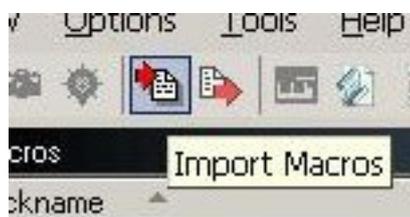


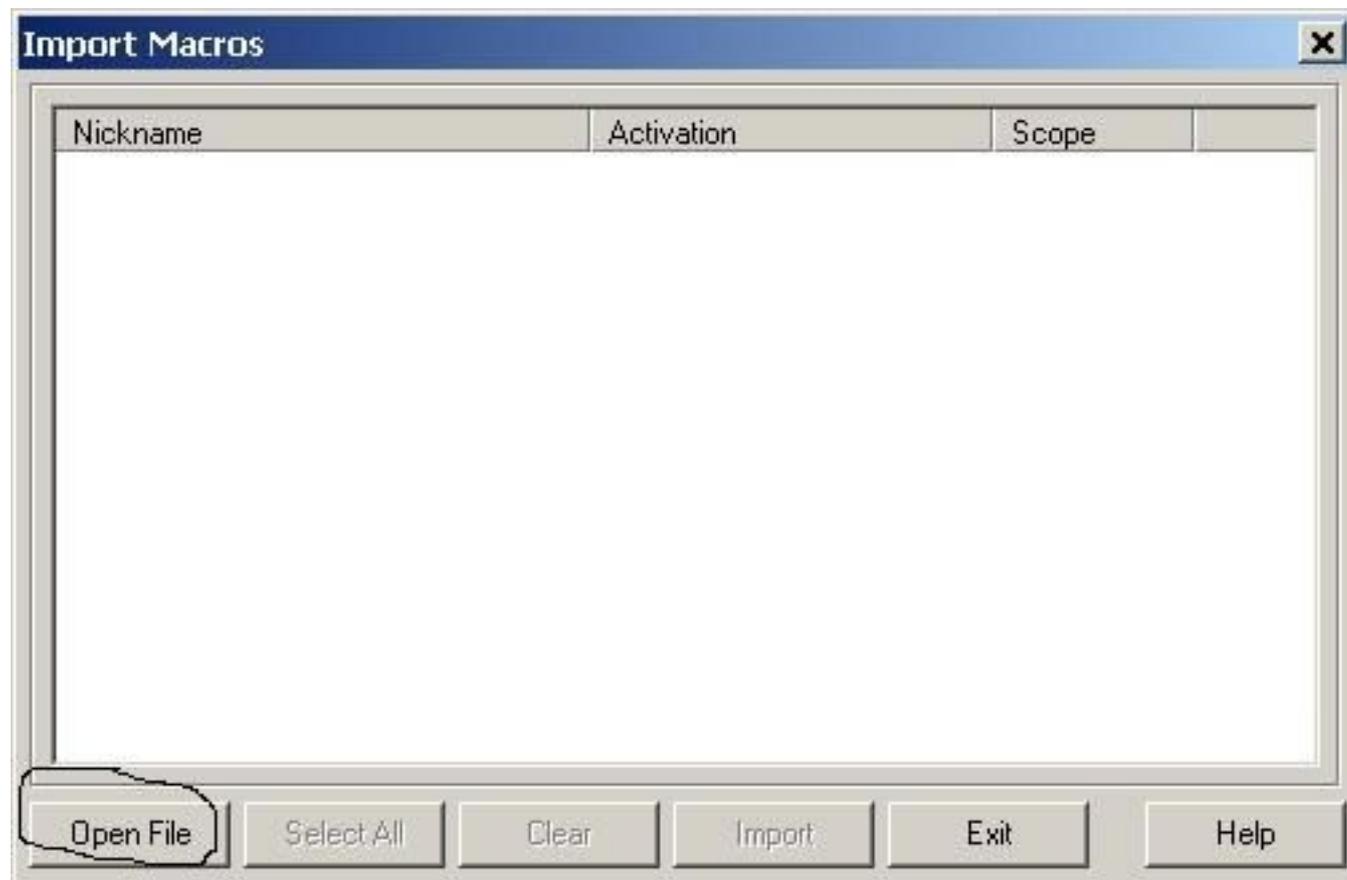
Importing Macros

Important: macros can be attached in e-mail only as files; even if a single macro is sent, it must be first exported into a file.

1. Having received the file **RDAFields.mex**, save it to the Macro Express folder.
2. (The assumption is your current file is **MASTER5D.mex**, the MacEx file that contains both the Voyager diacritics macros and the Voyager functionality macros.) Open the Macro Explorer window. Under Categories (the 2nd window from the left, select the **Edit** category. The macros for the Edit category should appear to the right.
3. With the target category **Edit** selected, click on the Import Macros icon on the toolbar.



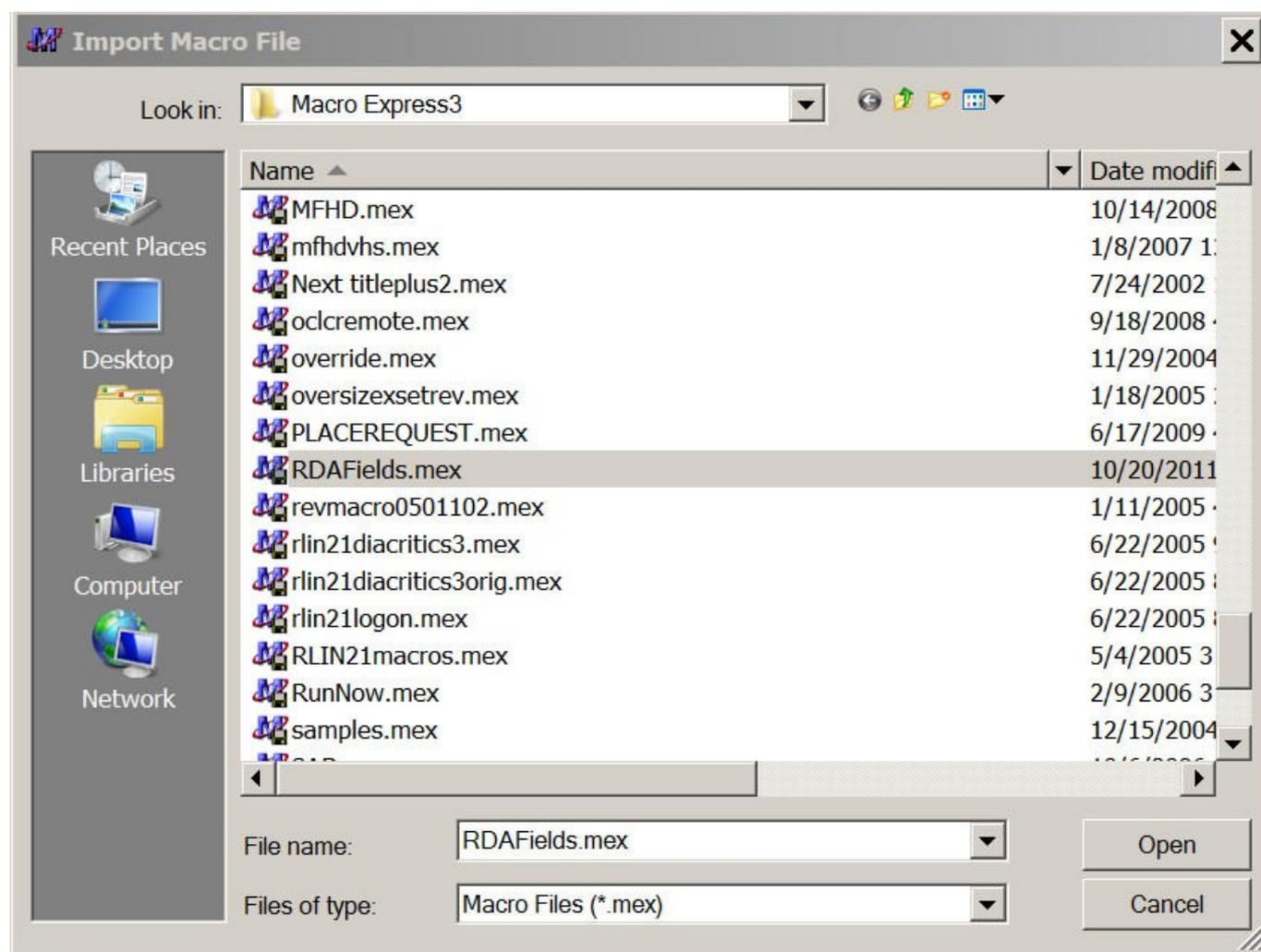
4. The Import Macros window will open.



5. Click on the Open File tab. The Import Macro File window will open. Make sure "Look in" is aimed at Macro Express 3 (since that is where you moved the **RDAFields.mex** file).

Importing Macros

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6. When the "Look in" window is open, double-click on **RDAFields.mex** (or select & click the OPEN tab). The Import Macros window will now list all macros in the file **RDAFields.mex**. (In this case, just one.)

Importing Macros

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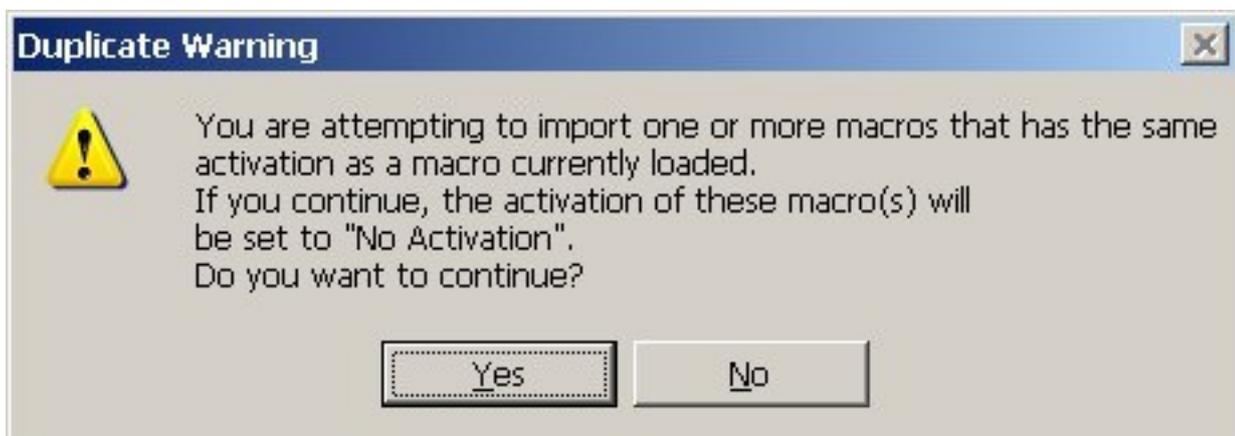


7. Click the **Select All** tab. The macro will be highlighted and the **Import** tab will be enabled.



8. Click on the **Import** tab. The macro will be copied into the **Edit** folder. Then click **Exit**.

Note: Sometimes when importing, you may get a message that one of the macros was using an activation key already claimed by a macro in your current file. Click Yes.



In that case, the newly imported macro will be imported as Inactivated. (It will not overlay the macro using that key)

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activation.) You will need to either reassign the key activation on your current macro and then reactivate the import macro to its default activation key, or assign a new, non-conflicting activation key to the imported macro. (Check with your expert user.)

Source URL: <https://web.library.yale.edu/cataloging/macroexpress-importing>