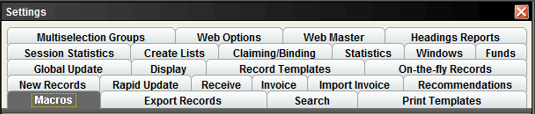
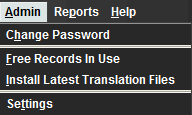
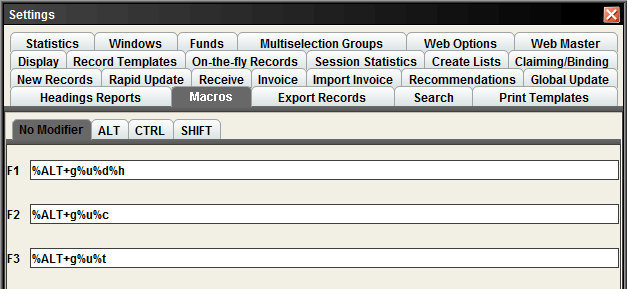
Macros in Sierra allow customization of keyboard function keys to have predefined values or shortcuts that help make working with Sierra more productive**. Macros are separated by user account so each user can have a different set of macros.** A common use of macros is to make a macro that will navigate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

**Creating Keyboard Shotcuts Using Macros for Sierra Functions**

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



Use either **No Modifier**, **ALT**, **CTRL** or **SHIFT** to begin using Marcos. 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.



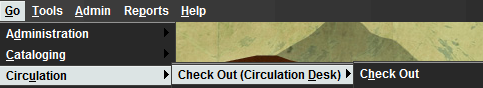
**Check Out (Circulation Desk) using No Modifier – F1**

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.

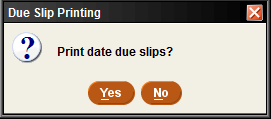
**%ALT+g%u%d%h**

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

The **g** is for **G**o. The **u** is for Circ**u**lation. The **d** is for Check Out (Circulation **D**esk). The **h** is for C**h**eck Out. Pressing the **F1 key** on the keyboard should **automatically** bring you to **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 **G**o. The **u** is for Circ**u**lation. The **c** is for **C**heck-In (No Patron). Pressing the **F2 key** on the keyboard will **automatically** bring you to **Check-In (No Patron)** function.

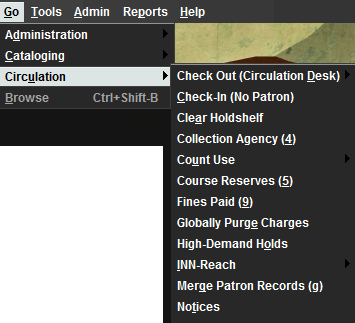


**Notices using No Modifier – F3**

**%ALT+g%u%t**

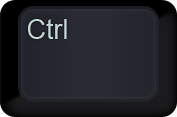
Always start the macros with **%ALT+** when using **No Modifier**, **ALT**, **CTRL** or **SHIFT**.

The **g** is for **G**o. The **u** is for Circ**u**lation. The **t** is for No**t**ices. 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 Cltr and V key to paste any of the macros from this document into Sierra.

 and 

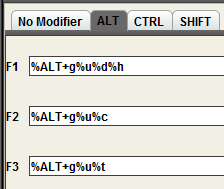
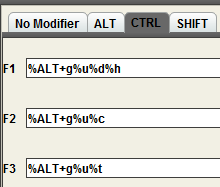
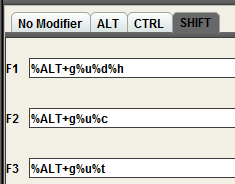
**Other examples for Macros for Sierra Functions using No Modifier**

**Search/Holds** – %ALT+g%u%h (**g** for **G**o, **u** for Circ**u**lation and **h** for Searc**h**/Holds)

**Cataloging** - %ALT+g%c%g (**g** for **G**o, **c** for **C**ataloging and **g** for Catalo**g**)

**Create Lists** - %ALT+g%d%l (**g** for **G**o, **d** for A**d**ministration and **l** for Create **L**ists)

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.