



**EMu v.5**

## **EMu Tips and Tricks and Shortcuts**

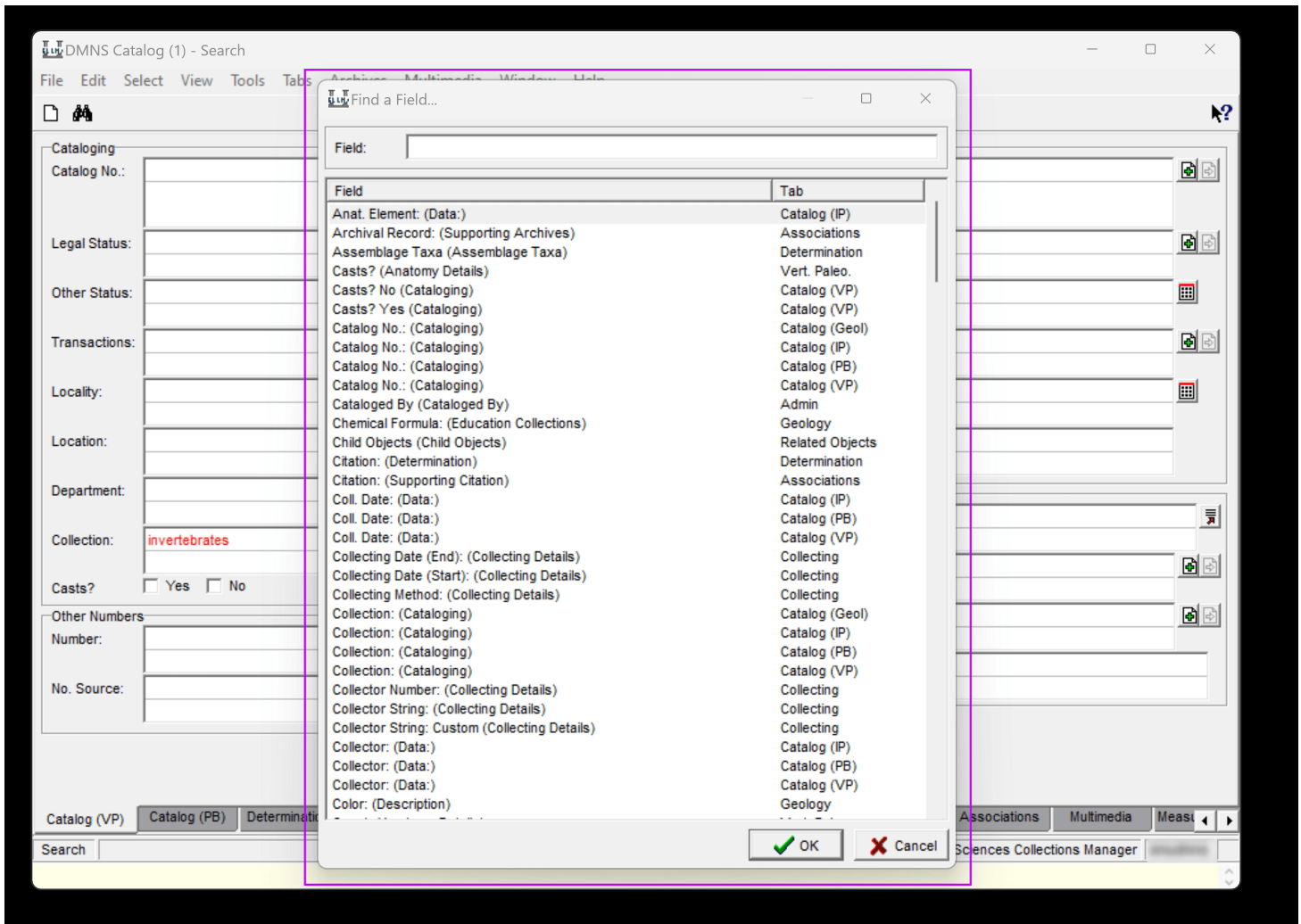
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## 1 Hit "F3" to find a field in the search view in any catalog

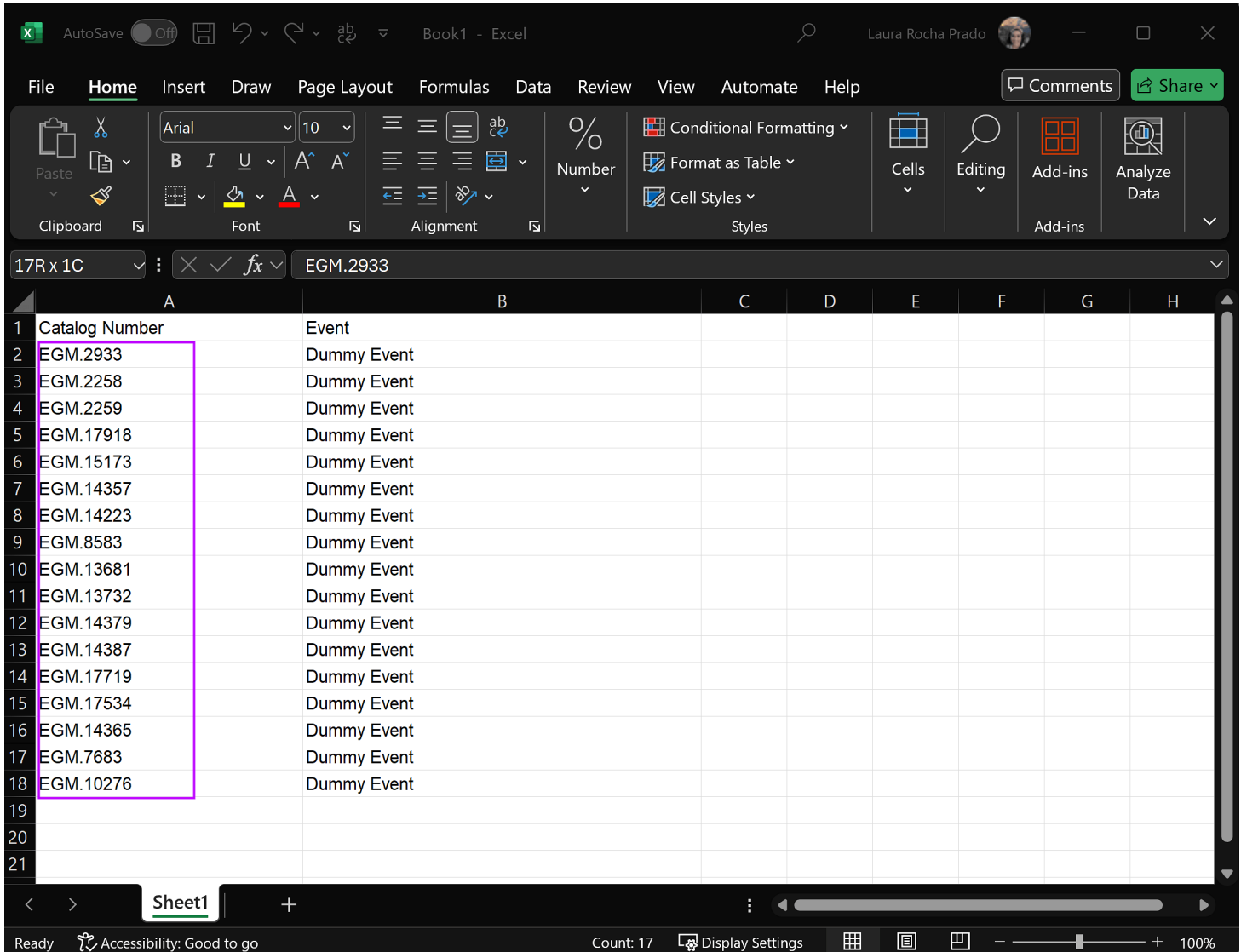
It will open a pop-up window with a "Field" search. Once you find your field and click "OK", EMu will focus on the selected field in your open module.



## 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.



The screenshot shows the Microsoft Excel interface with the following details:

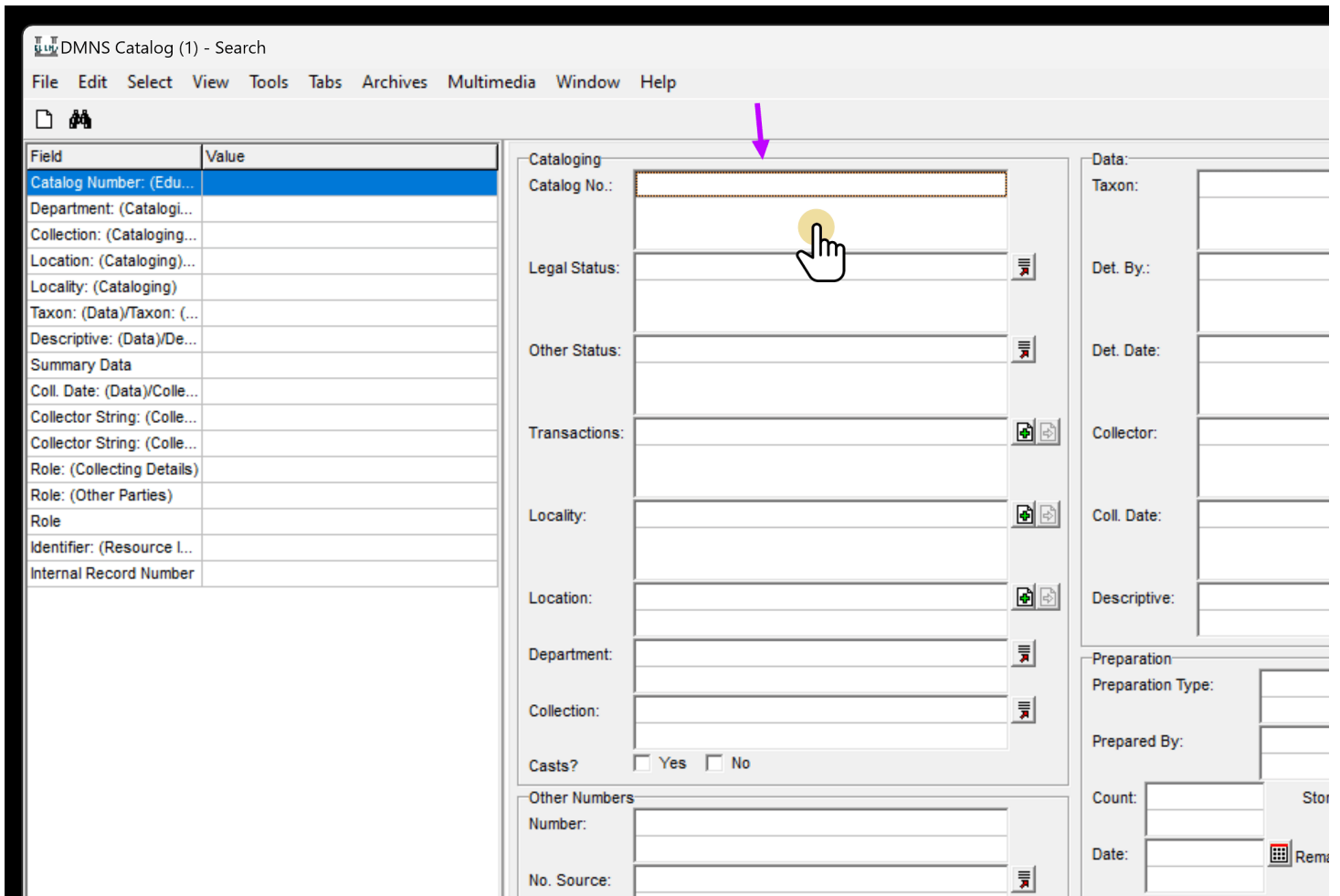
- File Name:** Book1 - Excel
- Toolbar:** Includes icons for Paste, Clipboard, Font, Alignment, Number, Conditional Formatting, Format as Table, Cell Styles, Cells, Editing, Add-ins, and Analyze Data.
- Formulas Bar:** Displays the formula `=EGM.2933`.
- Worksheet:** The active sheet is 'Sheet1'. The data is organized as follows:

	A	B	C	D	E	F	G	H
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								
- Status Bar:** Shows 'Ready', 'Accessibility: Good to go', 'Count: 17', 'Display Settings', and '100%' zoom.

## 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.



DMNS Catalog (1) - Search

File Edit Select View Tools Tabs Archives Multimedia Window Help

Field	Value
Catalog Number: (Edu...	
Department: (Catalogi...	
Collection: (Cataloging...	
Location: (Cataloging)...	
Locality: (Cataloging)	
Taxon: (Data)/Taxon: (...)	
Descriptive: (Data)/De...	
Summary Data	
Coll. Date: (Data)/Colle...	
Collector String: (Colle...	
Collector String: (Colle...	
Role: (Collecting Details)	
Role: (Other Parties)	
Role	
Identifier: (Resource I...	
Internal Record Number	

**Cataloging**

Catalog No.:

Legal Status:

Other Status:

Transactions:

Locality:

Location:

Department:

Collection:

Casts? ☐ Yes ☐ No

**Other Numbers**

Number:

No. Source:

**Data:**

Taxon:

Det. By.:

Det. Date:

Collector:

Coll. Date:

Descriptive:

**Preparation**

Preparation Type:

Prepared By:

Count:  Stor

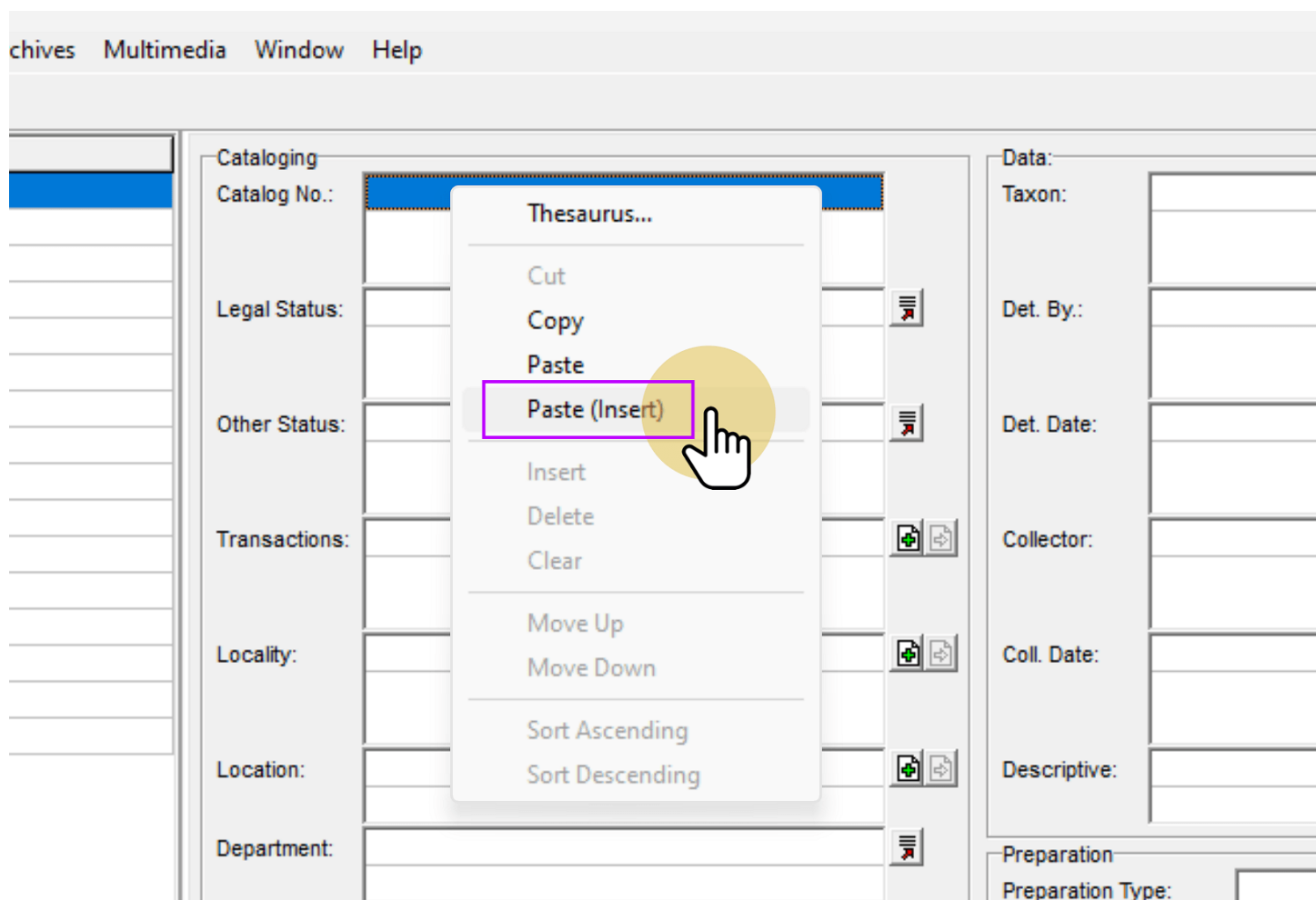
Date:  Rem

## 2.3 Right click on the highlighted text box

Multimedia Window Help

Cataloging	Catalog No.:			Data:
				Taxon:
	Legal Status:			Det. By.:
	Other Status:			Det. Date:
	Transactions:			Collector:
	Locality:			Coll. Date:

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



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

Multimedia Window Help

Cataloging			
Catalog No.:	EGM.2933		
	EGM.2258		
	EGM.2259		
Legal Status:			
Other Status:			
Transactions:			
Locality:			
Location:			

Data:

Taxon:

Det. By.:

Det. Date:

Collector:

Coll. Date:

Descriptive: