

HOW TO CREATE TEAM SHEETS AS PDF FILES IN FOOTYWEB

Please ensure you have installed a PDF writer on your computer. The PDF writer used in this example is *CutePDF*. This software is free and available for download at: <http://www.cutepdf.com/>

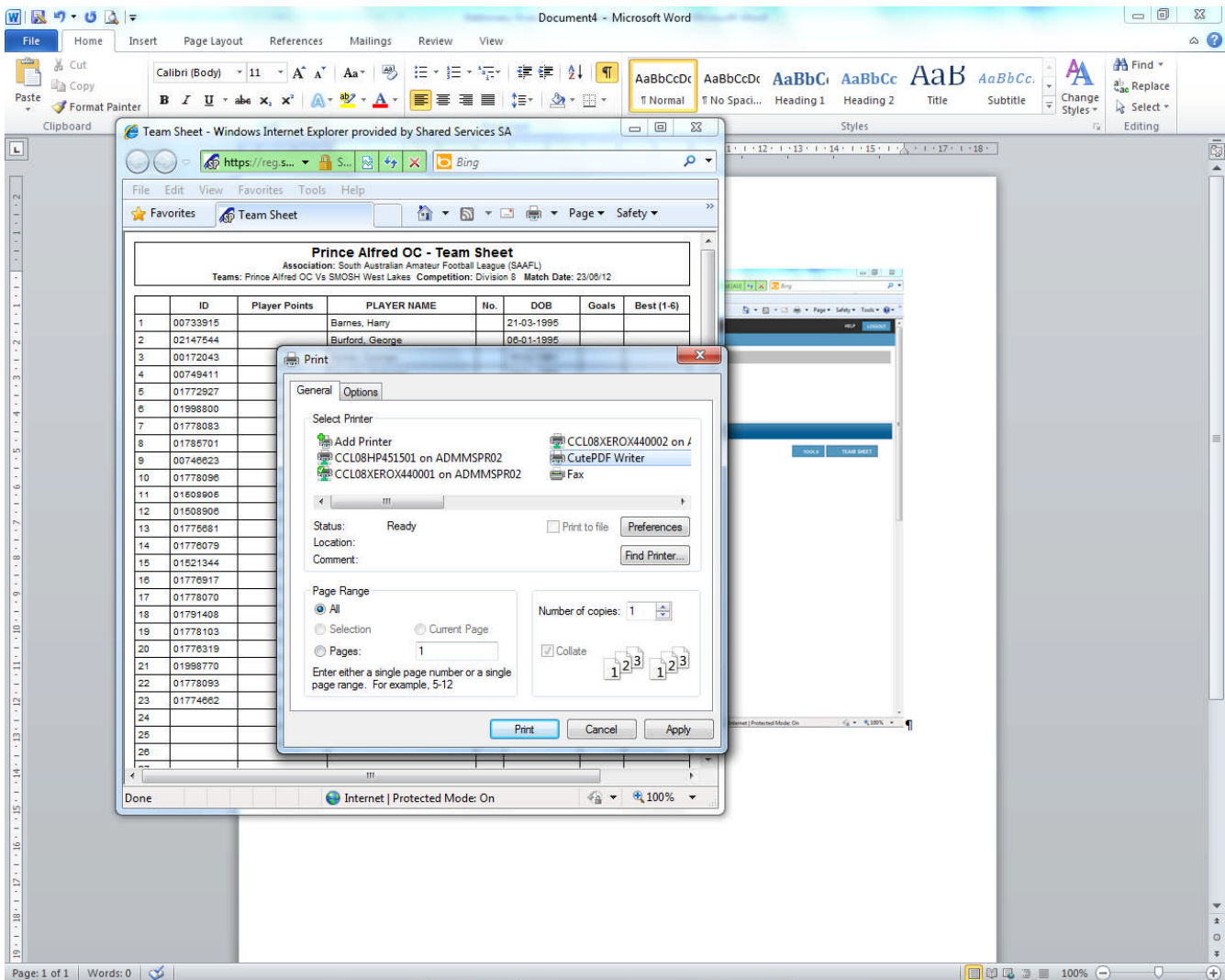
Instructions:

When all players are selected -

- Click on **Team Sheet** (the team sheet window opens)
- Select **File** from the menu bar and click on **Print** (the print window opens – see below)

The screenshot shows a Microsoft Word document titled 'Document4 - Microsoft Word' with a ribbon menu (File, Home, Insert, Page Layout, References, Mailings, Review, View). A Windows Internet Explorer window is open, displaying a team sheet for 'Prince Alfred OC - Team Sheet'. The team sheet is a table with columns: ID, Player Points, PLAYER NAME, No., DOB, Goals, and Best (1-6). The table lists 23 players. A 'Save As' dialog box is open over the team sheet, showing the file name 'team_sheet_template' and the save type 'PDF Files (*.pdf)'. The dialog box also shows the save location as 'My Documents' and a list of folders and files with their dates modified. The status bar at the bottom of the Word document shows 'Page: 1 of 1' and 'Words: 0'.

ID	Player Points	PLAYER NAME	No.	DOB	Goals	Best (1-6)
1	00733915	Barnes, Harry		24-03-1986		
2	02147544	Burford, George				
3	00172043	Byrne, Cormac				
4	00749411	Cooper, Nicholas				
5	01772927	Davis, Matthew				
6	01998800	FYFE, JESSE				
7	01778083	George, Ryan				
8	01788701	House, Tom				
9	00746623	Kerin, Brandon				
10	01778096	McGregor, Mark				
11	01608906	NOBLET, BEN				
12	01508906	NOBLET, MATT				
13	01775681	Olsson, Charles				
14	01776079	Pearce, Benjamin				
15	01521344	Richards, Aaron				
16	01776917	Sanders, Jordan				
17	01778070	Sanders, Michael				
18	01791408	Sanders, Timothy				
19	01778103	Smith, Tyson				
20	01776319	Sykes, Andrew				
21	01988770	THREDGOLD, W				
22	01778093	Trim, Justin	13	15-01-1975		
23	01774662	Winter, Ryan		20-07-1988		
24						
25						
26						



Select **CutePDF Writer** (or select your own PDF writer) in the **Select Printer** list.

- Click on **Apply**
- Click on **Print**. *Note: this does not send the document to print!*
- This will open the **Save As** window

The default location to save documents is generally **My Documents**.

Make sure you note the location, to located this saved file later.

- In the **File name** window, type in the file name you want for the team sheet, e.g. **Team Sheet A Grade R10**.
- The **Save as type** should default to PDF Files (*.pdf)
- Then click on **Save** (this will save the document in PDF format)

Once the steps above are complete you can then email to respective Coach / Team manager and attach to the email in PDF format.