

How To Complete The Scores Sheet Spreadsheet

Stage 1 Prior to competition

Open the score sheet. <i>The print and PDI scores are set to 0.</i>	Round 1	Title 1	0.0	
		Title 2	0.0	0.0
	Round 2	Title 3	0.0	
		Title 4	0.0	0.0
	Round 3	Title 5	0.0	
		Title 6	0.0	0.0
	Round 4	Title 7	0.0	
		Title 8	0.0	0.0
	<i>PDI</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Title 1	0.0	
		Title 2	0.0	0.0
	Round 2	Title 3	0.0	
		Title 4	0.0	0.0
	Round 3	Title 5	0.0	
		Title 6	0.0	0.0
	Round 4	Title 7	0.0	
		Title 8	0.0	0.0
Type the title of your selection of the image(s) or PDIs in title list. <i>The section displayed opposite, will display on your computer screen.</i>	<i>Prints</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Merging sails	0.0	
		Passing ships	0.0	0.0
	Round 2	Title 3	0.0	
		Title 4	0.0	0.0
	Round 3	Title 5	0.0	
		Title 6	0.0	0.0
	Round 4	Title 7	0.0	
		Title 8	0.0	0.0
	<i>PDI</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Title 1	0.0	
		Title 2	0.0	0.0
	Round 2	Title 3	0.0	
		Title 4	0.0	0.0
	Round 3	Title 5	0.0	
		Title 6	0.0	0.0
	Round 4	Title 7	0.0	
		Title 8	0.0	0.0
Save the score sheet, saving all changes.				

Stage 2 After the competition

Update the image score by: Click in the score box next to the image title. <i>Note: A downward arrow has now appeared to the right of the score box, as displayed opposite.</i>	Prints	Title	Score	Round Total
	Round 1	Merging sails	0.0	
		Passing ships	0.0	0.0
	Round 2		0.0	
			0.0	0.0
	Round 3		0.0	
			0.0	0.0
	Round 4		0.0	
			0.0	0.0
	PDI	Title	Score	Round Total
	Round 1		0.0	
			0.0	0.0
	Round 2		0.0	
			0.0	0.0
	Round 3		0.0	
			0.0	0.0
Continue to update the score by clicking on the downward arrow. <i>Note: A set of numbers has now appeared, as displayed opposite.</i> (7-10)	Prints	Title	Score	Round Total
	Round 1	Merging sails	0.0	
		Passing ships	0.0	0.0
	Round 2		7.0	
			7.5	0.0
	Round 3		8.0	
			8.5	0.0
	Round 4		9.0	
			9.5	0.0
	PDI	Title	Score	Round Total
	Round 1		10.0	
			0.0	0.0
	Round 2		0.0	
			0.0	0.0
	Round 3		0.0	
			0.0	0.0
	Round 4		0.0	
			0.0	0.0

Continue to update the score by clicking once on the score achieved.	Prints	Title	Score	Round Total
	Round 1	Merging sails	9.0	
		Passing ships	0.0	9.0
	Round 2		0.0	
			0.0	0.0
	Round 3		0.0	
			0.0	0.0
	Round 4		0.0	
			0.0	0.0
	PDI	Title	Score	Round Total
	Round 1		0.0	
			0.0	0.0
	Round 2		0.0	
			0.0	0.0
	Round 3		0.0	
			0.0	0.0
	Round 4		0.0	
			0.0	0.0
Update the score of the second image, by repeating the first 3 steps in stage 2.	Prints	Title	Score	Round Total
	Round 1	Merging sails	9.0	
		Passing ships	8.5	17.5
	Round 2		0.0	
			0.0	0.0
	Round 3		0.0	
			0.0	0.0
	Round 4		0.0	
			0.0	0.0
	PDI	Title	Score	Round Total
	Round 1		0.0	
			0.0	0.0
	Round 2		0.0	
			0.0	0.0
	Round 3		0.0	
			0.0	0.0
	Round 4		0.0	
			0.0	0.0
Save the score sheet, saving all changes.				

The spreadsheet will update automatically, as the titles and scores are updated.