Premier printing notes:

Before printing anything:

1. Open the Schedule (if necessary, check the Keep Rounds Fixed option)
2. From the Print menu, click on Show Judges/MC Setup Options
   a. Choose Print All Events in Heat on Same Score Sheet
   b. Choose Show Couple Numbers Only
   c. Choose Show Couple Names for Solos
   d. Choose Show Couple Studio for Solos
   e. Choose Use Two Columns
   f. Do NOT choose Separate Floor Printouts
   g. Choose Input Places
   h. Choose MC Sheet Format/Show Event Heats After 1st Round
   i. Choose MC Sheet Format/Show Couple Names After 1st Round
   j. ChooseMC Sheet Format/Pro/Am Single Dances – Show
      i. Couple Names/Finals
      ii. Couple Names/Results
      iii. Heat Start Time/Finals
   k. On the 2nd tab – Print Selection Options
      i. Check Always Print MC Sheets – change copies to 3 (MC/On Deck/Video)
      ii. Uncheck Always Print On Deck Sheets (they are the same as MC)
      iii. Uncheck Always Print recall sheets for display (not used except BYU)
      iv. Check Always Print Judge Sheets – change copies to 7 (we can always print more, but 7 covers most situations)
      v. Under Judge Score Sheets choose Show Couple Numbers Only
   l. On the 3rd tab – Residence Format Options
      i. Ask the organizer's preferences and set the residency print options accordingly. Most will ask that pro/am by identified by studio, am and pro by city & state
      ii. Couple residences for MC should be set to state abbreviation
   m. Save and Close
3. Open the Print Menu again, and pick Print Setup
   a. Change the margins if necessary to .5 for left & right margins, and .75 for top and bottom margins
   b. Leave the orientation to portrait
   c. Hit OK
4. Open the Print Menu again, and pick Print Font
   a. Change the default to Arial Narrow (up scroll)
   b. Change the size to 11 (down scroll)
   c. Hit OK
5. *These setting will stay until you change them. If a scrutineer or any other merging computer changes anything in these settings, his/her changes will currently overwrite the*

setting on the Main computer at merging. Because of this, please check your settings after each merge.

To Print Judges' Sheets & MC Sheets
1. Open the Schedule
2. Your highlight bar will automatically be where you last were when in the schedule
3. Navigate to where you need to print
   a. You can note print jobs in many ways, including
      i. using bookmarks (currently not numbered);
      ii. add an activity with 0 duration with a 'printed' or 'print job 1', etc. designation
      iii. pen and paper (always good!)
   b. Once you've located your next print job
      i. Select the heats and activities you want to include by putting the highlight bar on the first item you want to include, holding down the shift key and selecting the last thing you want to print. Unlike compmanager, you use your mouse to make the selection, NOT THE SPACE BAR!
      ii. Pull down the print menu
         1. Choose Print Schedule/Results for MC
         2. (secondary choice appears) For Selected Items Only
      iii. A new dialog box will open with print selections for this job
         1. Include heat times
         2. Include page numbers (always start with 1)
         3. Include separator lines between heats
         4. Include the underline for competitors in previous heat
         5. DO NOT INCLUDE JUDGE PANELS
         6. Hit close
      iv. The print dialog box will now open
         1. Make sure you've got the correct printer connected.
            a. Unlike Compmanager, **Premier will not 'remember' the printer last used;** it is recommended that you change the default printer on your computer for the duration of the competition, or you will have to change the printer each time you print.
         2. Enter the number of copies to make (MC/Chair/Music/On-Deck/Video, etc)
         3. **Make sure that Collate box is checked**
         4. Hit OK
   c. Your heats should still be selected
      i. Pull down the Print menu and choose Print Judges' Sheets
      ii. The print dialog box will open
         1. Make sure you've got the correct printer
         2. Enter the number of copies (add one for the runner and one for the Chair because we are not sync'ed with the Judges' sheets)

3. Make sure Collate is checked
4. Hit OK

d. Your heats should still be selected
   i. Pull down the Print Menu and Choose Print Invigilation Sheets
   ii. The print dialog box will open
       1. Make sure you've got the correct printer
       2. Leave the number of copies at one
       3. Hit OK

e. Note your completed print job as in #3 above.

f. *Alternatively to steps b, c & d:*
   i. *Select the heats you want to print by highlighting them as above (select the first line you want to print, move to the last line, hold down the shift key, and highlight the last line you want to print)*
   ii. *Hit Shift+P to open a batch print dialog box.*
   iii. *Enter the number of each type of print job you want (MC Schedule/Judges' Sheets/Invigilation; hit close*
   iv. *Set print parameters for MC Schedule (lines between heats, underlining names, etc); hit close*
   v. *The entire print job will be sent to your printer – but you will not be able to see the print dialog box and change the printer, nor can you cancel the print job once you've left the batch print dialog page. It **will** collate all your print jobs.*
   vi. *YOU MUST HAVE THE PRINTER YOU WANT TO USE SET AS YOUR DEFAULT PRINTER IN YOUR COMPUTER TO USE THE BATCH PRINT FEATURE.*

4. Keep these things in mind:
   a. Single Dance events are a single print job for the entire selection
   b. Multi Dance events are a single print job per event (you will see it scroll through multiple jobs; don't panic) **DO NOT USE THE BATCH PRINT OPTION FOR MULTI-DANCES.**
   c. When you're not sure what something will look like, use the Preview function under the print menu; you can print directly from the preview IF YOU'VE SET THE PRINTER TO YOUR DEFAULT PRINTER IN YOUR COMPUTER.
   d. Batch printing is coming soon.
   e. **For Professional & Open Amateur Events: Change the Print Setup Options to Print Each Event Dance on a Separate Score Sheet. Change it back immediately after printing these.** You will have to **manually collate** these events into a set of judging sheets if there are other events surrounding them that should be printed will all dances on a single sheet.