

## Exercise 1: Using the **Macro Recorder**

### Before Recording

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!

### How to Record

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

For this example, we will record moving the 082 field (LC assigned Dewey call number) to the 092 field (locally assigned Dewey call number).

1) Search and retrieve a record from WorldCat or your Local Save File. Display the record by double clicking on it (this exercise will only work if you choose a record with an 082).

2) With your workform displayed, go to Tools → Macros → Manage

3) 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.

4) After you select *New Book* and give it a name, select *Record*. You will be prompted to write a description and name your new macro. For this example you can type in "takes the 082 call number and moves it to the 092 MARC field" and name it "082to092." After selecting *OK* you are now recording!

5) Go to the 082 field, highlight the call number and copy it by hitting <Ctrl>C or Edit → *Copy*.

7) Now hit *Enter* with your cursor anywhere in the 082 field. This should insert a new blank field.

8) Type in *092* to define the tag, tab over twice to the field and paste the information you copied from the 082 field by hitting <Ctrl>V or Edit → *Paste*.

9) Look for the macro recorder buttons in the upper left corner of your screen and hit the red square *stop* button.

10) Now you can go back to Tools → Macros → Manage to run your recorded macro. Highlight your macro named *082to092* and select *Run*. If you want to see the script behind your action, highlight the macro *082to092* and select *Edit*.