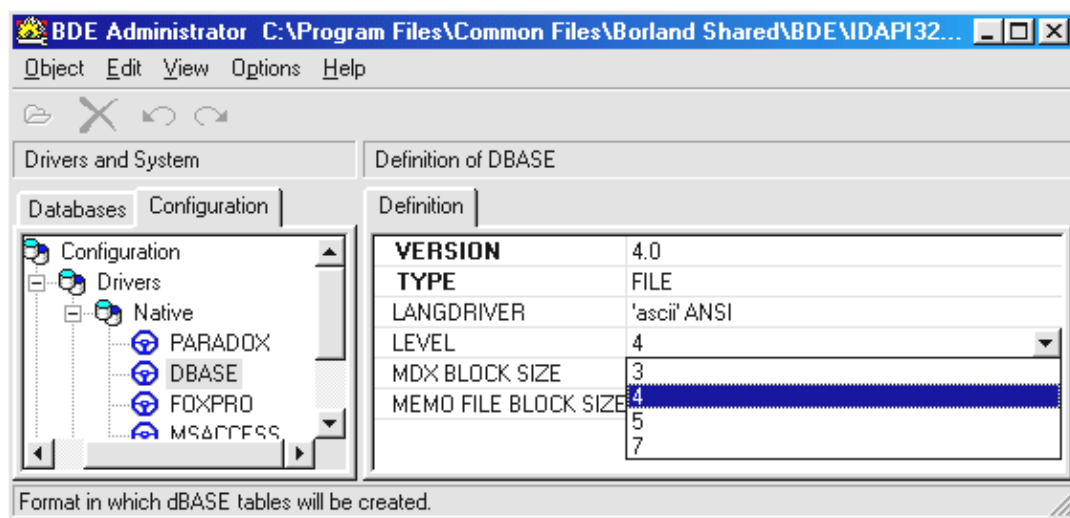


You can easily create your own Excel spreadsheet if the information that you need can all be found in Member Query (basically, that's Youth2a.db PLUS the addition of the phone number and parent name from Youth2b.db, and the club name from Youth2x.db).

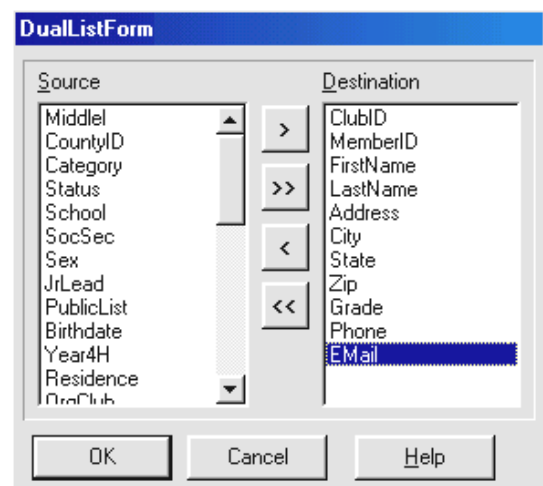
### Set Preferences:

To use a .dbf file in either Excel or Filemaker, it must be in the correct "Level" of dBase and Paradox. The new YE2.2 program exports to Level 7, which is not readable by our programs. However, we can fix that. Go to Start/Programs/Youth Enrollment/BDE Admin. Choose the Configuration Tab, and set the preferences as shown on the screen below. Set the level for BOTH the Dbase and Paradox options to 4. Save all edits when asked. You will only have to do this one time (but check it after each time you do a program update!)



### Export:

- ◆ Choose File|Member Query. Filter your records if you need to do that (see Filter.pdf for more information). Select|Select All (Nothing happens unless something's highlighted...)
- ◆ File|Export|DBase. You will see two columns. The computer is asking you to choose which fields from those listed on the left you want to export. Choose the ones you wish to use, and put them in the correct order as you go. (It'll be easier to order them here than in Excel.)
- ◆ The next screen asks you for a name and location for your file. Notice that you don't have any choice as far as file format (you chose that when you chose dBase earlier). Name it something logical, and save it where you will be able to find it soon.



- ◆ Exit from Member Query, and Exit from Blue Ribbon. (Blue Ribbon does not like to sit in the background while Excel and FileMaker are running, so it's easier to close Blue Ribbon than to wait until it crashes.)
- ◆ Start Excel running, and choose File|Open. Change the "Files of Type" option to "All Files", and locate the file you just created.
- ◆ Excel recognizes DBF as a valid data format, and will just open the file, with the columns correct, and the field names used as headers in Row 1. This is pretty darn neat.

	A	B	C	D	E	F	G	H	I	J
1	CLU	MEME	FIRSTNAME	LASTNAME	ADDRESS	CITY	ST	ZIP	PHONE	EMAIL
2	100	10002	Amy	Clark	1000 Boon	Stanhoj	IA	5059	(515)832-8	estitches
3	100	10003	Ann	Larson	1009 Mads	Stratfor	IA	5059	(515)832-4	golfnsev
4	100	10004	Caitlyn	Clausen	1309 Locu	Stratfor	IA	5024	(515)826-3	sarah_c
5	100	10005	Joa	Hayes	1479 330th	Webste	IA	5059	(515)832-1	tjjhaypp
6	100	10006	Kassie	Brown	1609 White	Webste	IA	5059	(515)832-8	cntryluv
7	100	10007	Libby	Walker	1914 Wills	Webste	IA	5059	(515)832-2	ann_wa
8	100	10008	Lisa	Lee	200 Main S	Webste	IA	5059	(515)832-2	
9	100	10009	Lisa	McMurray	2525 Kante	Webste	IA	50595-		murray2
10	100	10010	Sarah	Johnson	3018 Bells	Webste	IA	5024	(515)832-3	outback
11	100	10011	Shelby	Olson	609 Walnu	Webste	IA	5059	(515)839-8	hurdker
12	100	10012	Young	Robinson	908 Boone	Woolst	IA	5024		