

EBSL Dual Meet Score Sheet Printing Instructions

PLEASE READ THESE INSTRUCTIONS BEFORE PRINTING

- A. Always print out the score sheet at 100% of original size (this is the default setting for most printers, but you might want to check). The score sheet does not leave very much room for the coaches to write in the swimmer's names and scorekeepers to write in times and places during the meet. Therefore, it is very important that the score sheet is not reduced in size when printed.
- B. The score sheet contains smaller than normal margins so you may have to adjust your printing preferences in order to get it to print properly. Most laser printers should not have a problem, but most inkjet printers will. Here's the procedure for checking the correct printer settings using an Epson Stylus Color 740 inkjet printer. Your printer may vary but the procedure will be similar.

For PC Windows 98

1. Open the score sheet in Acrobat Reader version 3.0 or later.
2. From the File menu choose Print Setup.
3. In the Print Setup window, click on Properties.
4. In the Properties window, click on the Page tab.
5. Find the Printable Area box and select "Maximum" (the default is "Standard") and "Centered."
6. Click OK.

For Macintosh

1. Open the score sheet in Acrobat Reader version 3.0 or later.
2. From the File menu choose Print Setup.
3. In the Print Setup window, click on "Maximum" and "Centered."
4. Click OK.

The printed output should look EXACTLY like the pages you see on the screen. If the printed pages appear clipped at the top or bottom and/or everything is shifted up or down then you'll know things aren't right. Some older printers do not have a setting for "Maximum" printable area. If this is the case with your printer, then you may be out of luck.

- C. If you will be distributing the electronic version of the EBSL Dual Meet Score Sheet, only distribute the Stuffit archive file, ebslscoresheet.sit (not the ebslscoresheet.pdf by itself), so that these printing instructions will be included.