

# Attach PF Key File to an email

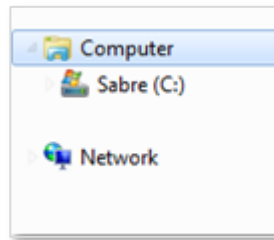
## OVERVIEW

You have many options to copy and share Programmable Function (PF) Keys. These instructions assist you in sending your PF Key file as an e-mail attachment.

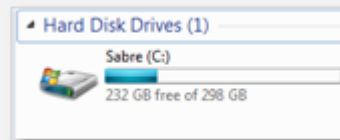
## STEP

## EXAMPLE

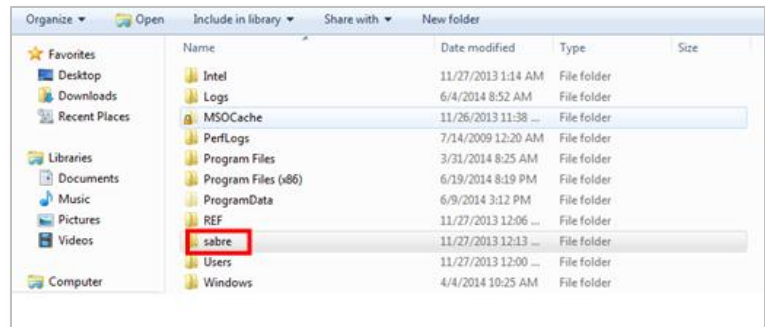
1. Begin at the computer that contains the PF Key file.
2. Click **My Computer** on the Desktop



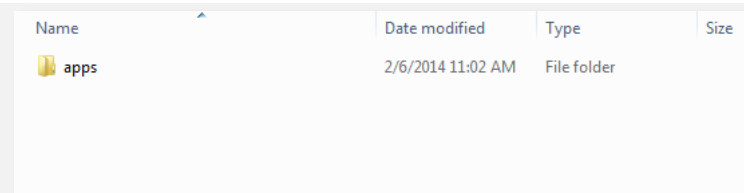
3. Open System (C:) Hard Disk Drives



4. Open SABRE ((C:\SABRE))



5. Open Apps



**STEP****EXAMPLE**

6. Open Emulator

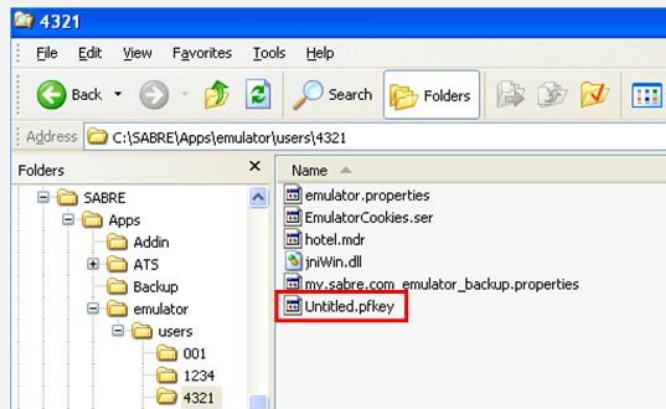
Name	Date modified	Type	Size
emulator	6/20/2014 2:05 PM	File folder	
finder	1/27/2014 7:05 AM	File folder	
scribe	2/6/2014 10:59 AM	File folder	

7. Right click over the PF Key file (in this example, Untitled.pfkey)

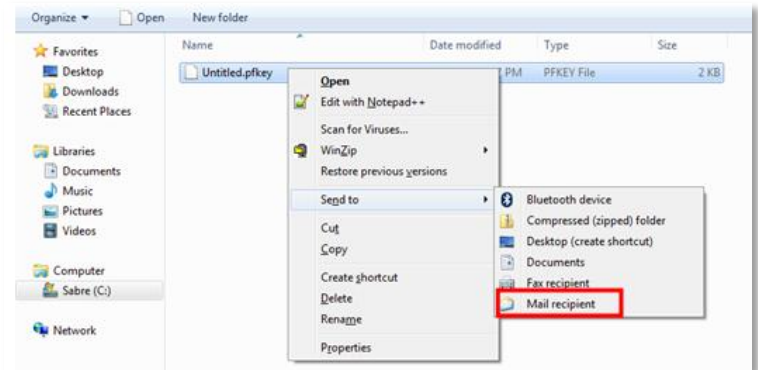
Name	Date modified	Type
Untitled.pfkey	6/20/2014 2:07 PM	PFKEY File

Depending on the operating system you have installed, you may also need to::

- Open **Emulator**
- Open **Users**
- Open **User Number** (in this example 4321)
- Right click over the **PF Key File** (Untitled.pfkey)

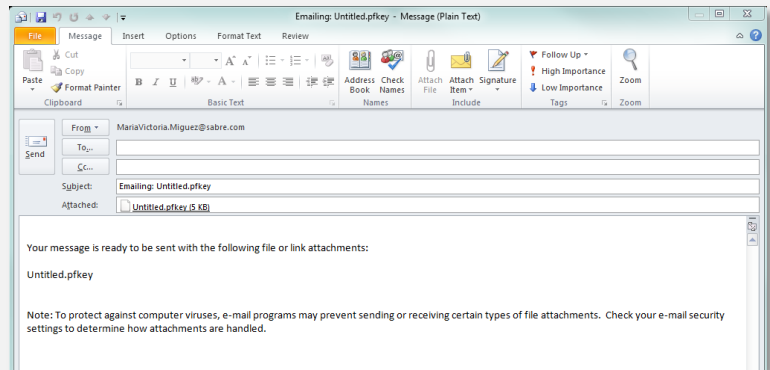


8. Select **Send To**, and then select **Mail Recipient**



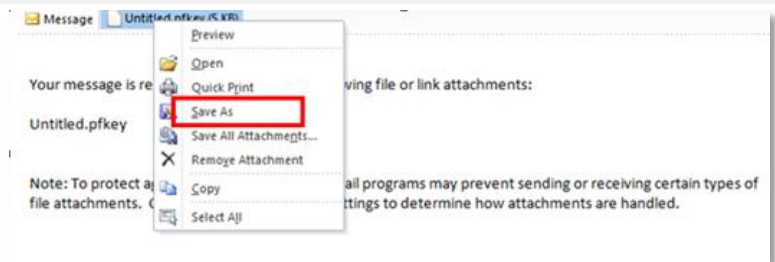
9. A new mail window displays named Emailing: Untitled.pfkey.

10. Input the email address in the To: field and then click **Send**



11. **Open the email** on the computer that does not have the PF Key file and receive the email

12. **Right click** the PF Key file (Untitled.pfkey) in the attach field and select **Save As**



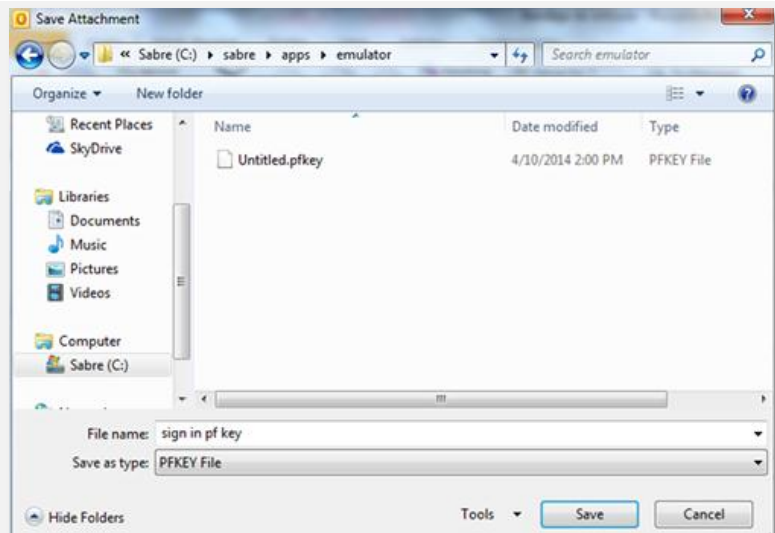
13. Open **System (C:) Local Disk**

14. Open **SABRE (C:\SABRE)**

15. Open **Apps**

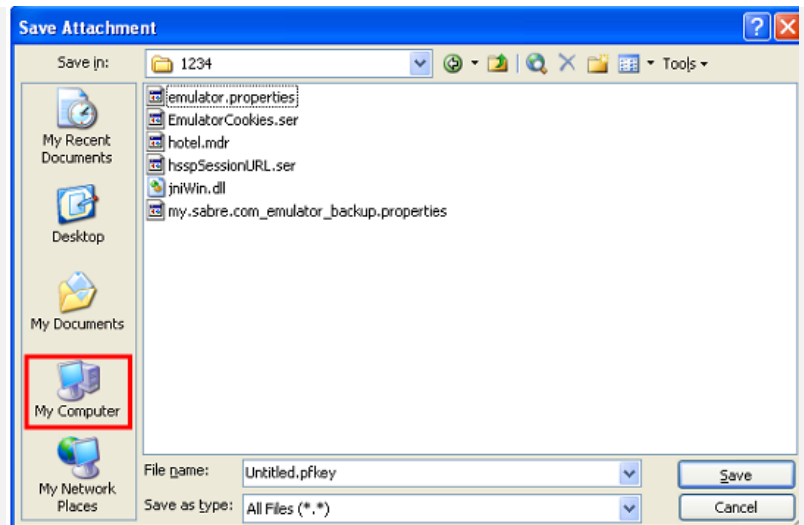
16. Open **emulator**

17. Click **Save**



Depending on the operating system you have installed, you may need to:

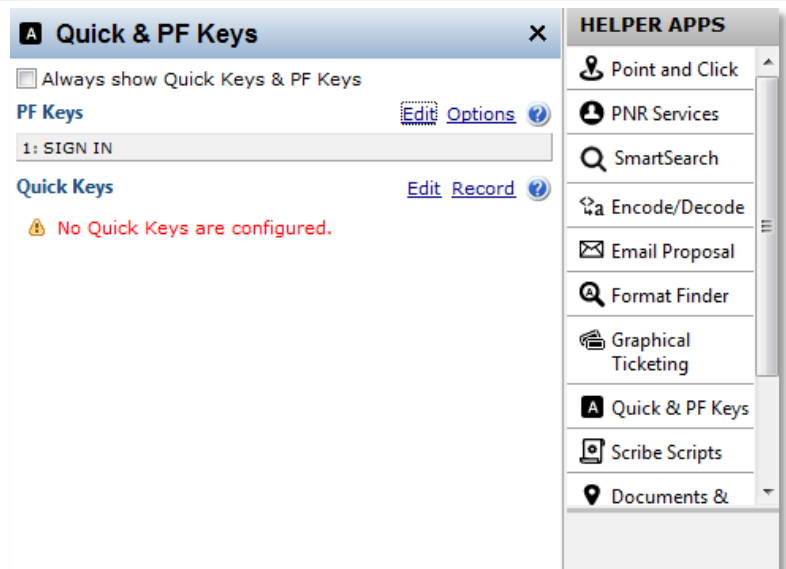
1. Click **My Computer** in the bottom left side of the window.
2. Open **System (C:) Local Disk**
3. Open **SABRE (C:\SABRE)**
4. Open **Apps**
5. Open **emulator**
6. Open **users**
7. Open **user number** (in this example, user 1234)
8. Click **Save**



18. In your Sabre® Red™ Workspace Application Side Bar, click **Quick Keys and PF Keys** or click **Tools** in the Menu Bar, and select Quick & PF Keys.

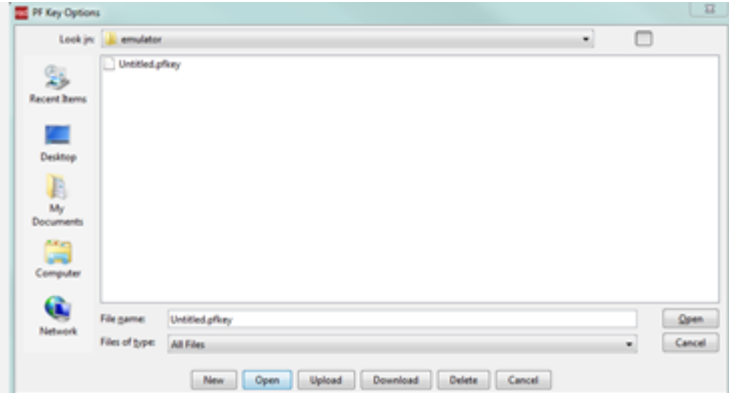
The Vertical Assistant tool opens

19. Click **Options**



20. The Emulator opens and the Untitled.pfkey file displays as the File name

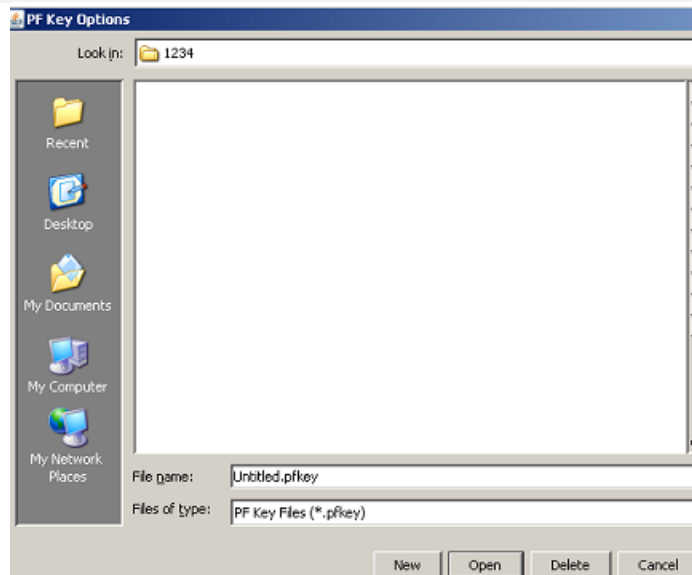
21. Click **Open**



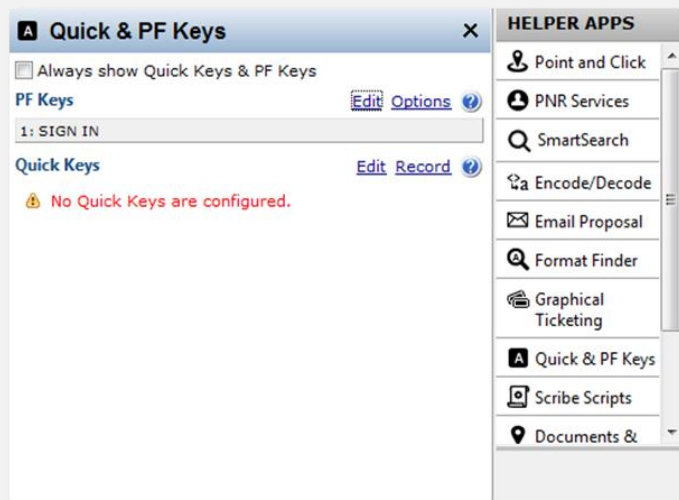
Or you may need to:

Browse to the **user folder**

(C:\SABRE\Apps\emulator\user\1234). Be sure the **Untitled.pfkey** file displays as the File name and then click **Open**

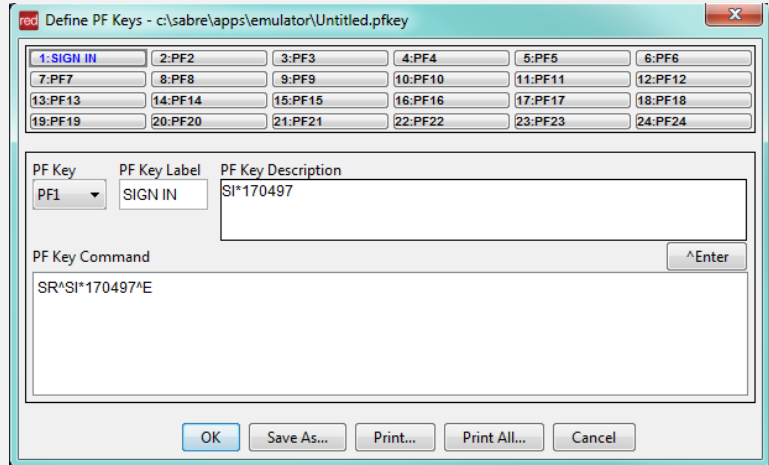


22. Click **Edit** in the Quick & PF Keys Vertical Assistant Tool



23. You have loaded your PF Keys.

24. You can click the PF Keys buttons or use your keyboard, the function keys (from F1 to F12 for PF1 to PF12, plus SHIFT F1 to SHIFT F12 for PF Keys from PF13 to PF24



## KEYBOARD - PF KEYS



## ADDITIONAL REFERENCES

Additional quick references and interactive tutorials are available on the Web at [agencyeservices.sabre.com](http://agencyeservices.sabre.com) under the Training menu. You may also find additional information in *Format Finder*. Use these keyword combinations or formats in your Search request:

Copy PF Keys

Attach PF Keys Files to an Email Quick Reference

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