

# MACROS IN MILLENNIUM

## I. WHEN TO USE MACROS

Frequently repeated keying/mousing sequences. (Navigation between “Edit” and “Summary” views.)

Awkward keyboard shortcuts. (Navigation through attached records.)

Repetitive data entry. (Filling in fixed fields & adding cataloger’s initials.)

Long data strings. (Statistics notes.)

## II. HOW TO CREATE MACROS

Jot down keystroke sequence needed.

Determine on which function key you want the macro to reside.

Go to: Admin/Settings/Macros

Enter keystroke sequence, using left mouse click to enter nonalphanumerics keys.

Save settings.

Test macro.

## III. HINTS

Focus point

Module specific

Pre-assigned and reserved function keys

Placing macros that must be routinely edited on the same function key level, e.g. Shift, Control, Alt

Millennium/Connexion congruence

Experiment (order of fields added; attached record navigation example)

Cutting & pasting from sampler on Systems Web site