

## Exercise 2: Adding a Macro to Connexion from an External Source

### Before Adding a Macro

**Note: if you finished exercise one you can skip over this section and move directly to "copying a macro from the Web."**

When you start to play around with adding macros, it helps to assign a shortcut key (or user tool) to bring up the Macro dialog box. Otherwise you end up going to Tools → *Macros* → *Manage* every time you want to create, edit, organize, or run your macros. To do this you can follow these steps:

- Tools → *Keymaps*
- Make sure that under the *Display Command by Category* box that you have the *Menu Item* radial button selected
- Under *Menu Items* scroll down until you see the phrase *Toolsmacrosmanage* and select it by clicking on it once
- Under the *Press New Shortcut Key* box type in your shortcut. An example would be *Alt G*.
- Click *Assign* from the buttons on the right. If you see a message display underneath the *Shortcut Key Assigned To* section, then the shortcut you selected is already assigned to another action. Keep trying different shortcut keys until you find one that is free. Click *OK*. You can now bring up the Macro dialog box by using your shortcut key!

### Copying a Macro from the Web

It might be helpful to read through the whole exercise before you begin.

1) With your workform displayed, select Tools → *Macros* → *Manage*, or use your keystroke shortcut if you have assigned one.

**Skip over step 2 and go straight to 3 if you have already done exercise 1: recording macros.**

2) Create a "New Book" by clicking on the button. You can name your New Book "Test" for this exercise. The system supplied "OCLC" and Dewey macro books are overwritten each time you install a new version of Connexion Client, so you will not want to put your own macros in these! Another tip to remember: use no spaces when naming your macrobook and naming your macros.

3) Select a macro book that you want to add a new macro to by clicking on it once. Now select *NewMacro* from the menu on the right. You will then be prompted to enter a description of the macro. Type in "Move call number from 082 to 092." Hit *OK*. You will then be prompted to name your macro. You can name it "082to092 (no spaces)."

4) Now, with your macro name highlighted, select "Edit" from the right hand menu. A box pops up called **OCLC Connexion Macro Editor and Debugger**. Delete the code that is on the page (you will be inserting some of the same information) by highlighting all of it and hitting your Backspace or Delete key. Now you can go to Joel Hahn's website to copy the macro into the macro book you just created.

5. Go to <http://users.rcn.com/aardy/oml/macros/082to092.txt>  
Copy all of the code by highlighting the text. Right click and select "copy."

6. Go back to Connexion Client and paste the macro into the **OCLC Connexion Macro Editor and Debugger** by pressing <Ctrl>V.

7. Press the *Save* icon, and close the window. Go back to your workform, and you can run your macro by going to Tools → *Macros* → *Manage* (or use the default or assigned keystroke shortcut), select the *082to092* macro, and next select *Run* on the right side menu. You should now see the 082 copied over to the 092.

Tip: Assign shortcut key or user tool to this macro

You can also assign this individual macro to a shortcut key or user tool for quick execution. To assign this macro to a shortcut key, follow the instructions listed at the beginning of this exercise. To assign the macro to a **user tool**, follow these instructions:

A. Select from the Connexion Client Menu Tools → UserTools → Assign. Under the *Display Commands for Category* menu, choose the radial button *Macro*. Under the *Macros* list, select your 082to092 macro. To the right, under *Select New User Tool*, select a user tool number 1-10. Click *Assign* and then Click *OK*.

B. Drag your user tool from the *Toolbar Editor* and place it on your icons toolbar. To do this, go to Tools → *Toolbar Editor*. Scroll down until you see your blue numbered user tools. Select the user tool to which you assigned your macro. Click and drag this user tool to your icon toolbar. Now you can run your macro by just selecting the user tool button!