**ADDING NON-BARCODED ITEMS TO YOUR**

**MEDIA ON DEMAND**

**RECORDS**

**(USING MACROS)**

**In Millennium Cataloging:**

Go to: Admin

Click on: Settings

Click on: Macros

Choose any two slots that are together and not being used (i.e. Ctrl+F11 and Ctrl+F12). In the first slot type: %ALT+w%i%ALT+]% In the second slot type: %CTRL+S%%CTRL+]% (case sensitive)

Click on: Save Settings

Click on: Record Templates

Select your library’s Media on Demand item template

Move it to the Preferred Templates column

Click on: New Records

Arrow down on the New Record Template > Item and choose your library’s Media on Demand item template

Click on “OK” (this will keep your Media on Demand template as your only template for that particular session, and will not affect the settings of anyone else with your login who may be using MilCat at the same time)

**Entering your items to Media on Demand bib records:**

Do a Subject search: media on demand

Select the first bib record you want to attach your item to

Press the first Macro you entered (i.e. Ctrl+F11). Your item template should appear

Press the second Macro you entered (i.e. Ctrl+F12). Your item should be saved and then advanced to the next bib record

Repeat until you’ve gone through the entire Subject search