

# Printing a PDF File

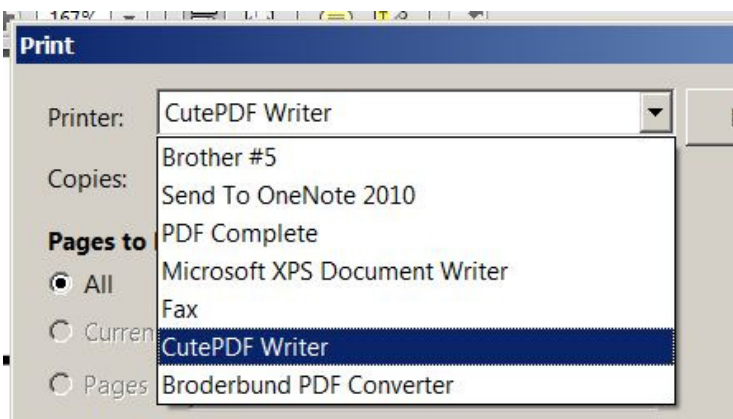
**Portable Document Format** (PDF) is a file format created by Adobe Systems in 1993 for document exchange.

You may download a free PDF writer from this web site: <http://www.cutepdf.com/>



RinkWriter has found that it works well to download and install this FREE “CutePDF Writer” (Freeware).

Install it on your computer. It will print or “Save” **any document** on your computer as a PDF.



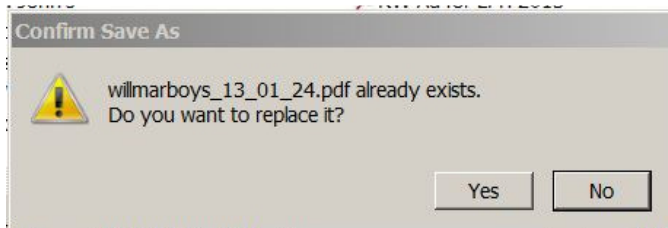
When printing any document, the “CutePDF Writer” will appear as one of your printers.

As a printer, it will “Save” an electronic document to any folder/location on your computer. By default, it saves your PDF files to the same folder where you saved your last document. Your last folder automatically becomes your default folder.



Because the “CutePDF Writer” wants to save your new scoresheet to the same location as your last one..., RinkWriter advises you to create a “Scoresheets” folder on your desktop...to host all of your scoresheets.

Every scoresheet will need a unique name.



Select “Yes” to replace an existing scoresheet.

If you print a 1<sup>st</sup> period summary and then want to print a 2<sup>nd</sup> period and the game final...use the same name...and “replace” the previous scoresheet. Each succeeding scoresheet is an update for the previous one. This method is important when updating scoresheets on a web site.

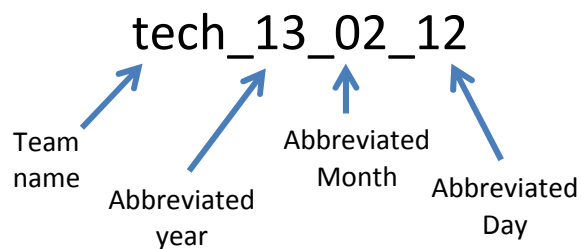
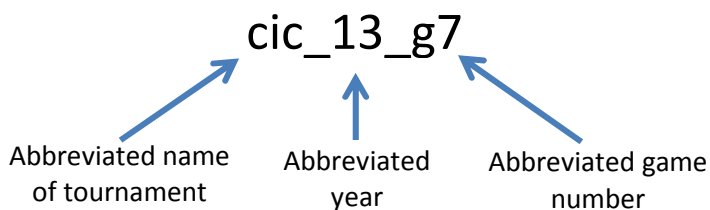
It is important to have a systematic way of naming your scoresheets. RinkWriter has found that it works best to have names with multiple parts. The names shown below work well for automatically sorting scoresheets. Do not leave any spaces...as spaces end up as a % signs in a web site URL:



### Sample Names

2013 Center Ice Classic Tournament

Single Game Names



Sorting files by this method...will first sort all of the Center Ice Classic scoresheets together by name...and then by year...and finally by game number.

The PDF name above shows a game being played by Tech on February 12, 2013. These are sorted by team name, then by year, then by month, and finally by day.

For consistency, RinkWriter always uses **lower case letters** and each part of the date will have **2 digits**. If you are uploading scoresheets to the RinkWriter web site, you will be given specific naming rules, a username, and a password.