|  |  |
| --- | --- |
| Colour | Code |
| Red | R |
| Blue | B |
| Yellow | Y |
| Green | G |
| Red Tip | Rt |
| Blue Tip | Bt |

**These instructions are for use with the Generic Teams Racing Score sheet.**

Instructions for using this as an image in another document using Office 10.

1. In the document you want the image select Screenshot from the Insert tab.
2. Make sure this document is not minimised first. Make it active and then switch to the destination document
3. Select screen clipping from the Screenshot box. This document should be the left most screen.
4. The screen will come up with this document and make it opaque with a cross showing.
5. Use the cross to position on the top left corner of the portion you wish to select and then holding the left mouse button down select the portion you want by moving to the bottom right corner. When you release the left mouse button you will be returned to the destination document with the selected image dropped in somewhere in the top left corner of the document.
6. Now you can format it. Shrink it to the right size. Then by right clicking on the image use the Wrap Text option to put the image in front of the text. Now move the image to where you want it – probably the top right corner.