Substitution Phrases

Resources on Millennium Macros

Creating a Macro in Microsoft Excel (SWITCH Library Consortium)

<http://caspien.switchinc.org/~tutorials/staff/reports/mac.htm>

If you create certain reports on a fairly-regular basis either using **Millennium Create Lists**, **Millennium Statistics** or **Millennium Web Management Reports**, where raw data is exported into Microsoft Excel, you may want to create a macro in Excel to automatically perform a few [basic commands](#) and [formatting commands](#) once the data is in the program.

Millennium Macros (University of Colorado at Boulder Libraries).

<http://ucblibraries.colorado.edu/systems/chinook.htm>

Windows XP Keyboard Shortcuts (includes those available in Millennium & OCLC Connexion).

http://ucblibraries.colorado.edu/systems/chinook/macros_shortcuts.pdf

Millennium Macros Relating to Serials (University of Washington Libraries).

<http://staffweb.lib.washington.edu/serials/millennium/general/macros.html>

Millennium Serials - Tips & Tricks for Efficiency (IUG 12 Presentation by Ted Fons, III located on the CS Direct web site). <http://csdirect.iii.com/ppt/#iug12>