

CREATING MACROS FOR SIERRA FUNCTIONS

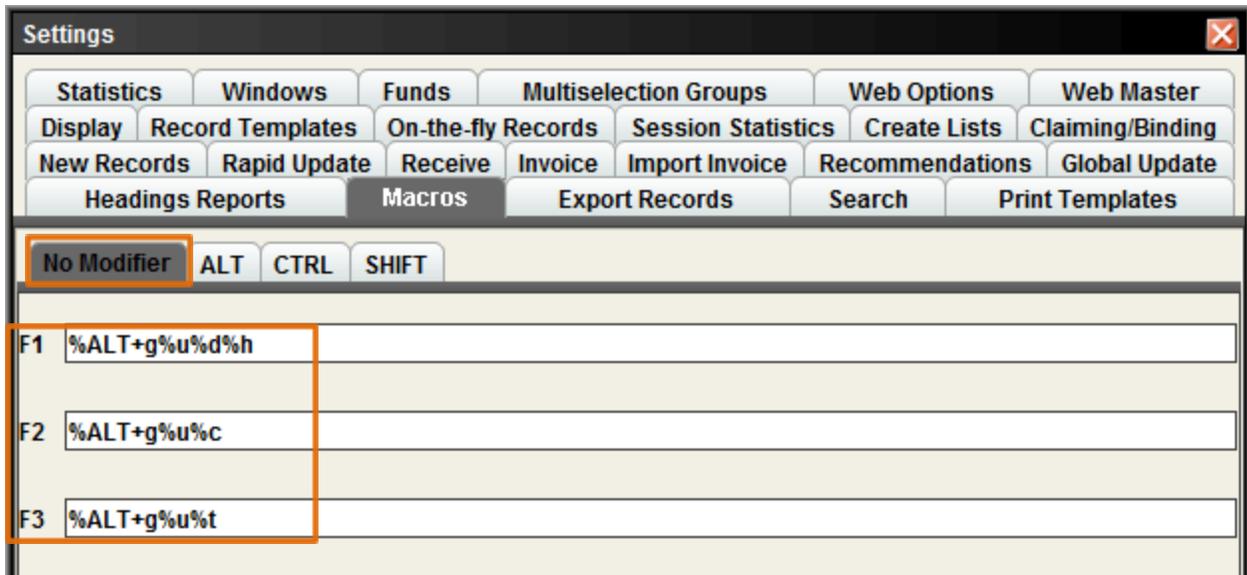
Macros in Sierra allow customization of keyboard function keys to have predefined values or shortcuts that help make working with Sierra more productive. **Macros are separated by user account so each user can have a different set of macros.** A common use of macros is to make a macro that will navigate between Sierra functions at the press of a button instead of multiple mouse clicks. See [user generated macros](#) for other macro use ideas.

Creating Keyboard Shortcuts Using Macros for Sierra Functions

To set up Macros you would go to **Admin, Settings** and **MACROS**.



Use either **No Modifier, ALT, CTRL** or **SHIFT** to begin using Macros. In this example, we are using the **No Modifier and F1 – F3**. The macros for **F1 – F3** look intimidating at first. However, the secret to macros in Sierra is to know what each letter means. Here are just a few examples of ways to use macros to create keyboard shortcuts for Sierra functions. **F1 macro** will bring us to the **Check Out (Circulation Desk)** function. **F2 macro** will bring us to the **Check-In (No Patron)** function. **F3 macro** will bring us to the **Notices** function.



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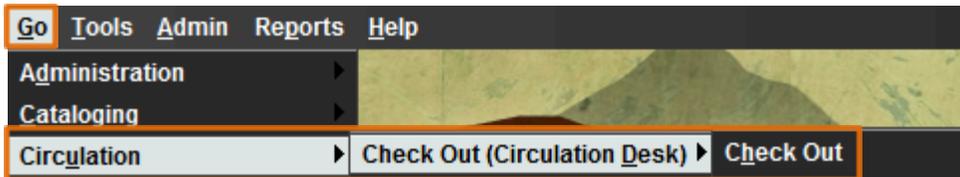
Check Out (Circulation Desk) using No Modifier – F1

The **%ALT** is the same as pressing the **ALT** key. Keyboard codes must be enclosed in **percent signs** in order to work. The system also uses the plus sign '+' for non-alphanumeric/alphanumeric key combinations.

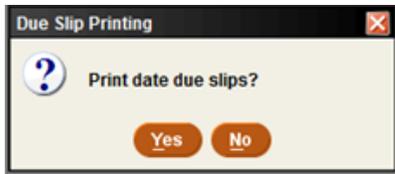
%ALT+g%u%d%h

Always start the macros with **%ALT+** when using **No Modifier, ALT, CTRL** or **SHIFT**.

The **g** is for **Go**. The **u** is for Circulation. The **d** is for Check Out (Circulation Desk). The **h** is for Check Out. Pressing the **F1** key on the keyboard should **automatically** bring you to the **Check Out (Circulation Desk)** function.



Note: If the **Due Slip Printing** box pops up, you will have to click **Yes** or **No**, before you can get to the Check Out function

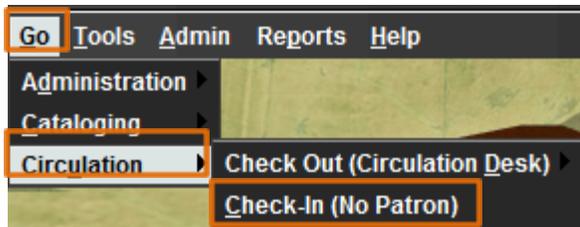


Check In (No Patrons) using No Modifier – F2

%ALT+g%u%c

Always start the macros with **%ALT+** when using **No Modifier, ALT, CTRL** or **SHIFT**.

The **g** is for **Go**. The **u** is for Circulation. The **c** is for Check-In (No Patron). Pressing the **F2** key on the keyboard will **automatically** bring you to the Check-In (**No Patron**) function.



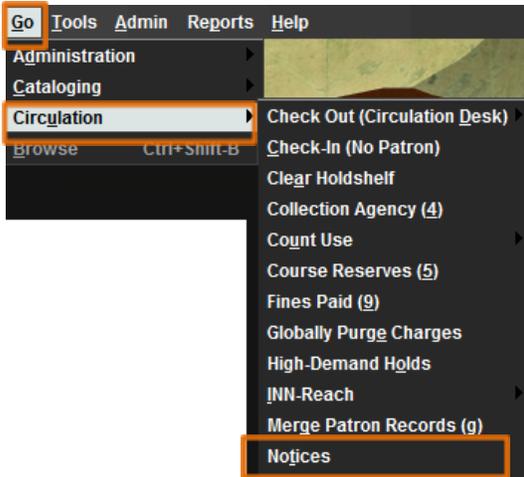
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Notices using No Modifier – F3

%ALT+g%u%t

Always start the macros with **%ALT+** when using **No Modifier, ALT, CTRL** or **SHIFT**.

The **g** is for **Go**. The **u** is for **Circulation**. The **t** is for **Notices**. Pressing the **F3** key on the keyboard will **automatically** bring you to the **Notices** function.



You can copy any of the macros from this document to into the Sierra macros fields.

Tip: use the Ctr and V key to paste any of the macros from this document into Sierra.



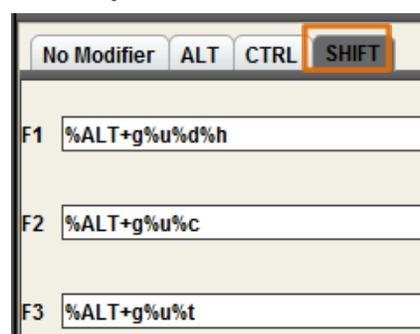
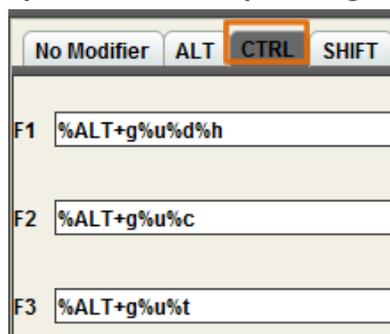
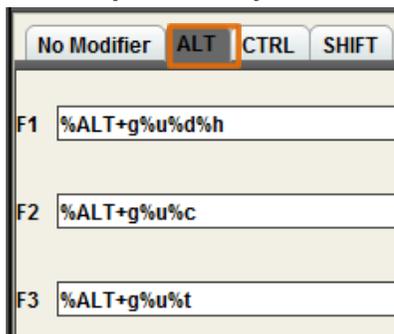
Other examples for Macros for Sierra Functions using No Modifier

Search/Holds – **%ALT+g%u%h** (**g** for **Go**, **u** for **Circulation** and **h** for **Search/Holds**)

Cataloging - **%ALT+g%c%g** (**g** for **Go**, **c** for **Cataloging** and **g** for **Catalog**)

Create Lists - **%ALT+g%d%l** (**g** for **Go**, **d** for **Administration** and **l** for **Create Lists**)

The same **macros** can be created using the **ALT, CTRL** and **SHIFT**. Using these macros means the **Alt, Ctrl** or **Shift** keyboard keys will need to be pressed before pressing the **F1 – F12** keys.



Click **Save Settings** and **OK** when finished. The new macros can be used right away.

