

# MACROS

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## Minerva

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## Macro Settings

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The Macros tab allows you to customize your keyboard function keys. The system offers the ability to customize function keys F1 through F12, plus these same function keys in combination with Alt, Ctrl, and Shift, e.g., Alt+F1, Ctrl+F1, Shift+F1, etc. If you have customized your function keys by using macros, you can press the function key or function key combination to activate the macro. For example, if you set F10 to “|e author,” then you could key F10 after an author’s name in the 100 field instead of keying the subfield every time.

## Customizing Function Keys

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Each login can create its own function key settings. To customize the function keys for a login:

- Select Settings from the Admin menu.
- Click the Macros tab in the dialog that displays
- Select one of the following tabs depending on which keys you want to customize:
  - No Modifier – to customize function keys F1 through F12
  - ALT – to customize function key combinations Alt+F1 through Alt+F12
  - CTRL – to customize function key combinations Ctrl+F1 through Ctrl+F12
  - SHIFT – to customize function key combinations Shift+F1 through Shift+F12
- Click in the text box for the function key you want to modify. Note that the system designates a particular function key as “RESERVED” if it is unavailable for customization.

### Entering Text in a Macro

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To enter text for a macro, key the text. Note that the Macros tab is case-sensitive (i.e., it distinguishes between capital and lowercase letters). If you want a capital ‘G’, for example, make sure you enter ‘G’ and not ‘g’.

For example, key “Journal of ” (without quotation marks) in the F10 text box to associate the F10 function key with that string of text. Then, in a search screen, keying F10 enter “Journal of ” (without quotation marks) in the search text box.

### Entering Diacritics in a Macro

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To enter a diacritic mark as a macro, you will need to hold down the **Alt** key and then press the sequence of numbers associated with the diacritic mark.

### Examples of Diacritic Keyboard Codes

### **Grave**

À	0192	È	0200	Ì	0204
Ò	0210	Ù	0217		
à	0224	è	0232	ì	0236
ò	0242	ù	0249		

### **Acute**

Á	0193	É	0201	Í	0205
Ó	0211	Ú	0218	Ý	0221
á	0225	é	0233	í	0237
ó	0243	ú	0250	ý	0253

### **Circumflex**

Â	0194	Ê	0202	Î	0206
Ô	0212	Û	0219		
â	0226	ê	0234	î	0238
ô	0244	û	0251		

### **Tilde**

Ã	0195	Ñ	0209	Õ	0213
ã	0227	ñ	0241	õ	0245

### **Umlaut**

Ä	0196	Ë	0203	Ï	0207
Ö	0214	Ü	0220	ÿ	0159
ä	0228	ë	0235	ï	0239
ö	0246	ü	0252	ÿ	0255

### **Punctuation**

Copyright symbol	169
Registered symbol	174
List Dot	149
Section Symbol	167
Dagger	134
Double Dagger	135
en-dash	150
em-dash	151

### **To enter non-alphanumeric keys for a macro**

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- Type the keyboard code for the key (see the List of Keyboard Codes below), or
- Right-click the Macros tab, and choose the key from the popup menu. Note that you can use only the non-alphanumeric characters listed in the popup menu; the system does not recognize other non-alphanumeric keys.
- Choose Save Settings to save the macro changes you have made. You can also choose Reset at any time to clear any unsaved changes, i.e., any changes made before choosing the Save Settings button.
- Choose OK to exit the dialog. Choose Cancel to exit the dialog without saving any of your changes.

### Examples of non-alphanumeric keys for a macro

Keyboard Code	Corresponding Key Combination
%HOME%	Home
%END%	End
%LEFT%	LeftArrow
%RIGHT%	RightArrow
%UP%	UpArrow
%DOWN%	DownArrow
%TAB%	Tab
%PGUP%	Page Up
%PGDOWN%	Page Down
%ENTER%	Enter
%ALT+<another key>%	ALT+<another key>
%CTRL+<another key>%	CTRL+<another key>
%SHIFT+<another key>%	SHIFT+<another key>

Note: "<another key>" stands for any other alphanumeric or non-alphanumeric key you may enter, e.g., "%CTRL+t%," "%ALT+Left%," "%CTRL+SHIFT+t%".

The system also uses the plus sign '+' for non-alphanumeric/alphanumeric key combinations. For example, "%CTRL+a%" corresponds to Ctrl+A which selects all the items in a table. Note that the 'a' is inside the percent signs to signify that the 'a' is keyed while the Ctrl key is depressed. Be careful not to place extra letters inside the percent signs, unless this is what you intend.

For example, in Millennium Circulation, to change modes to Search/Holds by Title, you key Alt+G and then press H. To make this key combination into a macro, enter "%ALT+g%h" in the function key text box (note that F3 is predefined with this key combination). Or, to make a macro that automatically searches for the title string "journal of", enter "tJournal of%ENTER%" in one of the function key text boxes.

## Summary of Rules for Keying Macros

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The following rules apply when keying macros:

- Macros use alphanumeric keys, non-alphanumeric keys, and text strings in any combination.
- Macros are case-sensitive.
- Spaces are allowed in text strings.
- Keyboard codes are all uppercase.
- Keyboard codes must be enclosed in percent signs.
- To represent alphanumeric and non-alphanumeric keys pressed simultaneously, enclose the letter or number and the keyboard code in percent signs.
- Use the plus sign '+' to separate keys in a macro.
- Text strings are not separated from alphanumeric or non-alphanumeric keys by plus signs or other markers.
- Macros cannot change the active screen element (i.e., macro elements cannot apply to separate boxes or dialogs).