

MACROS FOR CATALOGING

How to create a Macro in Polaris

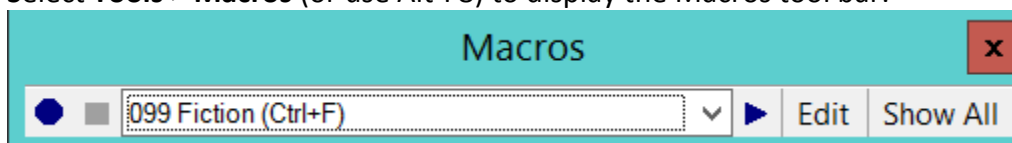
Purpose: Record macros and assign keystrokes for commonly entered data, including 099, 655, and 908 fields.

Examples: To indicate that materials need full cataloging create a macro to insert the 908 CAT NOTE into the bibliographic record, or copy the corresponding note below and paste it in:

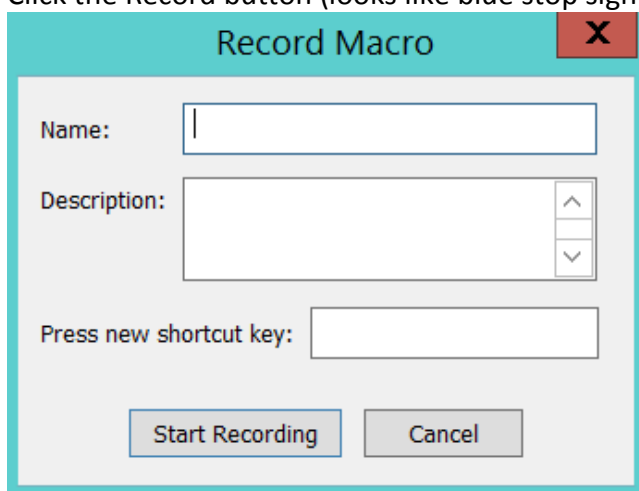
```
908      #dMAT TYPE:a#eCAT NOTE:p
099      #aFiction
099      #a
```

Record a macro for adding a field

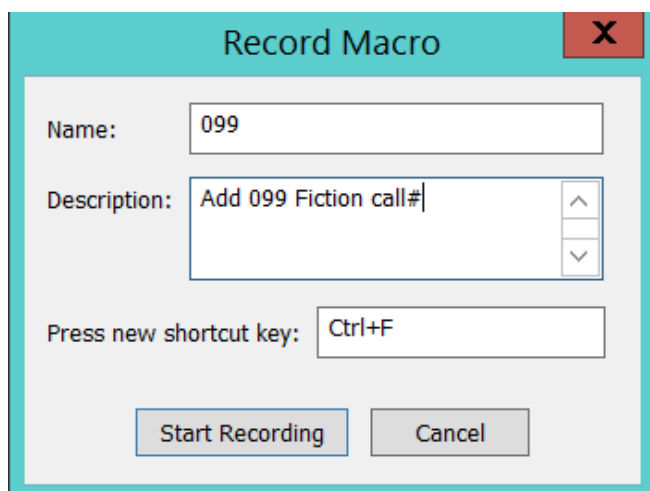
1. Open a bibliographic record in Polaris.
2. Place the cursor in the bibliographic record where you want to begin the entry of the tag.
3. Select **Tools > Macros** (or use Alt-F8) to display the Macros tool bar:



4. Click the Record button (looks like blue stop sign) to open the Record Macro dialog box:

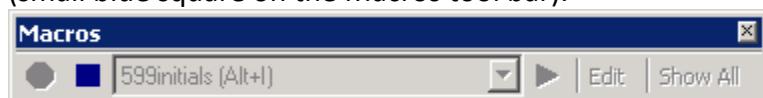


5. Type a name for the macro in the **Name** box (up to 50 characters).
6. Type text describing the macro in the **Description** box (short purpose explanation up to 255 characters).
7. In the **Press new shortcut key** box, press the keys for the keyboard shortcut; e.g., Ctrl-1.



NOTE: You can't use some keystroke combinations because they are reserved for Microsoft Windows or Polaris functions. See the list of "Shortcut Keys" below.

8. Click the **Start Recording** button.
9. Type the tag number, the letter "a" or other subfield code, and the text of your field exactly as you want them to be stored in the macro. If you are adding another subfield, you can enter the delimiter using Control-Q
10. After you have completed all of the actions you want recorded, click on the Stop button (small blue square on the Macros tool bar).



11. You can now use the shortcut keystrokes you selected to apply the macro in an open bibliographic record.

Delimiter - Ctrl Q ‡
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Help:

* You can click on the Help button in Polaris or contact the Supervising Cataloger if you have questions about the tags, indicators, or MARC fields.

**POLARIS KEYBOARD
SHORTCUTS**

FUNCTION	KEYS
Select All	CTRL+A
Copy	CTRL+C
Delete	CTRL+D
Log on, Log off	CTRL+ L
New	CTRL+ N
Open	CTRL+O
Print current view	CTRL+ P
Print list view	CTRL+SHIFT+P
Reports	CTRL+ R
Save	CTRL+S
Paste	CTRL+V
Launch browser	CTRL+W
Cut	CTRL+X
Redo	CTRL+Y
Undo	CTRL+ Z
Clear	DELETE
Topic or workform help	F1
Open Check-in workform	F2
Open Check-out workform	F3
Refresh	F5
Find patron (status)	F6
Find patron (registration)	F7
Properties	F8
Find bibliographic records	F12
Find item records	CTRL+ALT+F9