

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.

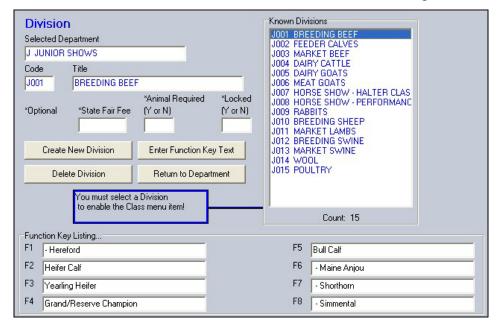


Figure 1. Function Key Text

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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.

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