

Using Queries for Mailing Labels

You may wish to print mailing labels for only a select group of kids, or for only one kid. There is no way to sort these through the regular Mailing Labels option, since the conditions could be pretty much random. Perhaps you want to print labels for all members who attend a specific school, to send a note informing them of an upcoming program... or to a group of girls only.

Choose **File|Member Query**. The first screen to appear will be similar to the one at right.

Member ID	Last Name	First Name	Initial	County ID	Club ID	ClubName	Parent First N
00074	Mathews	Andrew	D	040	120	Ellsworth Eagles	Bill
10001	Bernard	Danielle	L	040	100	Boone Boosters	Dennis
10002	Clark	Kassie	K	040	100	Boone Boosters	Jason
10003	Larson	Lisa	M	040	100	Boone Boosters	Kent/Lois
10004	Clausen	Sarah	J	040	100	Boone Boosters	Charles
10005	Hayes	Joa	E	040	100	Boone Boosters	Ted
10006	Brown	Lisa	M	040	100	Boone Boosters	Alberta
10007	Walker	Ann	E	040	100	Boone Boosters	Bob
10008	Lee	Young	C	040	100	Boone Boosters	Tom
10009	McMurray	Libby	J	040	100	Boone Boosters	Murray

- ◆ To print labels for all high school girls, you will need to enter the following filters:
 - Category = m
 - Status = n or r (The computer recognizes the word “or” as a valid operator)
 - Gender = f
 - Grade = (use the “By Range” tab at bottom) 9 thru 12

- ◆ *The first and most important step is to select which members you want to print labels for.* Just because they're listed on screen doesn't mean that anything is going to happen to them. Choose **Select|Select All** in this case, because these are all "right". If you want to omit one, hold down your **CONTROL** key and click on that record. It will become "unhighlighted". *Then be sure to move your “left edge triangle” by pressing one of the up or down arrow keys on your keyboard, until it is opposite a highlighted record.*

- ◆ When all members are correctly highlighted, choose **Action|Mailing Labels**. Your options are much more limited on this screen than on the regular Mailing Labels screen. In fact, you will notice that it is not possible to print "One Per Family" by this method. The Setup button at the bottom allows you to change font/size/margins, etc.

- ◆ To print a label for only one kid or a few random kids, first choose **File|Member Query**. (If you didn't exit from Member Query, you would need to choose Reset Query.) Nonetheless, kids are easier to find by name, so in the **Index** box in the upper right corner, choose **Name**. Highlight Danielle Bernard, and then hold down the **CONTROL** key while you click on Kassie Clark. Both should be highlighted. Now you can choose **Action|Mailing Labels**, and labels for only these two members will be printed/previewed.

Select Report Parameters

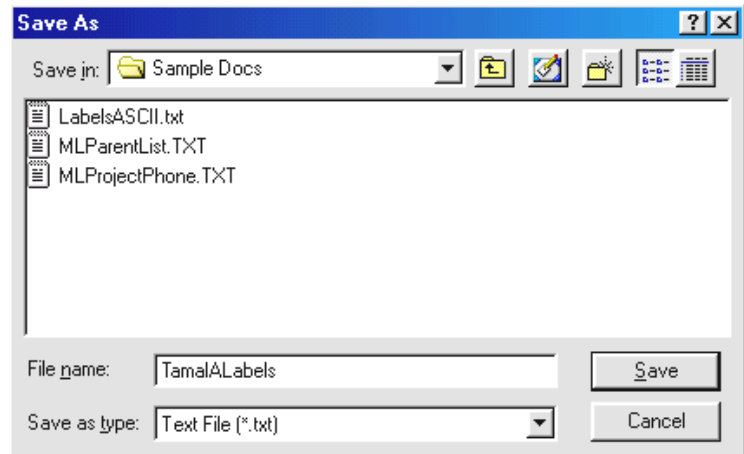
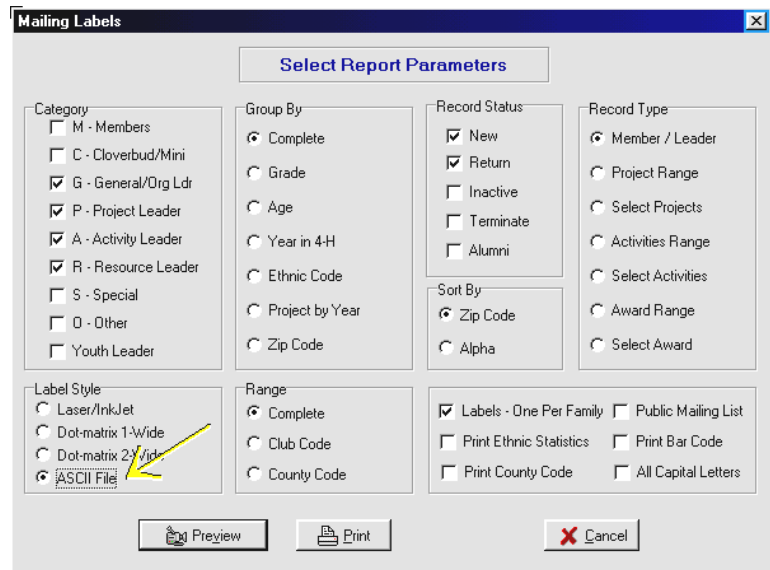
<p>Label Style</p> <p><input checked="" type="radio"/> Laser/InkJet</p> <p><input type="radio"/> Dot-matrix 1-Wide</p> <p><input type="radio"/> Dot-matrix 2-Wide</p>	<p>Sort By</p> <p><input checked="" type="radio"/> Zip Code</p> <p><input type="radio"/> Alpha</p>
<p><input type="checkbox"/> Print Ethnic Statistics</p> <p><input type="checkbox"/> All Capital Letters</p>	<p><input type="checkbox"/> Print Bar Code</p> <p><input type="checkbox"/> Print County Code</p>

Creating an ASCII file of mailing labels

If you are skilled at Microsoft Office and know how to make mailing labels in Word using a merge, you can create the data source file from Blue Ribbon very easily.

Start at the Special|Mailing Labels menu option.

- ◆ Set the parameters to include those people who you wish to receive the supply catalog. We'll include all leader types, one per family, as shown at right. Be sure to click on the ASCII File option at the lower left corner of the screen.
- ◆ Clicking on Preview or Print will cause the same thing to happen—we just told the computer to create a text file, so that means there is no paper copy to preview or print. You will be prompted for a name and location for the ASCII file.
- ◆ The two important things to remember when saving the document are: name it something logical, and save it where you can find it again easily. See the screen at right for suggestions. You do not have to add “.txt” in the File name box. The computer adds it automatically.
- ◆ Now you have two choices: You can open your file (preferably in Excel) to check it over, or you can simply use it as a data source for a Word merge. I'm a fuddy-duddy, and always want to LOOK at the information I'm sending out first, so we'll start with Excel. Start Excel running first, as the computer won't know how to open the “.txt” file unless you tell it which program to use. Then choose File|Open, and locate the file you just saved. The screens below depict the “text wizard” that comes up, allowing you to open this file as a spreadsheet.



- ◆ Leave the first screen as it is, with “Delimited” checked. Click Next.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters: Tab Semicolon Comma Space Other:

Treat consecutive delimiters as one Text Qualifier: "

Data preview

Devin Mogler	2268 170th St.	Alvord, IA 51230-
Mark Mogler	2268 170th st	Alvord, IA 51230-
Jay Knoblock	1735 Dogwood Ave.	Larchwood, IA 51241-
Kent Moser	1632 Dogwood Ave.	Larchwood, IA 51241-
Morris Metzger	2360 110th St.	Steen, Mn 56173-

Buttons: Cancel, < Back, Next >, Finish

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the Data Type that best describes your data.

Original data type: Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File Origin: Windows (ANSI)

Preview of file C:\My Documents\Blue Ribbon\Blue ... \Swine201.txt

1	"Devin Mogler", "2268 170th St.", "Alvord, IA 51230-", ""
2	"Mark Mogler", "2268 170th st", "Alvord, IA 51230-", ""
3	"Jay Knoblock", "1735 Dogwood Ave.", "Larchwood, IA 51241-", ""
4	"Kent Moser", "1632 Dogwood Ave.", "Larchwood, IA 51241-", ""
5	"Morris Metzger", "2360 110th St.", "Steen, Mn 56173-", ""
6	

Buttons: Cancel, < Back, Next >, Finish

- ◆ On the second screen, you MUST click the “Comma” delimiter—that’s the basis of an ASCII file. You’ll see in the preview that it looks “right”.

- ◆ Now just click Next again, then Finish. That’s all there is to it—your mailing labels file is now in Excel, as shown below. Your columns probably need to be widened, but all the info is there. You can make any changes that you need to here in Excel. When you’re done, you can use it as the data source file for a Word merge.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format: General Text Date: MDY Do not import column (Skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Data preview

General	General	General	Ge
Devin Mogler	2268 170th St.	Alvord, IA 51230-	Ge
Mark Mogler	2268 170th st	Alvord, IA 51230-	Ge
Jay Knoblock	1735 Dogwood Ave.	Larchwood, IA 51241-	Ge
Kent Moser	1632 Dogwood Ave.	Larchwood, IA 51241-	Ge
Morris Metzger	2360 110th St.	Steen, Mn 56173-	Ge

Buttons: Cancel, < Back, Next >, Finish