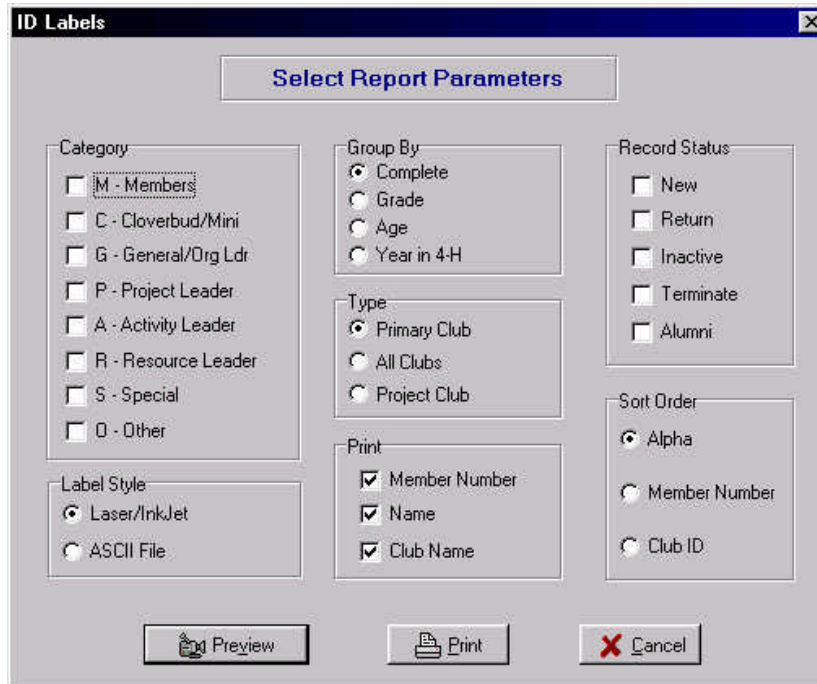


ID Labels

This utility prints labels with the member's name, number and club name. You select the information to be printed. It lets you choose a variety of different types, categories, and sort orders. Go **Special|ID Labels** from the menu bar.



The screenshot shows a dialog box titled "ID Labels" with a "Select Report Parameters" section. It contains several groups of options:

- Category:** A list of checkboxes for "M - Members", "C - Cloverbud/Mini", "G - General/Org Ldr", "P - Project Leader", "A - Activity Leader", "R - Resource Leader", "S - Special", and "O - Other".
- Group By:** Radio buttons for "Complete", "Grade", "Age", and "Year in 4-H".
- Type:** Radio buttons for "Primary Club", "All Clubs", and "Project Club".
- Record Status:** Checkboxes for "New", "Return", "Inactive", "Terminate", and "Alumni".
- Label Style:** Radio buttons for "Laser/InkJet" and "ASCII File".
- Print:** Checkboxes for "Member Number", "Name", and "Club Name".
- Sort Order:** Radio buttons for "Alpha", "Member Number", and "Club ID".

At the bottom of the dialog are three buttons: "Preview", "Print", and "Cancel".

Category

Labels can be printed out for the categories selected. The categories on the ID label screen conform to the category field in the member/leader screen. At least one category must be selected for labels to print. Members, Cloverbud/Mini, General/Organized Leader, Project Leader, Activity Leader, Resource Leader, Special, and Other.

Group By

You may print labels for the following groups. Your category selection will affect who in the group is printed.

Complete – Print labels for the complete member/leader file.

Grade – Print labels for a single or range of school grades. See the chart in Chapter 3, Member/Leader File for a list of valid grades.

Age – Print labels for a single or range of ages. The age is the 4-H age, not the actual age of the member.

Year in 4H – Print labels by year in the 4-H program.

Record Status

You may select to print labels for new, returning, inactive, alumni, terminated members, or a combination of these types.



Type

The type field gives you even further filtering in determining which clubs you want included. The Group by field is the primary filter and the Type field is the secondary filter. The following options are available.

Primary Club – Print labels for all primary club codes in the member/leader file.

All Clubs – Print labels for all clubs listed on the member/leader file in the club tab; showing all primary and secondary clubs.

Project Club – Print labels for one or a range of project clubs, those clubs listed in the project tab on the member/leader file.

The **Group** and **Type** fields can work in conjunction with each other. For example, if you want labels for all 9-12 year olds in certain project clubs, first select the *Project* range from the **Type** field and then the *Age* in the **Group** field.

Note: *Be aware that selecting a group range and the project club type; two input boxes will appear on the screen. Read the box titles carefully so you enter valid data.*

Label Style

Laser labels can be used to print labels. Laser style labels will print on either a laser or ink-jet printer.

The **Ascii File** option creates a comma, quotation delimited file containing all addresses selected according to the above parameters. This file can be used as a mail merge file in word processors or merged with other ID label lists to create a large combined list.

Sort Order

You may print ID labels alphabetically, in Member Number order, or in Club ID order.

Print Other Label Options

The following are options that may be selected in combination with any of the other selection fields.

Print Member Number - Option prints the Member Number on the first line of the label.

Print Name – Option prints the Member Name on the label. The Name prints under the Member Number (if that option is chosen).

Print Club Name – Option prints the Club Name on the label. The Club Name prints under the Member Name, and/or Member Number (if options chosen).