

TO SEND WINBIRD RESULTS TO CU

1. OPEN WINBIRD PROGAM
2. GO TO PRINT REPORTS (CLICK LEFT MOUSE) Top right of screen
3. GO TO CU SPECIAL YEAR BOOK (CLICK LEFT MOUSE)
4. CLICK ON IMPORT RESULTS TO WORD
5. SET NUMBER OF LINES TO IMPORT (left side of screen shows 1000 change to suit your number)
6. GO TO WINCLUB, FED OR COMBINE (DOUBLE CLICK LEFT MOUSE)
7. DOUBLE CLICK ON ORGANIZATION NAME
8. HI-LITE FIRST RACE AND IMPORT FILE
9. WHEN RACE IS IMPORTED TO RIGHT SIDE OF SCREEN CLICK O.K.
10. DO ALL RACES (ONE AT A TIME)
11. WHEN ALL RACES ARE IMPORTED GO TO WRITE TO WORD (LEFT MOUSE CLICK)
12. WHEN WRITE TO WORD IS FINISHED
13. CLOSE AND EXIT WINBIRD PROGRAM
14. MAXIMIZE MICROSOFT WORD.
15. GO TO FILE “ SAVE AS”
16. SAVE TO MY DOCUMENTS SAVE AS **OLD BIRD OR YOUNG BIRDS (current year)**

Your races are now ready to be sent to the CU by email.