Instructions for using the Chippenham and District Tennis League Scorecards

With a PC

1.   Open the scorecard from http://chdtl.co.uk/ using a fresh copy each time. Click to the right of Date and begin entering data by tabbing through the form.

2.   When complete use the **'Submit' button only if you use Microsoft Outlook or Microsoft Outlook Express** to manage your e-mail. Otherwise save the form and attach it to an e-mail addressed to chdtl@talktalk.net. The latter method works regardless of your mail manager.
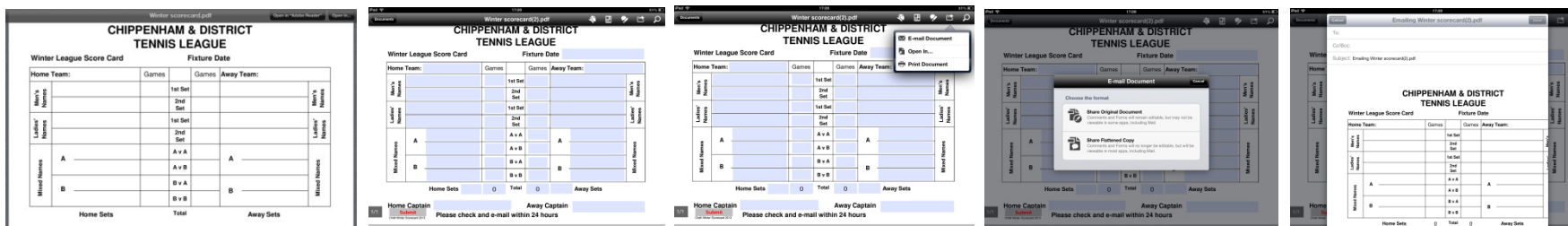
With an Apple Mac

1.   Make sure that your computer has a copy of Adobe Reader. If not download it free from the Adobe website. Follow step 1 as for the PC but make sure the form opens in Adobe Reader and not the Mac's default pdf browser.

2.   When complete follow step 2 as for the PC.

With an iPad or iPhone

1.   Download the free Adobe Reader application.

2.   Open a **fresh** copy of the scorecard from http://chdtl.co.uk/ then tap the screen to open the menu bar an choose Open in "Adobe Reader". The form will appear in Adobe Reader and the editable fields will be highlighted.

3.   Complete the form as in step 1 for the PC.

4.   When completed tap the screen to open the top menu bar and choose the 'square with arrow icon' which opens a drop down menu and choose 'Share File'

5.   At the next menu box choose **'Share Original Document'** (despite this perhaps leading to a blank card on screen). Then choose 'Mail' and address the resulting e-mail to chdtl@talktalk.net. **Please don't use 'Share Flattened Copy'** as this prevents me from any editing when information such as team names being incorrect.
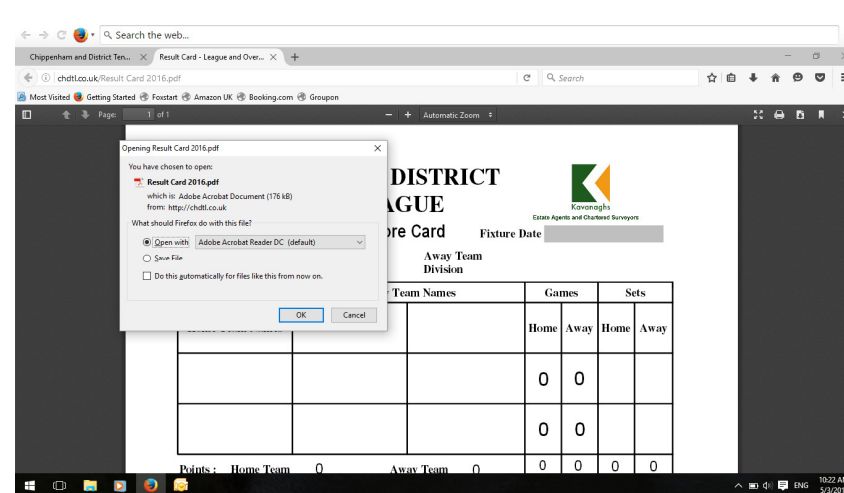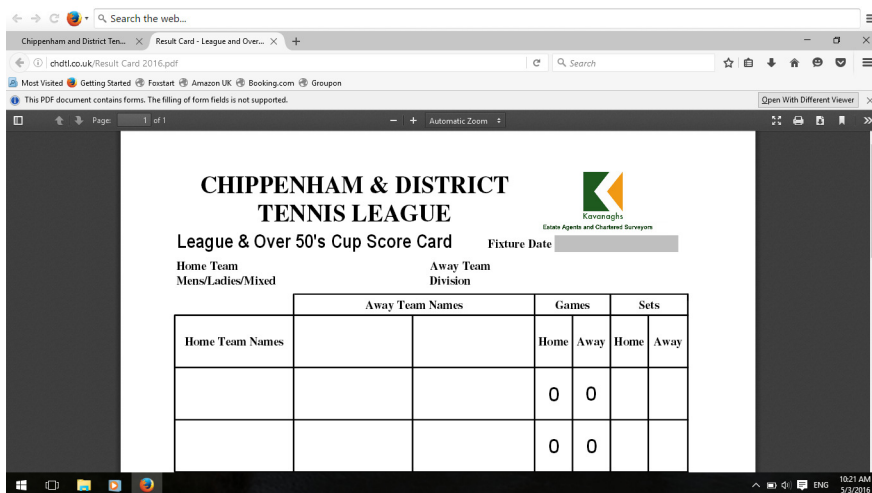
These instructions in steps 4 and 5 are shown below.

If you use Windows 10

Windows 10 uses Microsoft Edge as an Internet explorer and as a pdf reader. The scorecard requires Adobe Reader and I suspect that new PCs do not come with it loaded. To use the scorecard do the following:

1.   Download Adobe Reader (DC is the latest version). It is free and does not require you to sign up to anything.

2.   Click on the link for the scorecard on the home page of the website (chdtl.co.uk) and the card will open in Microsoft Edge. Click in the menu box near the top right of the screen 'Open With Different Viewer' and this will open a dialogue box confirming that you have chosen to open the Result Card with Adobe Acrobat Reader DC - see the two screen shots below. Choose the Open With button (it seems to default to the Save tab) and the card will then open in Adobe and work. As usual, Submit works with Microsoft Outlook and Express and the surest way of sending it is to save and attach to an e-mail.

3.   If you wish you can open Adobe Reader DC, go to Edit, then Preferences and click on 'Select as Default PDF Handler' then OK.
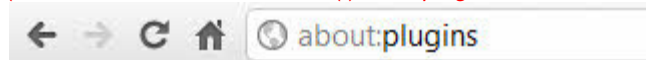
If you use Google Chrome

Google Chrome disables Adobe Reader and uses its own pdf reader and there is a simple way to sort this out as follows:

Turning off Chrome's Built-in PDF Viewer and using Adobe Reader or Acrobat instead. To turn off the Chrome PDF viewer, follow these steps:

1.   Install Adobe Reader or Adobe Acrobat if it is not already installed
2.   Open Google Chrome
3.   In the address bar, type . . .
     about:plugins
     (that's the word *about* a colon (:), then *plugins*

4.   The Plug-ins Tab will open

Scroll down until you see either Adobe Acrobat or Reader.
Click the Enable link

Close the Plug-ins tab and restart Chrome.

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