

## Instructions for Saving Hy-Tek Results and Reports in Microsoft Word Format

**Preferences:** 2-columns, Arial or Arial Narrow, 8, 8.5 or 9 pt., do not show seed times, hts, etc.  
Line between columns, delete space after name/school etc. row, can show only top 8 finishers

### (Short Version)

Click **Reports**

**Results**

Click **Select All**

**Create Report**

(Will see layout)

Upper center – button (envelope with arrow)

SAVE Menu

Save files

Click down menu

At the bottom click **Word File**

**OK**

(Then format in Word.)

### (Long Version)

1. In Meet Manager, with the meet open you want to get the results of.
2. Across the top choose Reports/Results.
3. In the left hand column choose Select All – leave default settings at the bottom as they are: Columns (double), Include in Results (Entry Marks, Team Points), Time Stamp (Date/Time), Format (Publication Order), Style (Compiled).
4. Click on Create Report (there in that left hand column)
5. At that top of the report that's created there are 3 icons together (a printer, another printer with a yellow streak, and an envelope with a red arrow pointing down), click on the icon with the envelope and red arrow pointing down.
6. Another smaller box pops up for format and destination. In the top for format, click on the down arrow to the right of that line, scroll all the way to the bottom of that list until you see Word for Windows document and click on that.
7. Leave Disk file as the choice for the destination.
8. Click OK
9. This pops up a box with a file name (tfmmresults2col), file type (Word for Windows \*.doc), and choices of where to save this document.
10. I save these in My Documents, and make a folder for the meet we've run. To do this, there at the top of this box you have it has

Save In, then has a long box to the right of that with a down arrow at the far right end, click on the down arrow, and look for My Documents in the list that shows up there. Click on My Documents. You should now see My Documents out to the side of the words Save In. If you haven't already made a folder for your files for the meet you're working, you can click on the icon there to the right of the words My Documents that looks like a folder with a little flash in the top right corner of the folder (blue arrow, folder, then folder with the flash). When you click on that icon a new folder pops up with the name, New Folder in blue, you can start typing the name of your meet now and it'll replace the name New Folder. (If you screw up and don't start typing while New Folder is blue, you can right click on New Folder, then left click Rename to get back to naming this newly created folder). If you already had made a folder for the meet you're working, you would just browse to that folder in My Documents or wherever it is, then rename your document and save in that location. (just remember where that is)

11. After the **folder** is named, then click on it to open, then I rename this document from tfmmresults2col to a name that goes with the meet the results are for – i.e., Dragon Relays Results 2009. Then click on Save.
12. You can now close out of Meet Manager and open Word to begin tweaking your results document for Kathy Tadlock.
13. With your results document open in Word, go to Format/Columns.
14. At the top of that box you see Presets with pictures of different column choices, click on the picture of 2 columns.
15. Under Presets you see a place where you could just type the number of columns you wanted, then look a little more right and click in the box for Line Between, then click OK.
16. Go to File/Page Setup – look for Margins. I just type .4 for Top, Left, and .6 for Bottom, then click OK
17. Now I check the document for spacing. Word puts a blank line after the **Bolded**

- Name of Each Event, Name, School, and Finals headers**, so get the cursor at the end of the word **Finals** and press Delete – that'll move the first athlete name up in that blank space and the others up also. Go through the whole document and get rid of those blank lines first, clicking SAVE as you go in case of any computer glitch or power failure
18. Now check the document to see if you have any **Bolded Event Names** in parenthesis stuck in the middle of athlete names/school/finals – these need to be deleted and the athlete names moved up to join the other athlete names in that event. SAVE as you go.
  19. Check now for places where the **Bolded Event Name** is at the bottom of a column

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Sent by Hy-Tek Spring 2009 to Monticello Hy-Tek operator:

**Bernadette - this is the explanation:**

MM uses Crystal Reports version 7.0 which exports Microsoft Word files in Word 2.0 format. This old Word format cannot be opened by Office Word 2003 SP3 and Office Word 2007 because these current Word versions by default have a registry setting that disables the opening of old Word formats. In order for you to re-enable Old Word File Formats, you must download the file named **UnblockWord**.reg from the Microsoft web site and Run the downloaded file. It will quickly change the Registry to allow the opening of old Word formats. The **UnblockWord**.reg can be downloaded from:

<http://download.microsoft.com/download/2/8/B/28B644CE-9A30-4D99-AFEF-830A4FB5B839/UnblockWord.reg>

To read what Microsoft has to say about this issue, go to

<http://support.microsoft.com/default.aspx/kb/938810>

with athletes either on the next page or at the top of the next column, and press enter at the beginning of the **Event Name** to move it so it will be with the athletes in that event. SAVE as you go.

20. At the end of the document where it has Women's Team Rankings/Events Scored and Men's... I take out all the blank lines between the end of the **Events/Athletes** to the Women's (they're listed first), then the blank lines between the Women's Rankings and the Men's. SAVE
21. Double check everything, then should be ready to send to Kathy as an email attachment.