

## Newspaper Printouts

AgIT/YDAE

Procedure No. T5.3.11

### Procedure Statement

You should enter your Project Placement and Completion data before following this procedure. For instructions on how to enter project results, refer to **Procedure No. T5.3.10 – The Exhibit Results Screen**.

The following procedure is available as a demo online at the following location:  
[http://sharepoint.agriculture.purdue.edu/agit/training/ED%20material/CAPTIVATE/T5\\_3\\_11.htm](http://sharepoint.agriculture.purdue.edu/agit/training/ED%20material/CAPTIVATE/T5_3_11.htm)

### Procedure Specifics

This procedure will explain how to set up the newspaper sort and to prepare the file that will be sent to the newspaper.

#### Setting up the Newspaper Sort

1. Click the **Setup** button on the main menu.
2. Click the **Fair** tab.
3. Click the **Projects** button.
4. Click the blue **Find** button.
5. Find the projects that you will be working with for the newspaper and click the grey **Find** button.
6. Select the appropriate choice for the **Newspaper type** dropdown list.

The screenshot shows a web form with several fields. The 'Newspaper type' dropdown menu is open, displaying a list of options: Division, Grade, Years, Level, Class, Show, and None. A callout box with a white background and black border points to the dropdown menu with the text 'Newspaper type dropdown list'. Other visible fields include 'Description' (Crafts), 'Project Group' (BCAZ Crafts), 'Pull down list' (Yes/No), 'exhibit #' (Yes/No), 'Project Sort' (Yes), 'Project Sort Label', 'Find Group' (2), and 'Fair group'.

7. Click the **Update** button.
8. Click the **Save** button.
9. Complete the steps 4-8 if you have more projects.
10. Click the **Back** button.
11. Click the **Main** button to return to the main menu.

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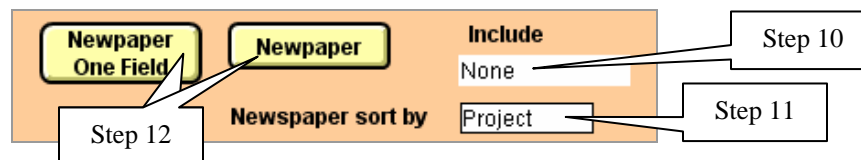
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### Preparing File to Send to Newspaper

1. Click the **Exhibit Info** button from the Main Menu.
2. Select the radio button beside **No** under **Transfer Find**.
3. Click the yellow **Exhibit** button.



4. Click the **Find** tab.
5. Click the **Find** button.
6. Type the current year in the **Year** text box.
7. Fill in any other fields (e.g., Project, Ribbon, etc.) that you want to find for the newspaper printouts.
8. Click the **Continue** button.
9. Click the **Report** tab.
10. In the orange box, select your choice from the **Include** dropdown box (choices are **None**, **Club**, **City**, and **Both**).
11. Select your choice from the **Newspaper sort by** dropdown list.
12. Click either the **Newspaper One Field** or **Newspaper** button.



Note: If you choose Include Club, click either the **Yes** or **No** button for the **Include Club** question.

Note: If you choose to sort by club, click either the **Yes** or **No** button if you are asked if you want to break the results by club.

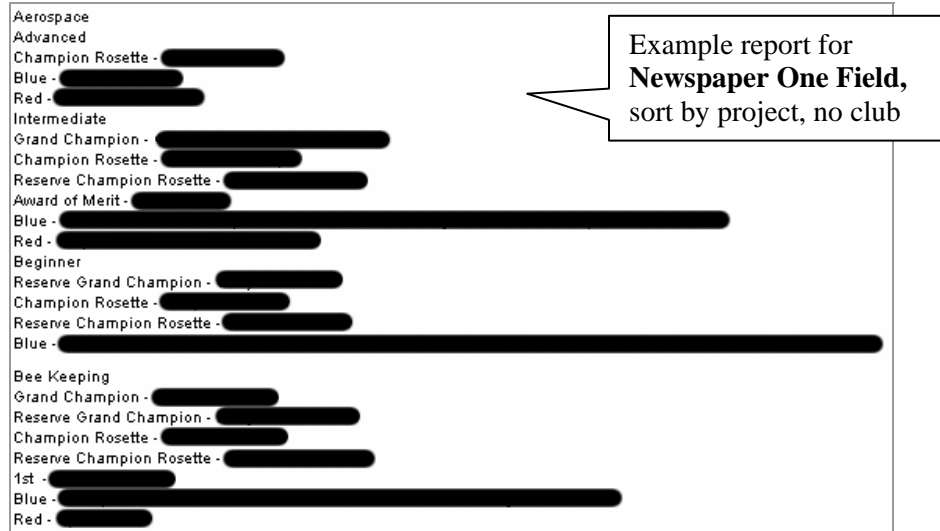
13. The report will be displayed on the screen.

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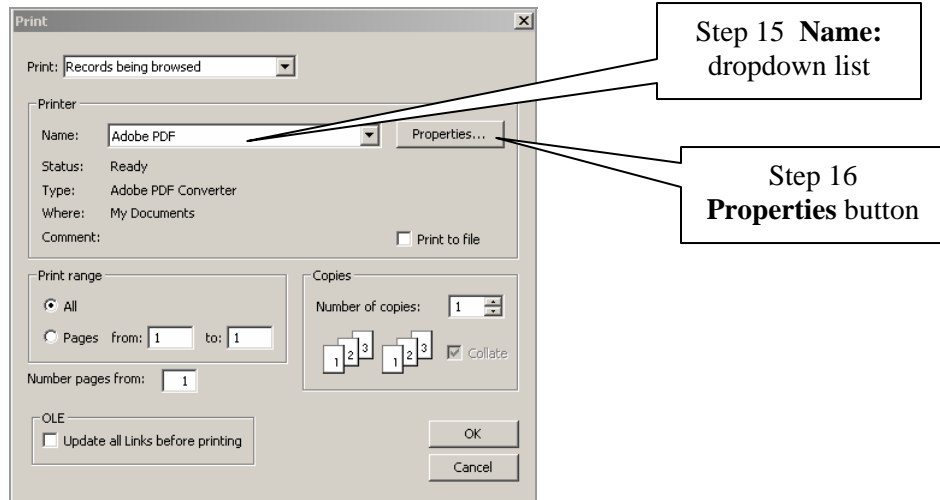
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14. Select **File – Print** from the menu at the top.

15. In the dropdown list by for the **Name:** select **Adobe PDF**.



16. You need to check the Adobe PDF printer properties next. Click on the **Properties** button in the Print box.

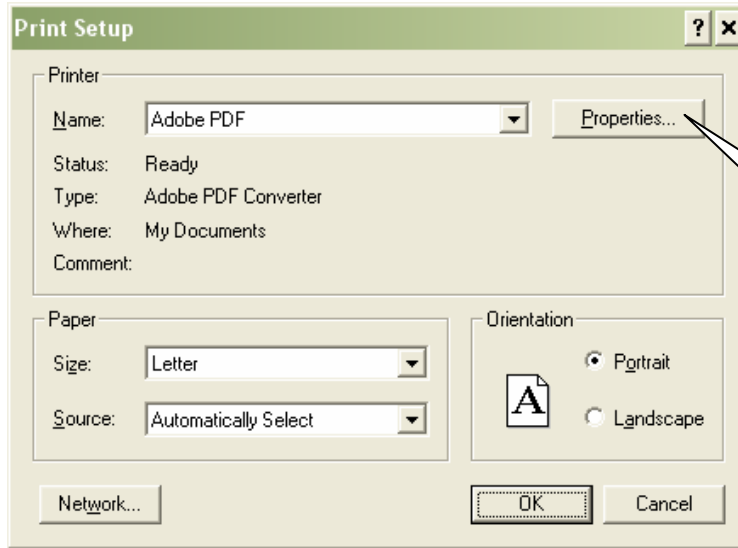
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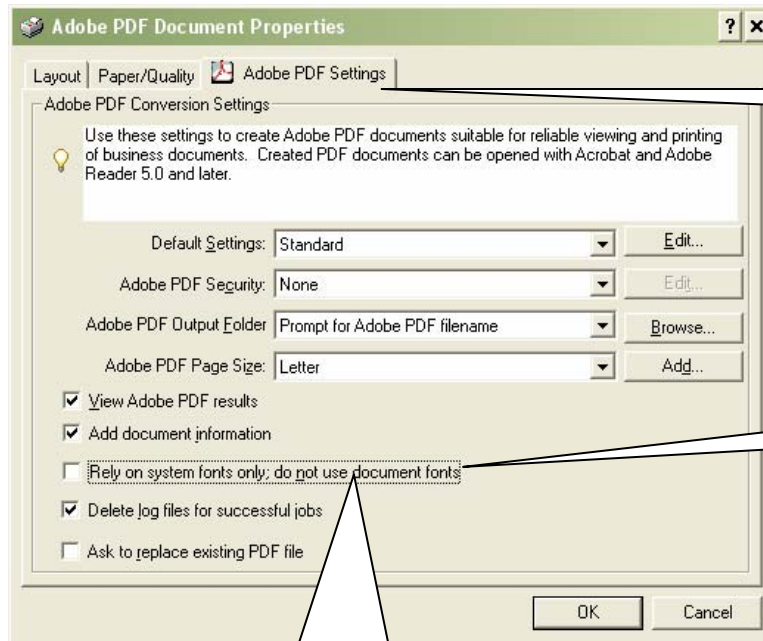
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17. Click on the **Properties** button for the Print Setup box.



Step 17  
**Properties** button

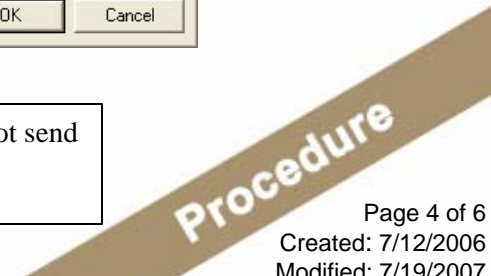
18. Click on the **Adobe PDF Settings** tab in the Adobe PDF Document Properties window.



Step 18

Step 19 **Uncheck**

This question may read: Do not send fonts to "adobe PDF"

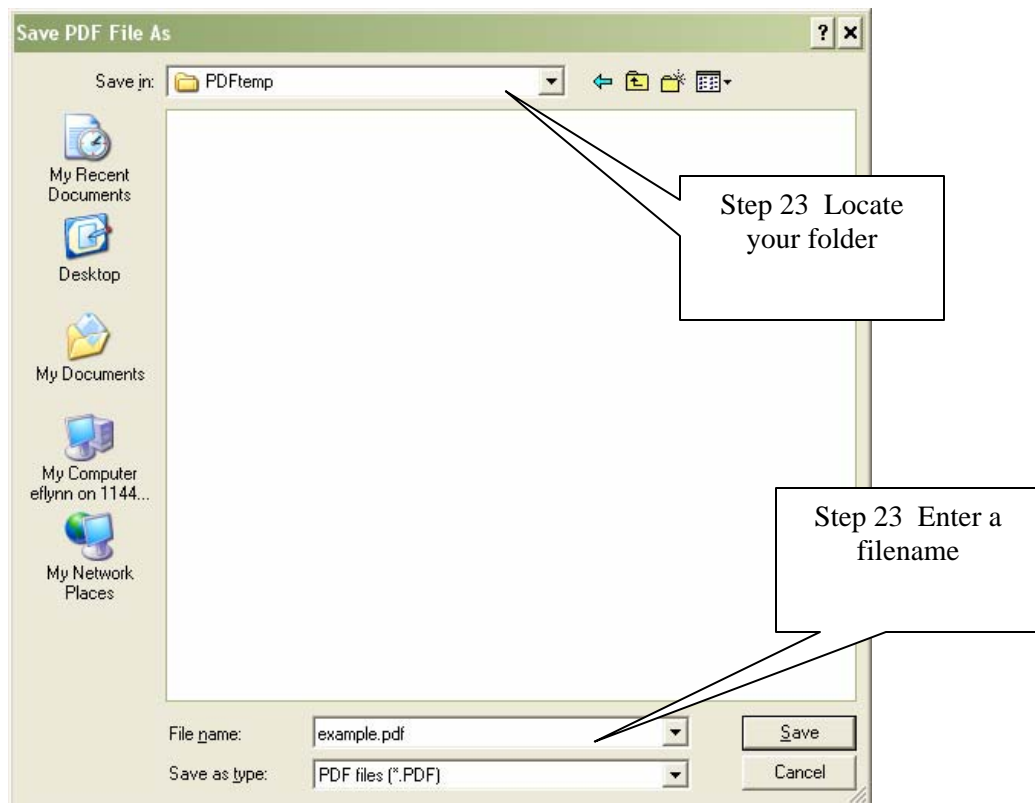


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19. Make sure the question; *"Rely on system fonts only; do not use documents fonts"* or if it reads *Do not send fonts to "Adobe PDF"* is **unchecked**.
20. Click the **OK** button.
21. Click the **OK** button again for the Print Setup box.
22. Click the **OK** in the Print box.
23. In the **Save PDF File As** dialog box, select the location to save the file and then type a name for the file in the **File name** text box.



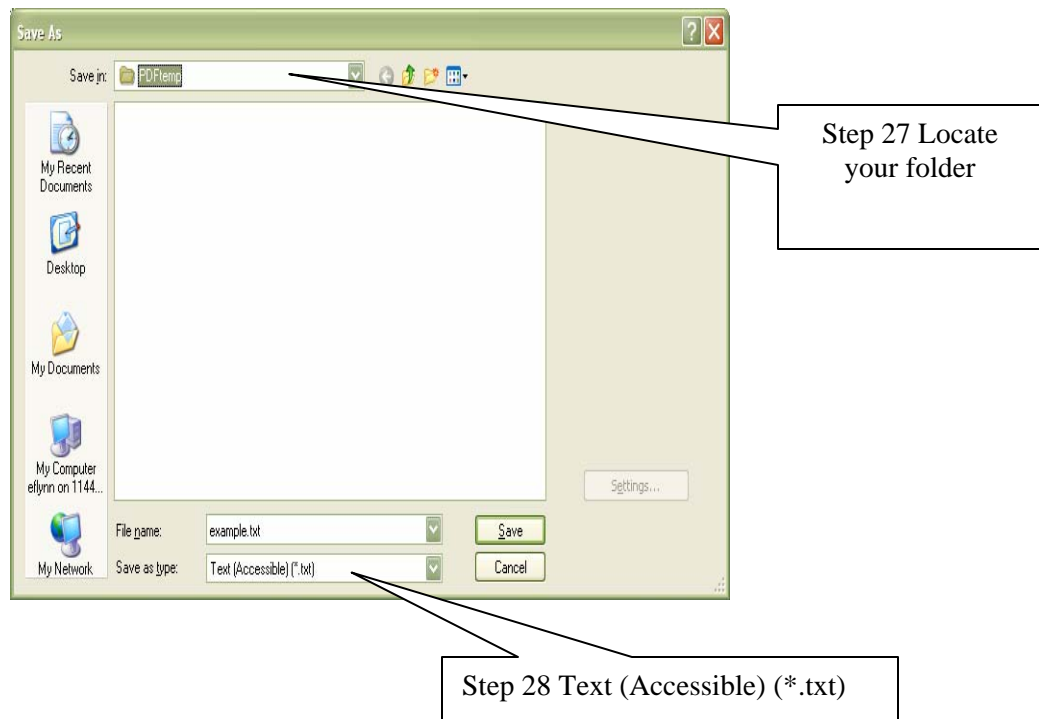
24. Click the **Save** button.
25. The Adobe Acrobat Professional application window will open after a short wait.
26. When Adobe Acrobat opens with your PDF data file, Select the **File** menu and then **Save as**.

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27. Locate your folder where you want to save the file.
28. In the *Save As* dialog box, select **Text (Accessible) (\*.txt)** from the **Save as type** dropdown list.



29. Click the **Save** button.
30. Open **Microsoft Word**
31. Click **File** and **Open** locate the .txt file from above to open the file.
32. Check to be sure it printed okay. If so, it is ready to send to the newspaper as an attachment.
33. Click on **File** then **Send To** then **Mail Recipient** options.
34. The data opens inside of an Outlook mail message. You can now enter your **email address(s), subject matter and an Introduction note.**
35. Click the **Send a Copy** to mail your results.

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