



Function Key Text

When entering similar class names over and over for a particular division, it is helpful to associate words and phrases with function keys. This speeds up the process of entering class codes within a division. Review the fair book to determine which phrases are repeatedly used within a division. Then, a phrase is entered with the press of a function key instead of retyping a word or phrase many times.



The necessary space is automatically added between each word when using function keys.

1. Select a **Division** from the *Known Divisions* list.
2. Click the **Enter Key Text** button.
3. Type a **word or phrase** for a function key. See Figure 1 as an example. Here, - Hereford is associated with F1, Heifer Calf with F2, and Yearling Heifer with F3.

Division

Selected Department
J JUNIOR SHOWS

Code Title
J001 BREEDING BEEF

*Optional *State Fair Fee *Animal Required (Y or N) *Locked (Y or N)

Create New Division Enter Function Key Text

Delete Division Return to Department

You must select a Division to enable the Class menu item!

Known Divisions

- J001 BREEDING BEEF
- J002 FEEDER CALVES
- J003 MARKET BEEF
- J004 DAIRY CATTLE
- J005 DAIRY GOATS
- J006 MEAT GOATS
- J007 HORSE SHOW - HALTER CLAS
- J008 HORSE SHOW - PERFORMANC
- J009 RABBITS
- J010 BREEDING SHEEP
- J011 MARKET LAMBS
- J012 BREEDING SWINE
- J013 MARKET SWINE
- J014 WOOL
- J015 POULTRY

Count: 15

Function Key Listing...

F1	- Hereford	F5	Bull Calf
F2	Heifer Calf	F6	- Maine Anjou
F3	Yearling Heifer	F7	- Shorthorn
F4	Grand/Reserve Champion	F8	- Simmental

Figure 1. Function Key Text

Function Key Text

The function keys are available to use when creating classes in that particular division. Press the appropriate function key to insert phrases. Function keys can be changed at any time to accommodate different classes within a division.