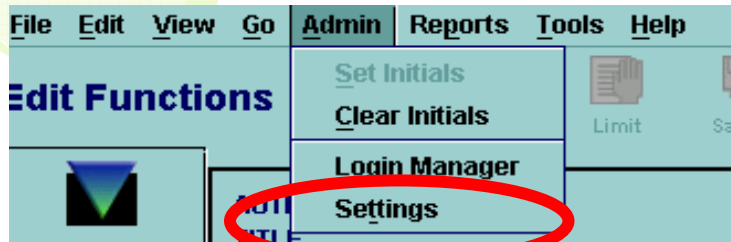


Admin | Settings | Macros



STEPS TO CREATE A MACRO

- Identify repetitive text or mousing
- Write notes on which keystrokes are used to perform tasks (in sequence)
- Go to **Admin | Settings | Macros**
- Find an open function key
- Enter text or keystroke sequence
- Right-click for nonalphanumeric keys (ALT, ENTER, etc.)
- Save macro and test it!

