

Welcome to PastPerfect Video Tech Tips. This technical tip will cover setting up function keys within PastPerfect.

The ability to standardize your information, as well as enter it into PastPerfect efficiently, is important. To assist with this goal, you may add information to your function keys, which will provide single-key input of common words, numbers, or phrases. The function keys are located at the top of your keyboard and range from F1 through F12.

- To setup your function keys within PastPerfect, from the Main Menu, on the lower right side, please select "Setup", and then "Function Keys" from the fly up menu.

You have the ability to customize F3 through F6 and F8 through F12. F1 is reserved for accessing the help screen while F2 is reserved as the Save key, and F7 is reserved to provide access to your Authority Files. You will notice that F8 has been pre-populated with the date command; this will insert the current date into a field, based on your computer's date. If you have activated security for your PastPerfect program, function keys may be set up for each user name.

- To enter the desired text into a Function Key field, please click once in the area to the right of the desired key's label.
- Please type the text desired. You may enter up to 128 characters, including spaces.
- If you would like to enter information for additional function keys, you may use the Tab key on your keyboard to move between fields, or you may click in the desired field and enter your text.
- When finished, please select Exit on the lower right corner of the "Setup" screen to return to the Main Menu.

If you have any questions regarding how to setup your function keys in PastPerfect, please contact our support office at 1-800-562-6080, toll free or email us at [support@museumsoftware.com](mailto:support@museumsoftware.com)