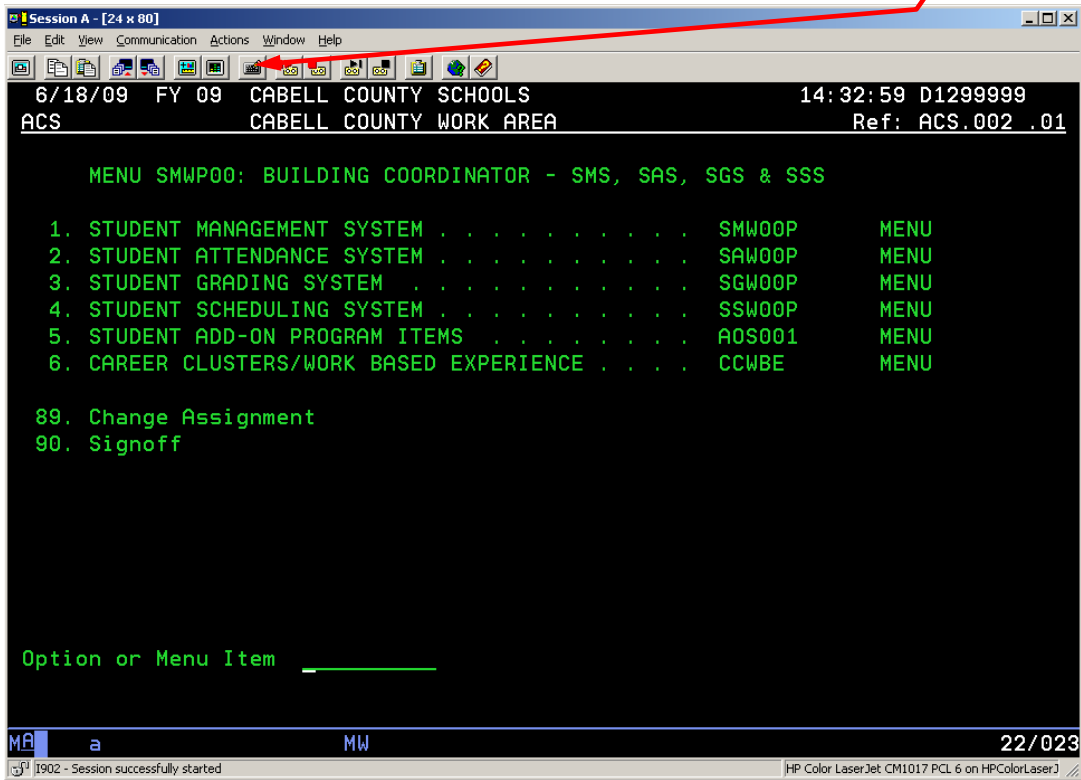
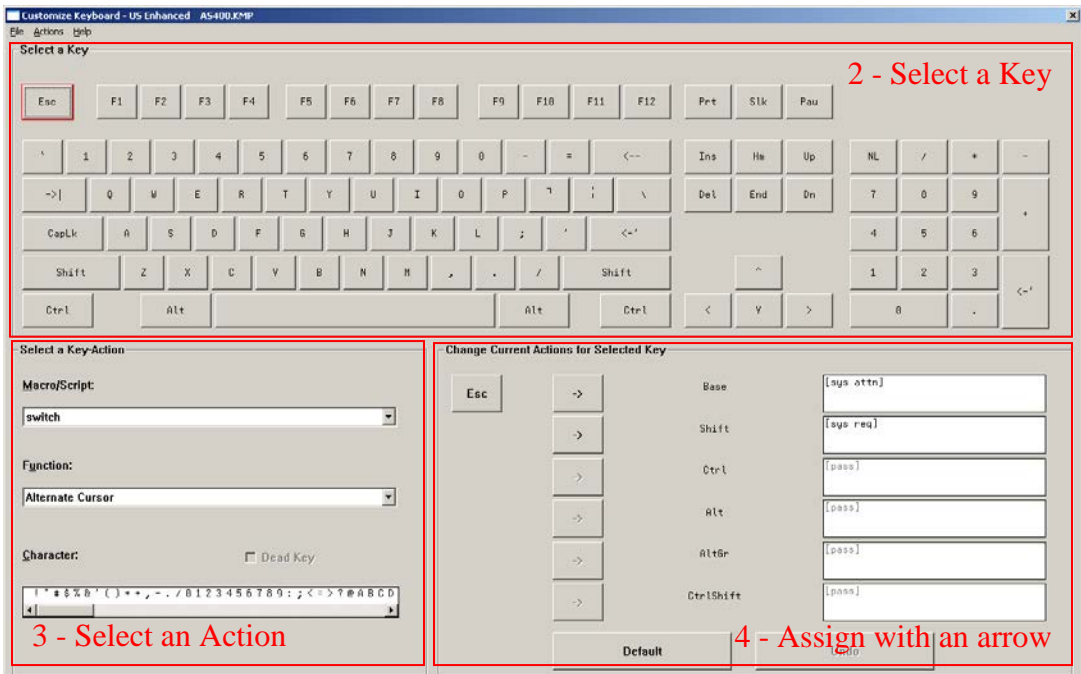


Keyboard Mapping

1. Click the **Remap Keyboard Functions** button on the Client Access toolbar.



2. On the **Select a Key** area at the top of the new window, choose the key you want.



3. Select the Macro, Function, or Character you want to assign to a key in the **Select a Key Action** area at the lower left.
4. In the **Change Current Actions for Selected Key** area at lower right, click the arrow next to the key combination you want. *For example, if you want to make **CTRL-C** copy whatever you've highlighted, you would choose the letter **C**, choose the Function **Edit Copy**, and then click the arrow next to **Ctrl**. [edit-copy] would then appear in the white box.*
5. Click **File** at the top of the window, then **Save** on the menu that opens. You can close the window when you finish.

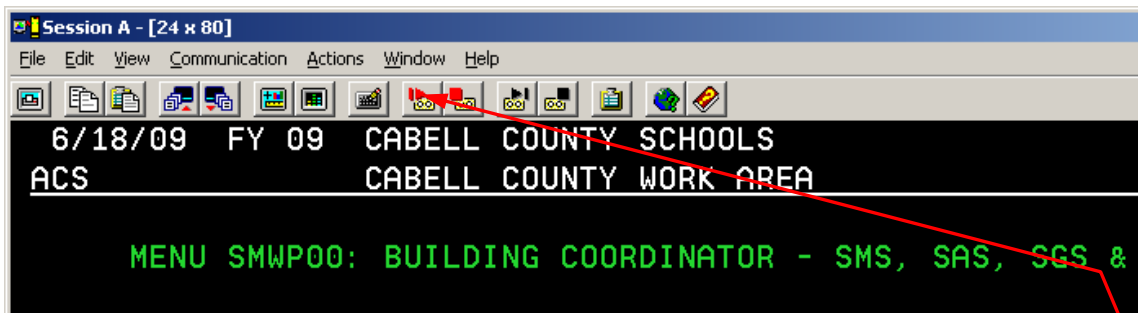
Macro Recording

Macros are a great way to simultaneously speed up repetitive tasks while ensuring the task is done precisely and correctly every time. They are made by carefully executing and recording a task once, so that the computer will do it the same way every time. *Make the computer work for you!*

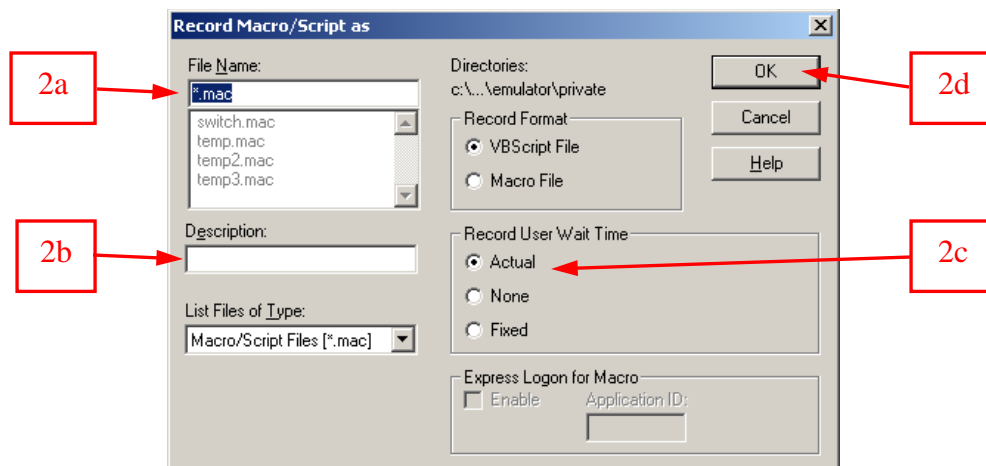
When would you want to use a macro?

- ◆ Any time you type the same thing over and over.
- ◆ Any time a task must be done perfectly but has a possibility of error.
- ◆ Any time you want several schools to be set up the same way.

To Record a Macro:



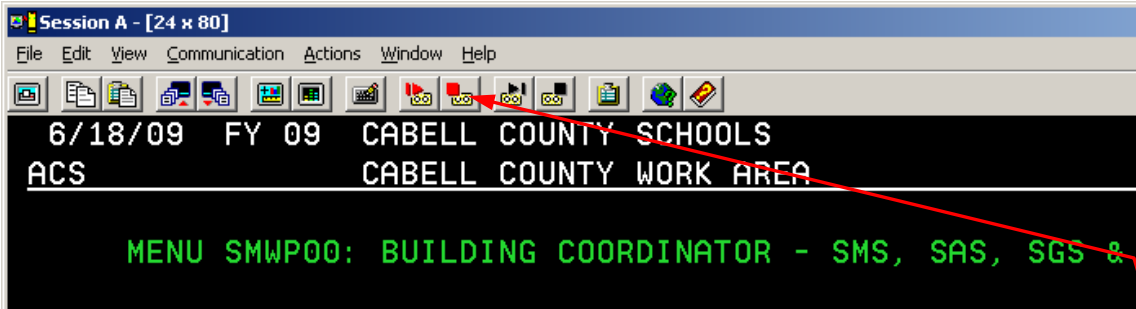
1. Click on the **Start keystroke recording** button. It has a red arrow pointing right on it.
2. The **Record Macro/Script as** window will open. On this window you should:



- a. Name the macro or choose one to replace.
- b. Give it a description if you intend to reuse it.
- c. Choose whether to have the macro record the time you wait between typing commands or to send them as fast as possible.
- d. Click **OK** to close the window and begin recording.

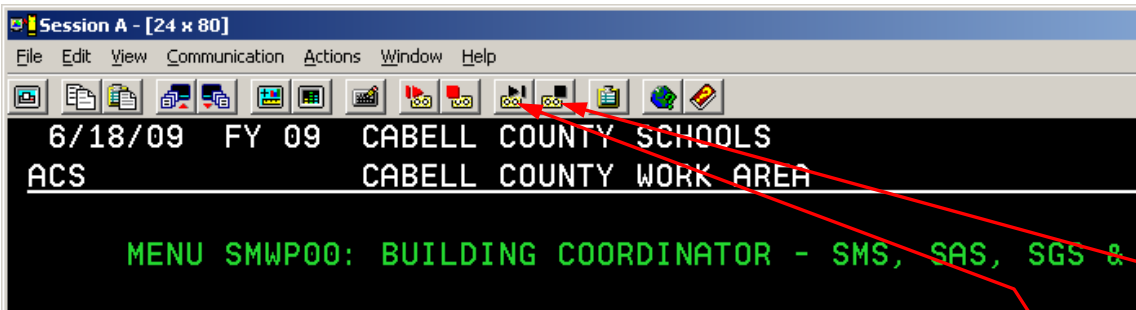


- As soon as the window closes, you are in record mode, indicated by an **R** at the bottom of the screen. *Carefully* perform the action you want the computer to repeat.

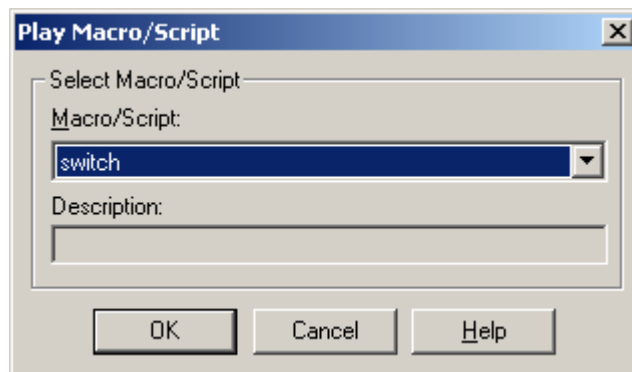


- Click on the **Stop keystroke recording and save** button, which has a red square on it, to stop recording.

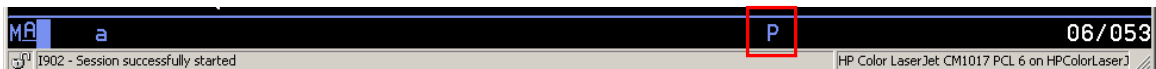
To Play Back a Macro:



- Press the **Start a macro/script** button. It has a black arrow pointing right on it.



- The **Play Macro/Script** window will open. Choose the macro you want by clicking on the drop down arrow, selecting the correct macro, then clicking **OK**.



- Playback mode will be indicated by a **P** at the bottom of the screen. If you have recorded your macro carefully and played it from the right location, your actions will complete on their own. If there is a problem during playback and the macro hangs, you can use the **Stop running macro/script** button, which has a black square, to stop playback.

Macro Tips and Techniques

- ◆ Record a macro called **temp** and use keyboard mapping to assign it to a key combination on your keyboard. (I use **Alt-1**.) Then any time you find yourself faced with a repetitive task it becomes easy to record the repetitious parts over your temp macro. From then on it's automated simply by pressing the key combination. You'll be amazed at the time you save.
- ◆ Macros in Client Access are for keystrokes *only*. I recommend you set **Ctrl-C** to copy and **Ctrl-V** to paste using keyboard mapping. (I chose those because they are the default key combinations for copy and paste for most Windows programs.) Then if you need to copy and paste information you've typed before you start the macro, you can highlight the information by holding **Shift** and moving the arrow keys, copy it, and paste it as needed.
- ◆ Macros do not allow you to enter different information each time they are run – *they do precisely the same thing every time*. When I need to perform an operation that affects multiple students or schools, I begin my recording after I've entered the appropriate number, and continue recording until I have completed the task and returned to where I enter that number again. That way I can repeat my task over and over, changing the student or school number each time. This takes a little more planning, but the extra minute it takes to plan will save you a lot of time over the course of working with your data.
- ◆ **Be very careful to start running the macro at precisely the same place each time.** They're not intelligent enough to adapt if you start at a different menu, or different position on the screen. Your results from running a macro from the wrong location could be interesting at best and disastrous at worst.