

Create an ASCII File from Mailing Labels:

Having an ASCII file of your names and addresses can be useful if you wish to create mail-merge documents in Word, or if you are going to have your addresses commercially printed on a mailing. Commercial printers require electronic address files to be in ASCII format.

Define the group for which the labels or mail merge will be created:

- ◆ In Blue Ribbon, go to Special|Mailing Labels, and use your Parameters screen to define your group. In the example below, you would be creating a group of members, given a specific grade range. **NOTICE** that at the lower left corner, the option for ASCII file is selected.

- ◆ Click on either the Preview or Print buttons at the bottom of the screen. Either will work the same way.

- ◆ Next, you'll see a typical "Save" screen. Pick a convenient location, and a logical name for the file.

- ◆ If you wish to view or edit the file, you can open it (double-click) in WordPad, or (Use File|Open, files of All

Types) in Excel. If you are using this as a mail-merge document, be sure that when you save it, you do not convert it to an Excel or Word file—leave the extension as “.txt”.

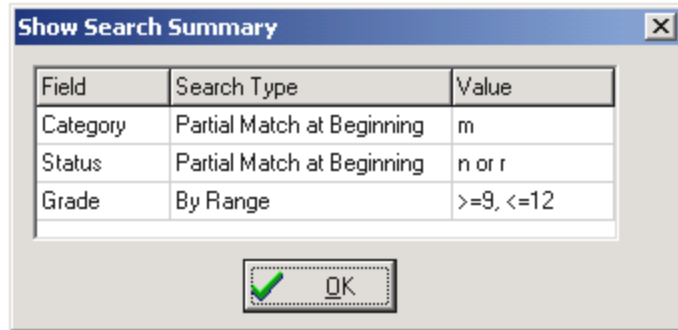
- ◆ The fields included in your file will be Name (first & last combined), Address, CityState (combined into one field), and Zip. It amounts to 4 fields—one for each of the lines on a mailing label, with the Zip field separate from City and State.

Create an ASCII file from Member Query:

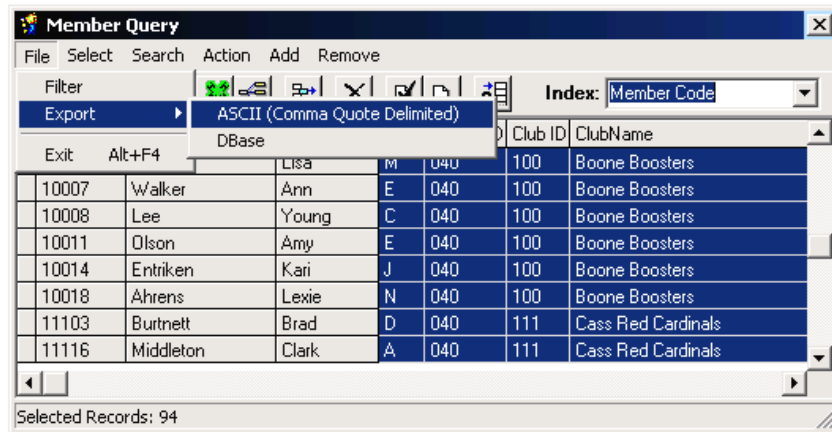
If you cannot get the group you want from the Mailing Labels parameters, OR if you wish to have different fields than are included on the mailing labels (first and last name separate, for instance), you may create an ASCII file from any of the Queries—Member Query, Member Project Query, Club Membership Query, etc.

- ◆ Go to the Query that will give you the group that you want—for instance, if it's a project group, you would use Member Project Query; if it's by grade, use Member Query; if it's all members of a club (or clubs), use Club Membership Query. The process is very similar in each query.

- ◆ In this example, I'll set Filter criteria for current active high school members: Category = M, Status = N or R, Grade = (by range) 9 to 12. The screen print you see at right is what you would see if you pressed the View Summary button after choosing those criteria.

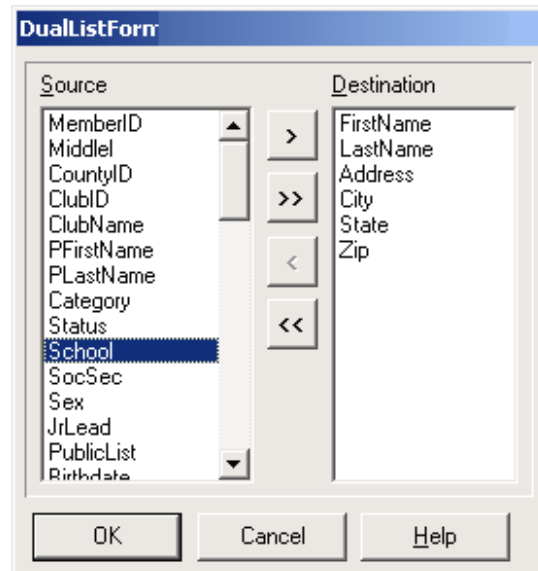


- ◆ Once you have the records on the screen, you must highlight the ones you wish to export. You can do that by using Select|Select All, or by selectively highlighting (and un-highlighting) using the Control-Click method.



- ◆ Choose File|Export, ASCII (Comma Quote Delimited) as shown above.

- ◆ Next, you're asked to list which fields you wish to export. Double click on each to move to the right-hand column in the Dual-List Form window as shown below. Keep them in the order in which you are going to want them.



- ◆ When you get to the "Save" screen, choose somewhere convenient and a logical name.
- ◆ As in the mailing labels example, this file can be opened and edited in WordPad or Excel. Be sure that when you save any changes, you leave it as a ".txt" document.