

Miscellaneous Tips-n-Tricks

From Chris Kalupa, Berlin:

1) WorkFlows Right-Click: I use the right click when viewing patron checkouts to re-print receipts, renew items, display items, etc. Right click options are available in other Workflows areas to make life easier as well. (paying bills from the 'Bills' tab) and more.

2) WorkFlows HotKeys: I also like using Workflows hot keys to speed up checking out, display user, displaying items, placing holds, paying bills.

3) Excel Formula: My Excel trick that I use regularly, especially when doing my budget, is using formulas to copy cell totals from one sheet to another within the same worksheet. You would do this using “=(sheet name)!(cellname)” – without the parenthesis. Example: ='Adult DVD monthly summary'!C11 By using this, I can put the amount of an invoice in one sheet, and it automatically figures the total monthly amount for me. I can bring an example of this if needed.


From Nicole Hardina-Wilhelm, Neenah:


--CTRL-F in the catalog to find specific items (cake pans, puzzles, etc).

Deb Sadowski, Redgranite:

I used to make everything on publishers, until I was introduced to Canva. It is the best place to go to make pictures, cards and even your banners for your Facebook page. It is very simple and takes you through everything step by step

Andrea Klapper, Montello & Julie Stobbe, Omro:

Snipping Tool/Snip & Sketch  when I want to get a screen shot of something. Quick easy to use. This app saves me a lot of time trying to explain things or share information with others.

--Quick Open: windows logo , shift key, and letter s at the same time.

--Pin the app to the taskbar on the bottom.

Karla Smith, WALS:

In Word: CTRL-E to center, CTRL-L to Left Justify.