WORD

PROCESSING

Using MS Word

FORMATTING

JUDGE SLIPS

WP LESSON SIX

FORMATTING JUDGES SLIPS

Understanding

The judges slips and the catalogue documents are formatted using tables.

So if you have dome the basic tables lessons in Lesson Group number 2 you will know most of what we will do next..

You might be using a slightly different version of Word, or Word for Apple.

The instructions will still be there but might be in a slightly different place, have a look around and you will find it

Viewing your document for Judges Slips.

Exercise 1

1. Drag the "Club 23 judges notes.docx" file down onto Word W symbol, OR Open the file in Word (if you do not have a file ending in .docx, look for the same file ending in .xml)
2. Immediately save the file as a .docx file calling it Judges Slips Master.docx.
3. We will firstly format the whole document, and once happy with the formatting will split the document up into one document for each judge before printing.
4. Look in the *VIEW* tab and make sure *Print Layout* view is selected, this will let you see the document in a lot easier manner, closer to what you will see when printing.

Headers and Footers and Page Numbers.

Exercise 2

5. This document needs headers and footers, we can easily use them to change the judges name and ring numbers.
6. Add a Header by going to the *INSERT* tab and selecting Header and then a blank three column Header. In the first column type "Show name and date". Delete the centre column, and in the right hand column type "Judge: Name"
7. You can toggle between the main part of the document and the greyed header or footer areas just by double clicking in the area you want to work. Double click in the main part of the document. Now Double click back into the greyed area to get access to the Header area to change any information there.

Show Name: Ring One	Judge: Name
Longhair Desexed	

8. Add a footer. This is more easily done by inserting a page number field, which then automatically inserts a footer for you.

9. Select from the INSERT tab, select Insert Page Number, select Bottom of Page and in the centre position. You will see a footer created for you.

10. Click your cursor in front of the page number and type "Page " leaving the actual page number there. Click in the left hand position of the footer and type "Judges signature and some full stops to make a dotted line…………… Click in the right hand position on the footer and type "Clerk signature……………." in a similar fashion.

11. Once you are satisfied with your header and footer, double click in the main part of the page to exit the header and footer sections.

Formatting your document.

Exercise 3

12. The rest of the document is formatted within small tables.

13. Some of the tables are not required and so we will delete them. When there is only one cat in a section, then the awarding of "Best Blue Point Birman Kitten" when only one blue point Birman kitten is in the show – is therefore not necessary. So it is prudent to delete the table that states this award.

Blue Point								
9		Female Kitten under 4 mths						
12/02/15 12 wks								

	Best Blue Point Birman Kitten						

14. Click your cursor within the box that says "Best Blue Point Birman Kitten" you will see in the top left hand corner a little handle appears in the form of two double sided arrows forming a cross. Clicking on this arrow will highlight and select the whole table containing all the words and formatting. In the *TABLE TOOLS, LAYOUT* tab select the arrow below the Delete selection and select delete table

15. Where there are two of a type, then leave the "Best of" award in as the judge will select the Best out of a choice of two. E.g. "Best Agouti & White Maine Coon Kitten".

16. At the end of each section is a selection of Top Ten or Top Five. It is prudent to find out from your show manager what the actual prizes will be for each section. Then you can correctly mark how many Top prizes to adjust the Top Ten award box to.

17. To delete a row or rows firstly select the rows as follows. Hover your pointer on the left of the Top Ten box and click and drag alongside the rows you want to delete, which will select these rows. Then use the *TABLE DESIGN, LAYOUT* tab and select the delete drop down menu again, this time selecting delete rows.

18. To add extra row (e.g. making a Top Fifteen) click your cursor inside the bottom right hand cell of the table and merely hit your Tab →Key. You will see it makes one extra row and moves your cursor to inside the first cell of the new row. Add as many rows as you need.

19. Click inside the first cell of an empty row and type in the words you need (e.g. 11th Best)

20. These steps are the same as what you will be doing when formatting the catalogue.

21. Go through the rest of the judges slips file making all formatting changes and re-saving the document as your judges file master document.
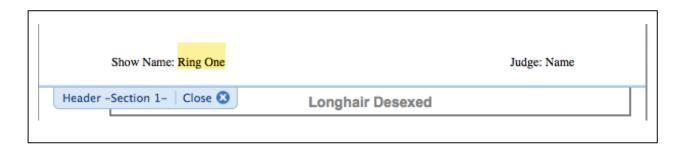
Saving into multiple master documents.

Exercise 4

22. Now we are going to make three documents, one for a shorthair judge, and one for a longhair judge, and one for a companion judge.
23. To do this firstly in your open master document, re-save calling the new document "Longhair judges slips master.docx".
24. Delete all the tables that are for shorthair cats and kittens. You can do this very quickly by starting with clicking your cursor on the left hand side in a spot after the last longhair page but before the first shorthair kitten page, keep your finger down and slide your cursor down to the bottom of the page, when you hit the right spot on the bottom of the page, your will see the document scroll down through the pages selecting all the tables in its wake.
25. When you get to the bottom of the document you should have all the shorthair and companion cats tables selected, hit your delete button on your keyboard and all the things selected will be deleted.
26. Save the document as Longhair judges slips master. Close the document
27. Open the document judges slips master.
28. Save a this as "Shorthair judges slips master"
29. Delete all the longhair cats and kittens tables, and companion cats tables in the same manner as 24 above.
30. Save this new document as "Shorthair judges slips master.docx"
31. Make a master companion cats document.
32. Now we have four master documents for judges slips.

Printing your document for Judges Slips.

Exercise 5

33. Printing preparation.
34. Now we want to print a set of judges slips for each judge.
35. Open the longhair judges slips master document, double click into the header section and change the judges name to the judge you want to print, make sure the correct show name and date are in the header as well.

36. You need to set up the two piece judges slips paper in the printer to make sure it will print on the correct side. The printer prints on the underside of the sheet as it sits in the printer. Take a pile of paper and ascertain which is the carbon page. To do this take the top White and yellow sheets and with a pen make a small mark in one corner of the white page to mark the yellow page. Look to see if the yellow page is marked. If it is you know the white page is the correct way up, if not put those two pages back on the stack, turn the stack upside down and repeat this step. You need the pages to be upside down in the printer so it prints on the top of the white page which is the print side, and the underside of the white page is the carbon side – the carbon side needs to be facing upwards. Complicated I know, but try it out by printing one page only and see if you have it right.

37. Print to the QFA printer printing two sheets for each page. Make sure you have UNCLICKED the box which says "*COLATED*" on the QFA printer!!! You will Thank Me later for this tip – after you have printed something without UNTICKING the collated tick.

This box must NOT have a tick in it, print 2 copies.

38. Go through each judge and print a set of judges slips for each one.
39. If you want the companions judging slips to be within the page numbers, do a cut and paste from the companions judges slips master to the end of the judges slips you want to continue in that document.

Supreme Pages.

Exercise 6

40. For a judge that is to be doing Supreme Judging, Make a separate page for that judge at the end of their slips with a couple of boxes for them to collate and record their Supreme choices. E.g as follows:

Best in Show Kittens	Best in Show Cats	Best in Show De-sexed
My Choice Kitten	My Choice Cat	My Choice De-sexed
	My Supreme Overall	

41. .Or Make a supreme judging page to suit your needs.
42. Put the judges slips in a folder for each judge, with a section divider so the judge can find each section easily.

My Notes

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