

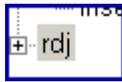
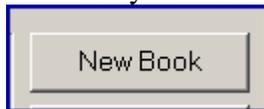
Adding a Macro to Connexion

OCLC Connexion site with macros. Particularly useful are those from Walt Nickeson:
<http://www.oclc.org/connexion/support/macros.htm>

Step 1: Copy the complete macro text

Step 2: Create the macro in Connexion

- On Connexion toolbar, choose **Tools – Macros – Manage**. Or click the Macros button on toolbar  (if you've added it)
- Create a “New Book” with your initials (or any name you want). This Book will hold your new macros.



(Note: Connexion comes packaged with several macros already, which you can see in the OCLC book. However, if you put new macros there, they will be deleted the next time you upgrade Connexion with a new version.)

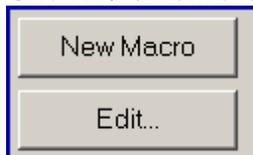
- Open this new book.
- On the right side of window, click **New Macro**
- At next prompt for macro description type something brief or you can leave blank and click **OK**



- Now you're back at the macro window with **New Macro** highlighted. Type appropriate macro name

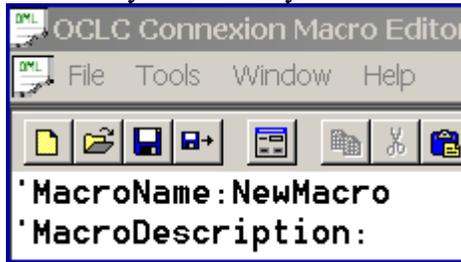


- Click **Edit** from the right column of choices



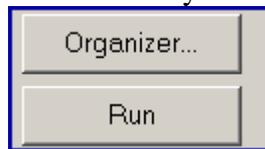
- In the next window:

- Delete any text already there



- Paste macro text you've copied from Step 1 (hopefully it's still on the windows clipboard)
- Click the "check" button and see if this message appears at bottom of window: "Successfully compiled"

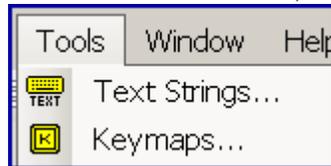
- Close macro window
- Note: I usually run the new macro before going to the next create-keymap step



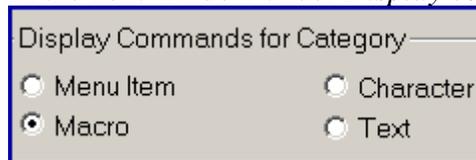
Step 3: Create a Keymap so you can use the macro via quick keyboard command

Note: To use the macro without keymap, you can also click the toolbar button , highlight the macro, and click the **Run** button (see previous bullet point)

- On Connexion toolbar, choose **Tools – Keymaps**



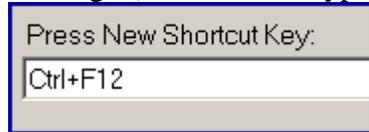
- In the next window under *Display commands for category*, select **Macros**



- Expand your personal "Macro book," and highlight macro you've just created



- In the *Press new shortcut key* text box, key in the keyboard command you want to assign (don't need to type it in)



A screenshot of a dialog box titled "Press New Shortcut Key:". The text "Ctrl+F12" is entered into the input field.

- Finally, click the **Assign** button at right; then click **OK** to close keymap window



A screenshot of a keymap window. The "Current Shortcut Keys:" field contains "Ctrl+F12". To the right of this field is a button with a question mark. Below this is the "Press New Shortcut Key:" label and an empty input field.

Step 4: Test the macro

Additional fun: for your own use and/or to share with others in cataloging, you may want to 'record' a new macro, as we used to do in DRA, for any repetitive or multi-step procedure) I'll be glad to show you how, or you can follow the easy steps in the Connexion Help menu.