

## **Printing Event Rules**

Beginning with the 2024-2025 season, we have transitioned to using our NCFCA.org website as the official means of publishing all competition rules and guidelines. This change allows for improved navigation, organization, and content presentation options, especially for new families.

However, we realize that some participants also like to prepare using printed documents. We offer a print-button option on all of our rule pages, but the formatting options are limited and can be cumbersome with some browsers, so here are some tips you can use to save paper and ink if you feel like you need to print the rules.

**Make your own printable pages.** You can easily copy the rules you want into a Google Doc and the formatting will be maintained nicely.

- This <u>step-by-step guide</u> will show you how to start a Google Doc.
- Once you have a Google Doc open along with the website rules on a different browser tab, use your cursor to highlight the section of rules you would like to print and then simultaneously press the keys: CTRL/C (PC) or COMMAND/C (Mac). Note: The process works best if you highlight only one set of rules or one set of guidelines at a time (without highlighting over the break between rules and guidelines).
- Next, place your cursor in the document and simultaneously press the keys: CTRL/V (PC) or COMMAND/V (Mac). This should make the text appear in your document.
- This process will work in a similar way with Microsoft Word and other document options.
- With the text copied into your own document, you can change the font size, margins, and other formatting options to your own preferences.

Avoid duplicate content for speech rules by printing the guidelines only once for each event category (limited prep, interpretation, and platform). The guidelines for each speech category are replicated on the appropriate event pages. The exceptions to this are that Digital Presentation has an extra "Digital Presentation Protocols" section, Apologetics includes the topics, and Extemporaneous has unique timing protocols.

**Please keep in mind that our website contains the official copy of all rules.** We will alert participants if we make any substantive changes to rules or guidelines, but it is the responsibility of competitors to comply with the officially published rules, even if they have made their own printed copy.