

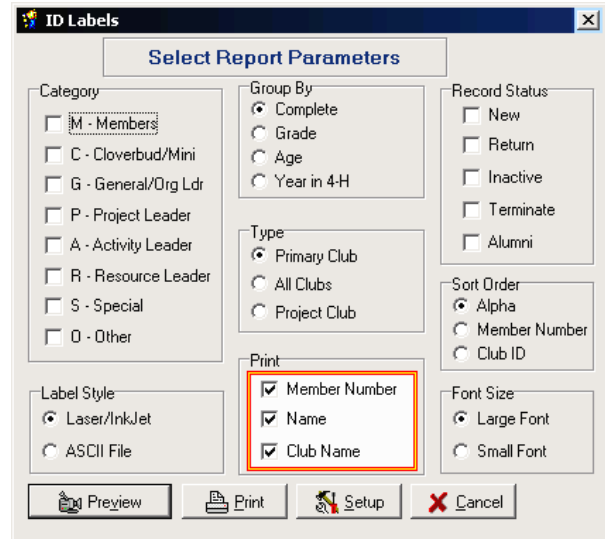
This utility prints labels with the member's name, number and club name. You select the information to be printed. You can choose a variety of different types, categories, and sort orders. Go to **Special|ID Labels** from the menu bar.

Group By: You may print labels for these groups:

- **Complete** – Complete member/leader file.
- **Grade** – Grade or range of school grades.
- **Age** – Age or range of ages. The age is the 4-H age, not the actual age of the member.
- **Year in 4H** – Year in the 4-H program.

Type: 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; a member would have a label for each club membership listed.
- **Project Club** – You can choose which clubs to include in this choice—and the members are grouped/printed by the club(s) identified with the project(s) on their Project tab.



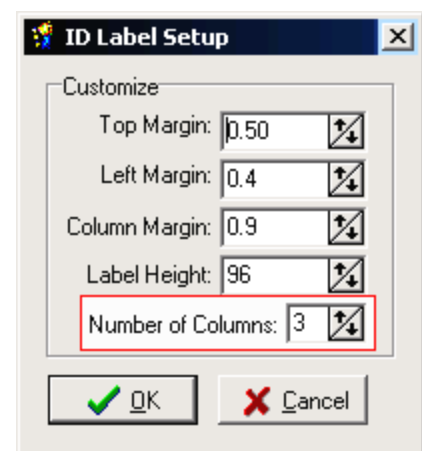
Label Options

- **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).

Label Style

Laser labels can be used to print labels. To switch from the default of 5160 labels (30 per sheet) to 5161 (20 per sheet), click on the “Setup” button on the Parameters screen, then change the Columns to 2 instead of 3. (*If you tinker with the margins, don't call me—I've never been able to understand exactly how those work, but I know the default is right for Avery 5160 or 5161.*)

The **ASCII File** option creates a file containing all information selected according to the above parameters. This file can be used as a mail merge file in word processors, opened/edited in Excel, or imported into a Filemaker database. The file will contain one field for each line printed—not “first name” and “last name” separate, instead it would be one “name” field.



At right is a “short version” of the way the labels will look when printed. Notice that you can choose any of the three options, in any combination... The ones at right are the ones I would think would be most commonly used.

ID, Name, Club

00566
Michelle Alber
Hazel Green Hawks

01250
Adam Anderson
Milo Livestock

00848
Amber Appleton
Greeley Go Getters

ID, Name

00566
Michelle Alber

01250
Adam Anderson

00848
Amber Appleton