

## **Navigating the Millennium Interface**

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### **Shortcut Keys (#100742 in the Innovative Manual):**

You can use keystrokes in many instances to save yourself from going between the keyboard and the mouse.

When you see an underlined letter (known as a mnemonic) in a menu command, button or tab you can execute that command by pressing ALT and the underlined letter.

When you see keystroke combinations following a command in a menu you can enter that combination of keystrokes (generally CTRL plus a letter) to execute the command.

### **Function Keys in Millennium Acquisitions (#106259 in the Innovative Manual):**

### **Function Keys in Millennium Circulation (#106260 in the Innovative Manual):**

### **Function Keys in Millennium Serials (#106262 in the Innovative Manual)**

### **Creating your own Macros (#105847 in the Innovative Manual):**

- Each login can create its own function key settings. You can change the default settings if you so desire. Keys marked RESERVED may not be modified.
- To enter text for a Macro, just key in the desired text. Note that the Macros tab is case-sensitive (i.e., it distinguishes between capital and lowercase letters). Think about what you type frequently and how nice it would be to just place your cursor and hit one or two keys to enter the data in automatically and you will have a great start on some ideas for useful text entry type macros.
- Much more information on building macros can be found in the Manual on the above page.