

INSTRUCTIONS FOR RMFMS EDITORS

Downloading and Using Interactive RMFMS Score Sheets

(If you are looking at this in hard copy, go to: www.rmfmts.org for the downloads.)

1. Download the score sheet forms for all of the categories you need. You will be able to fill in the top portion of each score sheet after you have downloaded to your computer.
2. If you want to be able to save each **filled-in score sheet to your computer**, then you will need to download CuteWriter to your computer. This is a free download that will allow you to save the filled-in form as a pdf file to your computer when you tell your computer to “print” and choose CuteWriter as the printer. The hot link is:
<http://www.cutepdf.com/products/cutepdf/Writer.asp>.

You may also need the free converter (same web site), and you will need Adobe Reader – only 1 version!

*** If you do not want to save the filled-in forms to your computer, then skip #2!**

3. Open one of the interactive score sheet forms. Click in the first space. You may get a “Cannot Save Form Information” window – just close that message. Type the required information. Use the TAB key to get to the next space. Type in the required information, etc. On the score sheet for bulletins, you will have to click in the box underneath the category (mini, small, large, or new editor) – the form will not let you TAB to get to the check boxes.
4. Fill in the top portion of a score sheet for one entry at a time. Print this score sheet before filling it in again for your next entry. (unless you did #2 above to save the filled-in forms to your computer)
5. Go to the next entry and fill in the top portion of a score sheet. Print.
6. Proceed in this manner until you have filled-in and printed the appropriate score sheet for each entry.
7. If you wish, you can print 2 copies of each filled-in score sheet – one to send to me and one to keep as a hard copy for your records. Or you can print 1 copy of each filled-in form and then make a copy of each one for your records.
8. Attach the filled-in score sheets to the appropriate entries. ***Mail to me at:***
Betty Cain, 2707 E. Pikes Peak Avenue, Colorado Springs, CO 80909

***To save the filled-in form to your computer after you have downloaded the software plug-ins:**

choose File, Print; for the printer choice select CutePDF Writer and click OK; this brings up a “Save As” dialogue box; tell it where to save the file (desktop is always easy!), give it a file name, make sure the file type is PDF, then click Save.

If you have questions or problems with this, please let me know:

Email bettycain3@comcast.net