

If you can read this, you have Acrobat Reader properly installed on your system. (Skip reading “Navigate” and “Print” if you already know all about these topics. “Search” is the 3rd section.)

Navigate:

When you want to leave one report, such as this one, and go to another, you must return to the page with all of the tennis balls. You should always be within one click of that page. Click on your browser’s “Back Arrow.”

There should be a line of tool buttons immediately bordering the top edge of the report. To view different parts of a page, get your mouse symbol to look like a hand by clicking on the hand symbol at the top edge of the report. Using your mouse, place the little hand on any part of the page and grab the page by holding down your left click button. The fingers on the hand close and you can move the page around by moving your mouse device. (You have to keep holding down the left button to accomplish this.)

The hand will not move you to another page. To change pages you have several options. The <Page Down> and <Page Up> keys should do this if you push them enough times, as will clicking the little arrows at the ends of the vertical scroll bar on the right edge of the screen. You can also click on the page symbol at the bottom left of the screen and enter the number of the page that you want to go to. There is a second page to this report, so you can see what works best on your computer to get to that page.

You can adjust the size of the report on your screen by clicking on the magnifying glass symbols. There is a “plus” and a “minus” magnifying glass on the toolbar bordering the top of the report, and there is a magnifying glass at the lower left margin of the report. This one shows the % magnification and may be more convenient for you to use, once you determine what % looks best on your screen.

Print:

You can also print any of the reports by right clicking the appropriate tennis ball and selecting “Print Target” (This works in Windows 95, 98, NT using Internet Explorer, other systems and browsers may have different methods.) You can then select the pages that you want to print. You can print this page right now for reference by choosing File | Print from the menu bar at the top of the screen.

Search:

When you are viewing any report on this site, you can search the contents of that report.

If you are interested in seeing information on every match that a player participated in, there is an easy way to search for those results.

When you are viewing reports (you have to click on a tennis ball of the appropriate division to

view a report, “3.5 Women” for example), there should be a line of tool buttons immediately bordering the top edge of the report. If you click on the binocular symbol, you will get an “Acrobat Find” dialog box. Enter the name you are searching for. You can search on any part of a first or last name or you can enter the first and last name separated by a space. You may have to inspect some of the matches first to determine exactly how the name is spelled in this tennis database. Next to the binocular symbol is a smaller binocular symbol with a curved arrow. After you have found the first occurrence of your player, click this to get subsequent occurrences of the name you are researching. You could also make note of any opponents that the player played, and then research their records.

Another way to discover how names are spelled, is to print out a list of all of the players in the division of interest. Do this by clicking on the “Rosters” button, and paging through the report to see which page or pages you are interested in printing. As you are viewing a report, the page number is displayed in the lower left of your screen. Do a File | Print and select just the pages you want printed in the Print dialog box.

If you adjust the size of the reports so that just one match fills the screen, you will find the results are easier to read when you are researching an individual player.

You can also research team results by clicking on the binocular symbol and searching for a unique word that appears in the name of the team or the first or last name of the captain.

A note for captains: If you make a point of having a print out of the rosters with you when filling out scorecards you can have a better chance of spelling your own player’s names correctly and can be assured that your opponents are properly rostered in the league. The rosters that are printed out here fit 8 teams to a page. No phone numbers or personal information is included in these team lists.

Any questions? Let me know. dsmylie@aya.yale.edu

“Back Arrow”