DENVER MUSEUM OF NATURE & SCIENCE

# EMu v.5

# EMu Tips and Tricks and Shortcuts

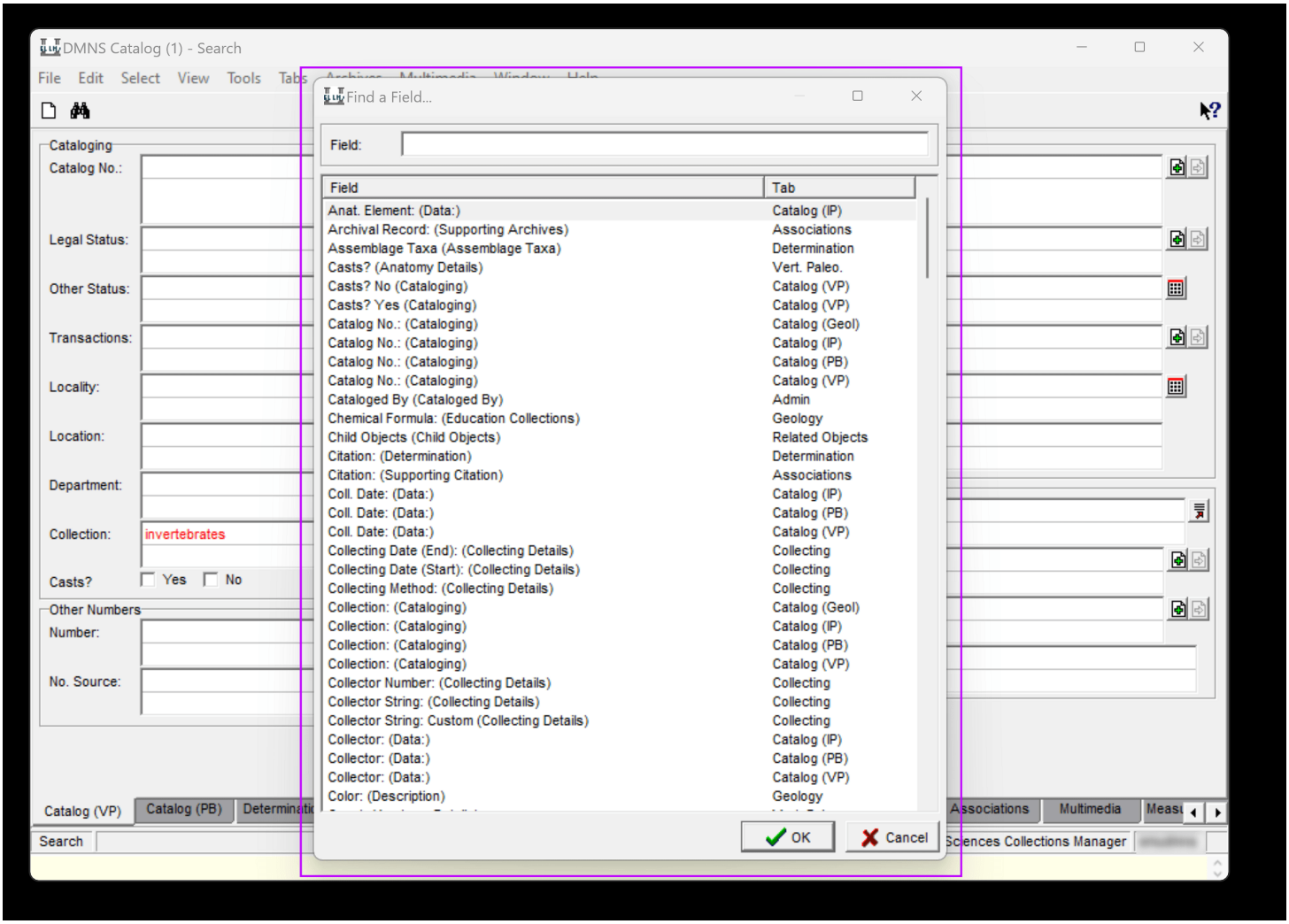
Last updated 29-01-2025

# Table of contents

1 Hit "F3" to find a field in the search view in any catalog 3
2 How to paste multiple values in a text box 3
2.1 Select a list of values in a spreadsheet and copy them 4
2.2 Click the text box of the field where you want to paste the values 5
2.3 Right click on the highlighted text box 6
2.4 Click "Paste (Insert)" to paste all values 7
2.5 Click "Page down" to check that multiple values were pasted 8

## 1 Hit "F3" to find a field in the search view in any catalog

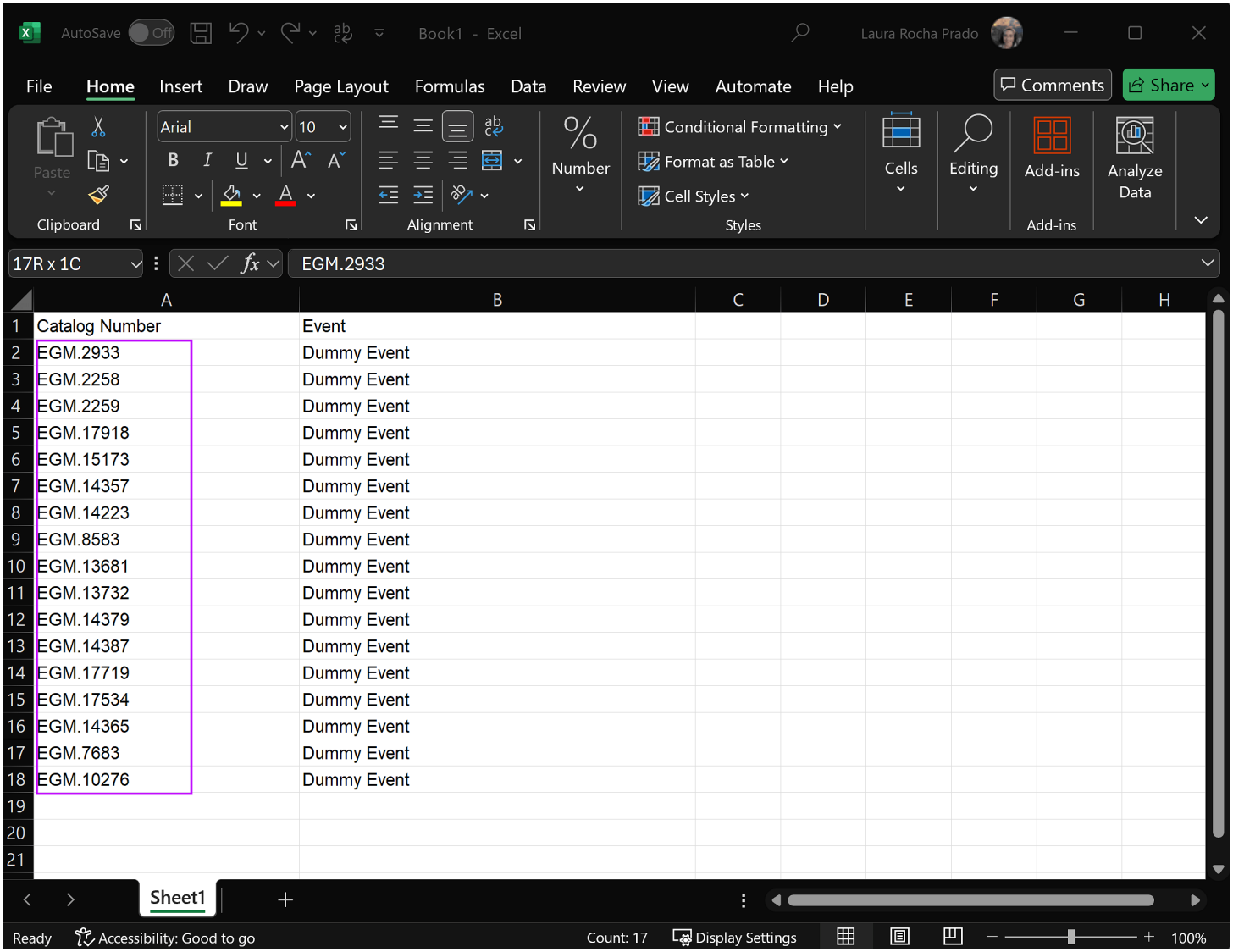
It will open a pop-up window with a "Field" search. Once you find your field and click "OK", EMu will focus on the selected field in your open module.




## 2 How to paste multiple values in a text box

## 2.1 Select a list of values in a spreadsheet and copy them

In this example we are copying a list of Catalog Numbers from an Excel file.

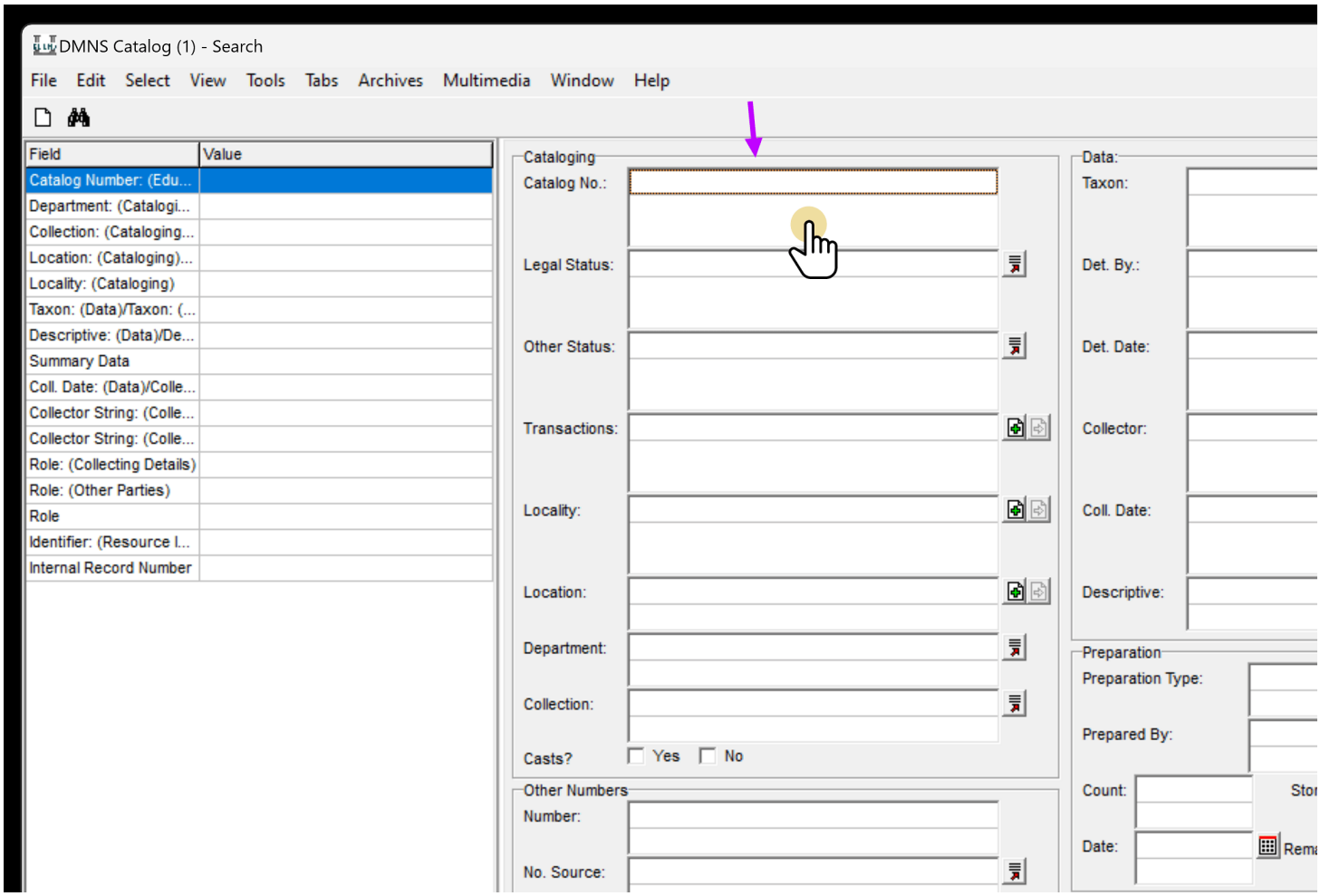



| | A | B |
|---|---|---|
| 1 | Catalog Number | Event |
| 2 | EGM.2933 | Dummy Event |
| 3 | EGM.2258 | Dummy Event |
| 4 | EGM.2259 | Dummy Event |
| 5 | EGM.17918 | Dummy Event |
| 6 | EGM.15173 | Dummy Event |
| 7 | EGM.14357 | Dummy Event |
| 8 | EGM.14223 | Dummy Event |
| 9 | EGM.8583 | Dummy Event |
| 10 | EGM.13681 | Dummy Event |
| 11 | EGM.13732 | Dummy Event |
| 12 | EGM.14379 | Dummy Event |
| 13 | EGM.14387 | Dummy Event |
| 14 | EGM.17719 | Dummy Event |
| 15 | EGM.17534 | Dummy Event |
| 16 | EGM.14365 | Dummy Event |
| 17 | EGM.7683 | Dummy Event |
| 18 | EGM.10276 | Dummy Event |
| 19 | | |
| 20 | | |
| 21 | | |

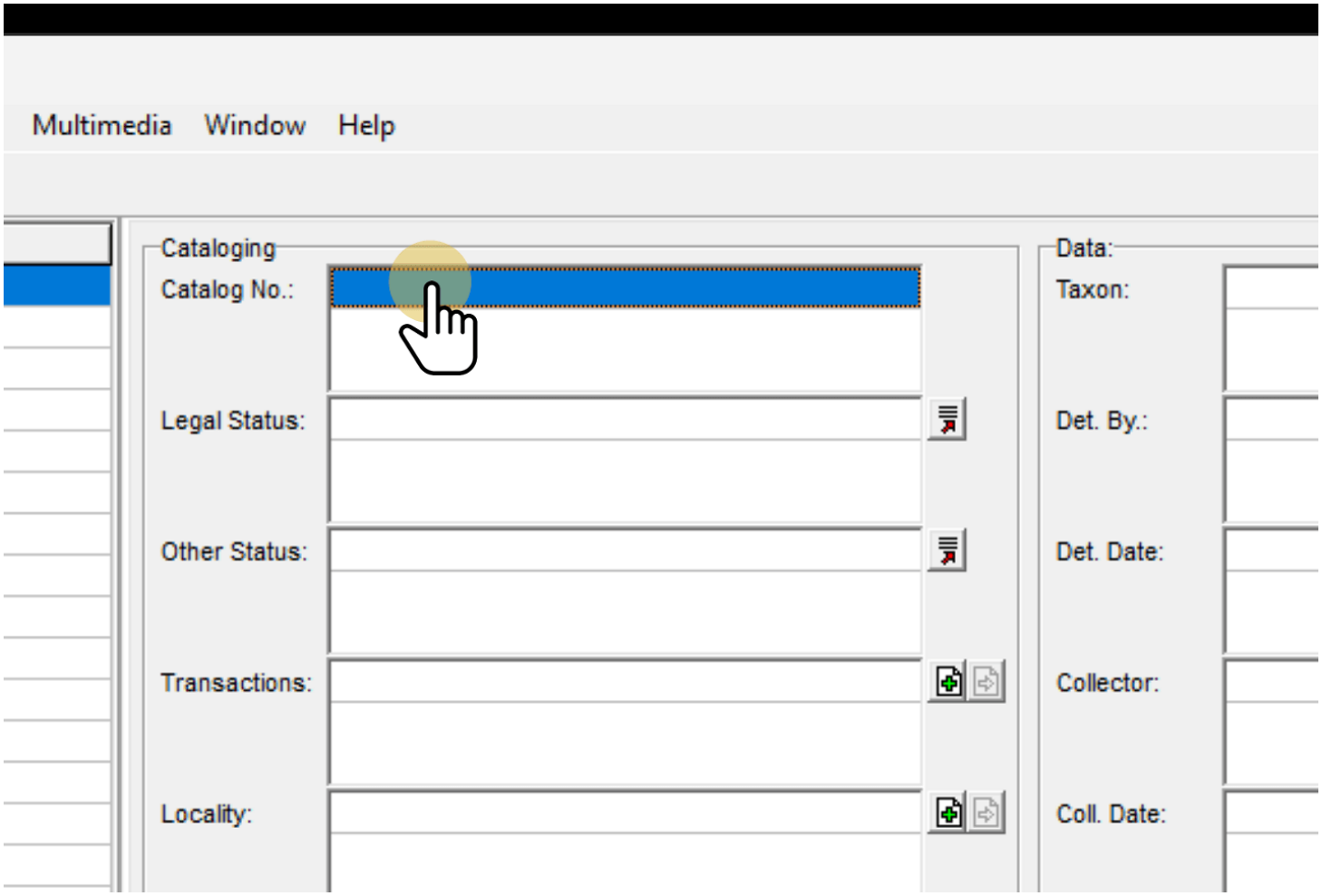
## 2.2 Click the text box of the field where you want to paste the values

We are in the Catalog Number field.

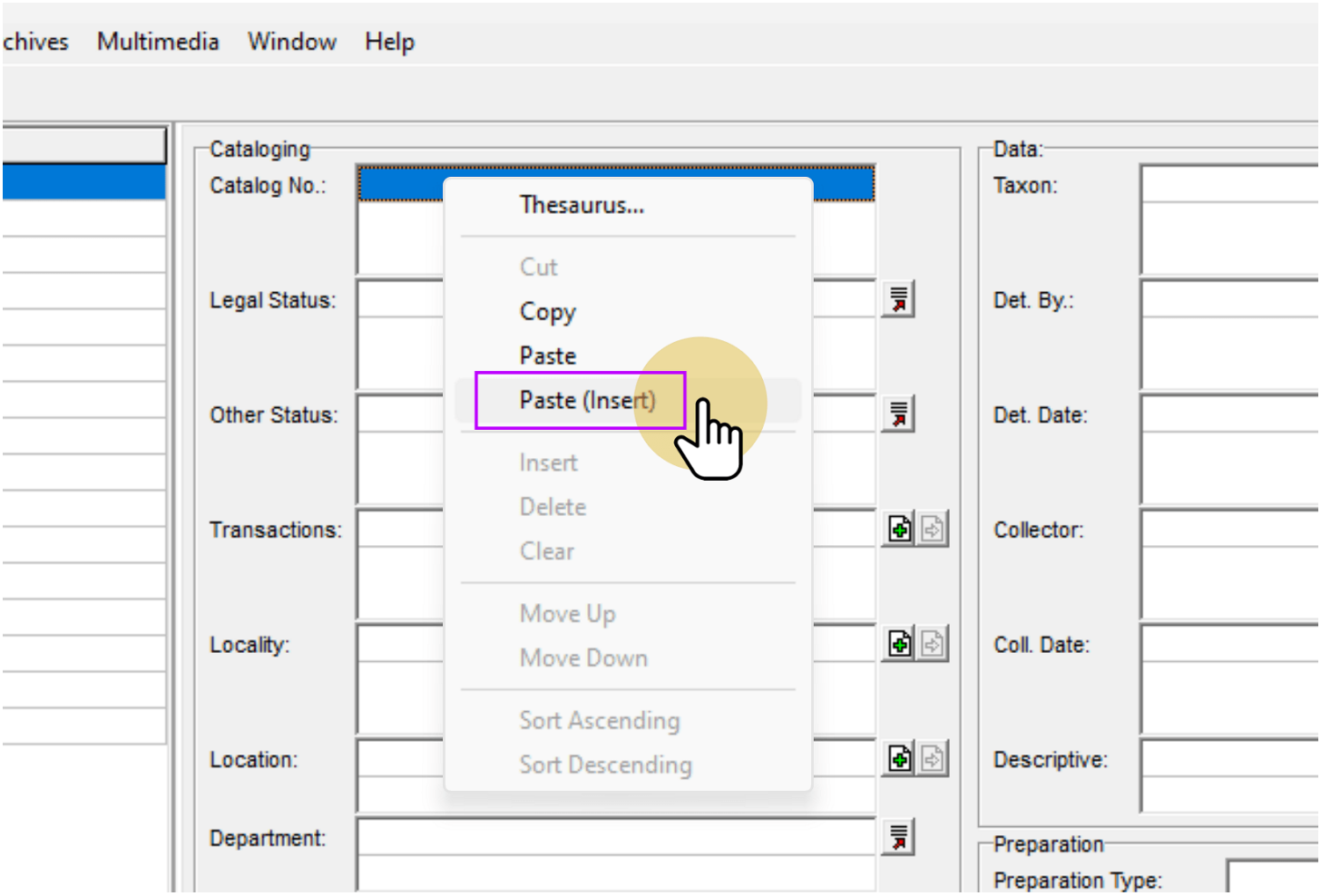
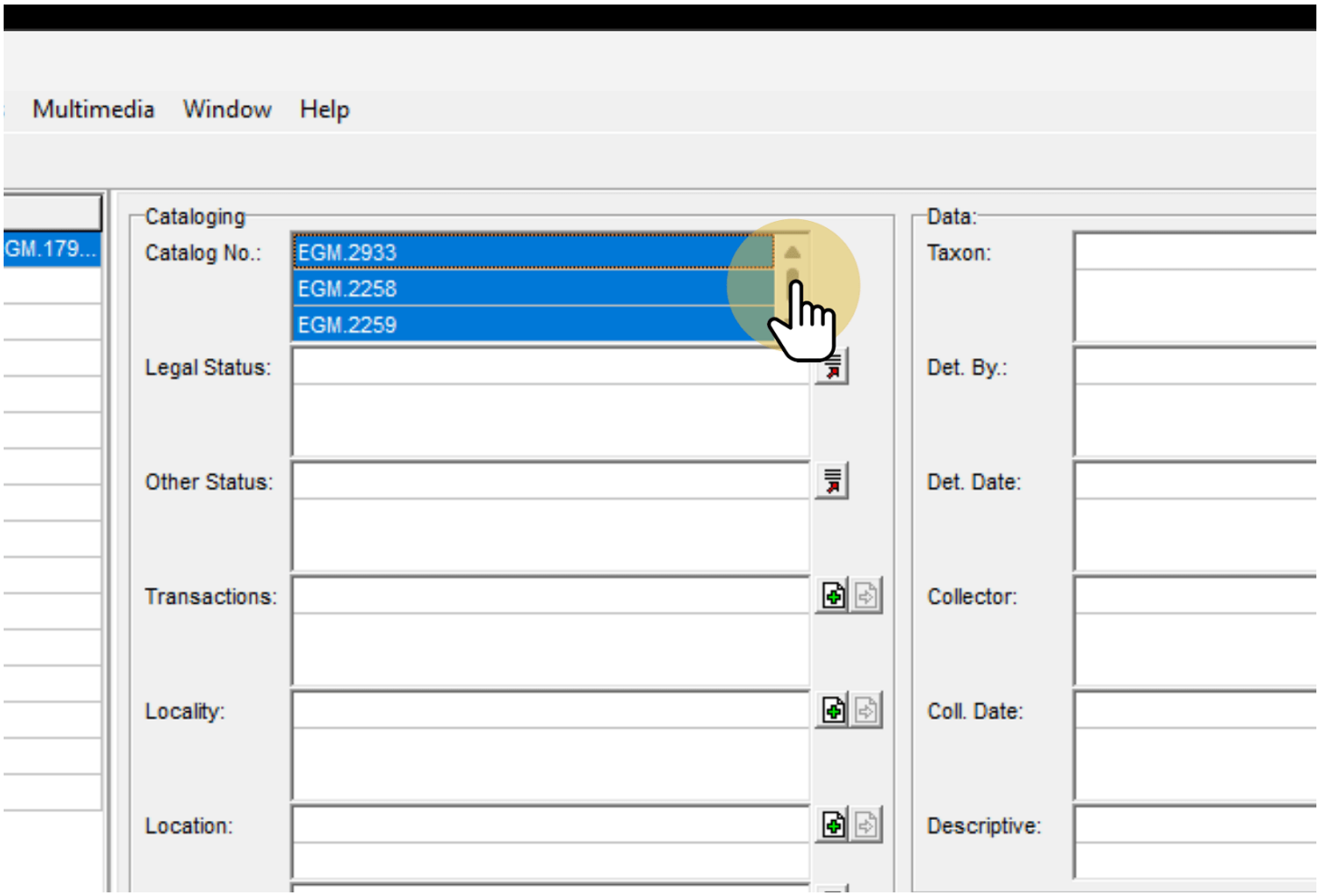
**Important: please ensure that you click inside the box so that it's highlighted as shown in the picture, and the text cursor does NOT appear.**



## 2.3 Right click on the highlighted text box



## 2.4 Click "Paste (Insert)" to paste all values



## 2.5 Click "Page down" to check that multiple values were pasted