**THE CARNIVAL DISKS**

Following your school carnival your best athletes will need to have their names entered into a computer program on the disk provided in this package. PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY. If you have any queries please call me to clarify before you proceed.

1. To enter the data you will need any word processor, but you must save it to disk as a **text file.** The information on the disk provided is already saved as a text file. Consult with your computer brain if unsure.

Eg. In Microsoft Word choose the following commands in sequence:

a. FILE

b. SAVE AS

c. select ‘SAVE AS TYPE’

d. select ‘TEXT ONLY’ \*.txt

2. Below is an example of what you will see on the disk before you enter you students name and after the competitors name is entered. Study the example carefully.

Before (example only)

1637, MC,Girls,13,100m Sprint, 1,1, ,

After

1637, MC,Girls,13,100m Sprint, 1,1, Mary, Brown

NOTE: Don’t change any of the given data.

The first name of the student is first.

There is a comma between the name.

There is no comma at the end.

There is only one student allowed per line.

No lines are to be added.

Do not use headers or footers

Sorry if it appears that I am stating the obvious, but it is important that we all do the same thing.

After you have had your carnival, enter the date and return the disk. It will only take about 1 hour so please do it ASAP. If you misspell a students name who is in more than one race, the program will recognise them as different people and their overall points will be affected.

Make another copy for yourself in case it gets lost in the mail.