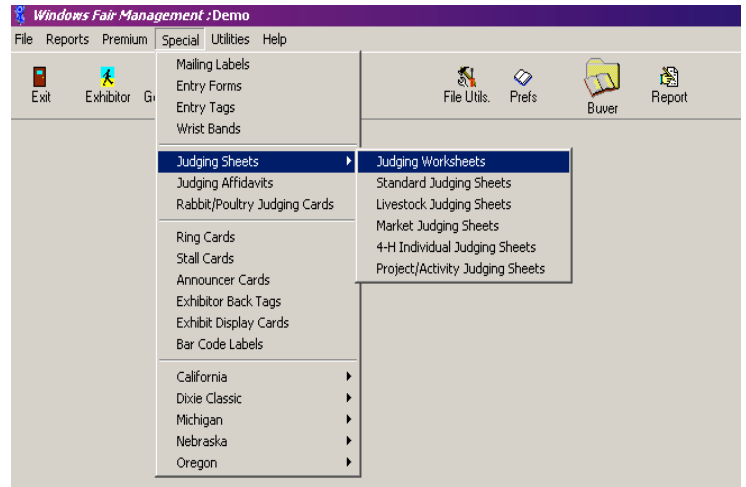
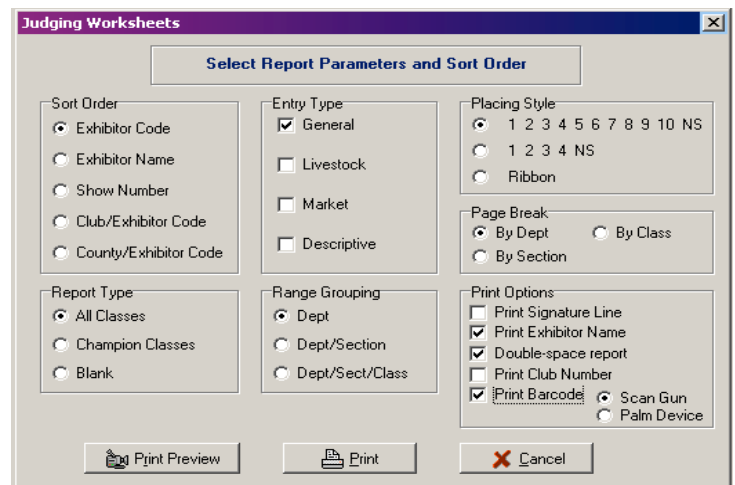


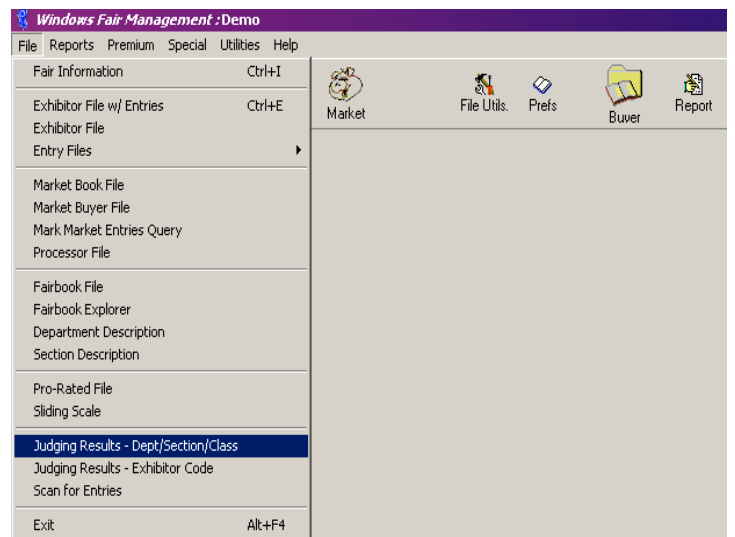
1. Before starting the computer, plug the **Scan Gun** into the **Keyboard** port and attach the keyboard as instructed in the scan gun hardware instructions that came with the hardware. (It is important to plug in new hardware before starting up your system as the system may not recognize the new hardware otherwise)
2. Turn on your computer.
3. The first step is to print the **Judging Worksheets** to use with the Scan Gun.
4. Open the **WinFair** program.
5. Go to **Special | Judging Sheets | Judging Worksheets** .



6. Select report parameters and sort order. **WARNING:** Be sure to check **double-space report AND print barcode** under **Print Options**. Make sure **Scan Gun** is chosen.
7. Print **Judging Worksheets**.



8. When you are ready to use the scan gun to enter judging results from **Judging Worksheets**, go to the **File** Menu.
9. Select **Judging Results Dept|Section|Class**.



10. Enter the appropriate **Department|Section|Class**. Click **OK**.

11. Place the cursor on the **Search** text box and click the right mouse button.
12. Click one time on the button that appears reading: **Return After Placing Is Inserted** (this allows the cursor to return to **Search** after a placing is entered. If this is not checked the first two numbers of the scanned number will be inserted in the **Placing** field.) A check mark will be displayed indicating that the feature is activated.
13. The cursor will be automatically positioned in the **Search** text box to begin scanning.
14. Scan the first entry on the **Judging Worksheet** list.
15. Enter the placement. **NOTE:** 2 digits must be entered (i.e. 01 for first place, 02 for second place, etc.) otherwise the cursor will not automatically return to the **Search** text box.
16. Repeat the process until all results have been entered.
17. **IMPORTANT:** Click **SAVE** after the last placing has been entered.
18. You are now ready to go to the next class and continue scanning.

Trans #	Brk	Exhib Code	Exhibitor Name	Place	Award	Rank	Entry ID	Add
1	0	00003	Molly Brown	01				
2	0	00009	John Jacobs	04			00108	
3	0	00010	Jake Johnson				00109	
4	0	00008	Molly Jones				00107	
5	0	00001	Mark Miller	NS				
6	0	00007	William Miller	NS			00106	
7	0	00004	Joan Parker	DQ				
8	0	00005	Melanie Parker				00104	
9	0	00006	Clark Sharkey	02			00105	
10	0	00006	Clark Sharkey	02			95566	