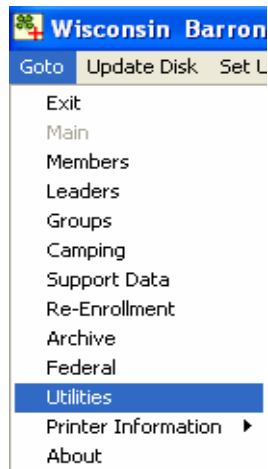




4HPlus – Wisconsin Creating Labels

Newsletter Labels

1. Select **Goto**, then select **Utilities**



2. Select **Newsletter Labels**



3. Review the Newsletter Label options:

- Labels for - Members, Leaders, and/or Parents
- One Label Per..
 - Id – No duplicate removals, one label will be printed for each member, leader and/or parent
 - Family – All records with the same last name and address (member, leader and parent) will be considered duplicates and will be removed
 - Address – All records with the same address (member, leader, and parent) will be considered duplicates and will be removed
- Email Operations – Select appropriate categories if you want to e-mail a communication to members, leaders, and/or parents
- Label Sort – Sort by zip code, last name or Id
- Send to – How do you want to receive the information (count, screen, printer, or mail merge file?)
- Select the Label First Line
- Select the Label Casing – Print Data as Stored, Normal, USPS
- Then, select **Process**

Wisconsin Barron Utilities Data... Data Set 2008/2008

Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Tran
View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Rese

Labels for... One Label Per... Email Operations... Label Sort... Send to...

Members Id Remove Labels for Email Accessible Members Zip Code Count
 Leaders Family Remove Labels for Email Accessible Leaders Last Name Screen
 Parents Address Remove Labels for Email Accessible Parents Id Printer
 Mail-Merge File

Select Label First Line... Label Casing Print USPS Routing Bar Code on Label

To the 4H Family at
 To all the 4H's at
 Hello all 4H's
 4H News for Everyone at
 To the Family and Friends at
 To the (Last Name) family at
 4Her's % (Parent/Guardian)

Print Data as Stored
 Normal (Upper case first letter)
 USPS (All caps, no punctuation)

	Counts:				Non Dup Labels	Screen Print File
	Records	Active	Email	Labels		
Members						
Leaders						
Parents						
Totals						

Process
Exit

Email Members
Email Leaders
Email Parents

Instructions...
 If you wish to email your newsletter, form, message, etc. to all members, Leaders, or parents who have valid email address then chose the correct options above so that mailing labels are not produced for those who qualify for email.
 Members, Leaders, or Parents can be emailed via the buttons to the right.

4. Make all selections, and then select **Process**

Wisconsin Barron Utilities Data... Data Set 2008/2008

Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Transfer
View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Reset Me

Labels for... One Label Per... Email Operations... Label Sort... Send to...

Members Id Remove Labels for Email Accessible Members Zip Code Count
 Leaders Family Remove Labels for Email Accessible Leaders Last Name Screen
 Parents Address Remove Labels for Email Accessible Parents Id Printer
 Mail-Merge File

Select Label First Line... Label Casing Print USPS Routing Bar Code on Label

To the 4H Family at
 To all the 4H's at
 Hello all 4H's
 4H News for Everyone at
 To the Family and Friends at
 To the (Last Name) family at
 4Her's % (Parent/Guardian)

Print Data as Stored
 Normal (Upper case first letter)
 USPS (All caps, no punctuation)

	Counts:				Non Dup Labels	Screen Print File
	Records	Active	Email	Labels		
Members	755	727	180	727	537	537
Leaders	509	471	98	471	220	220
Parents	38	4		4	2	2
Totals	1302	1202	278	1202	759	759

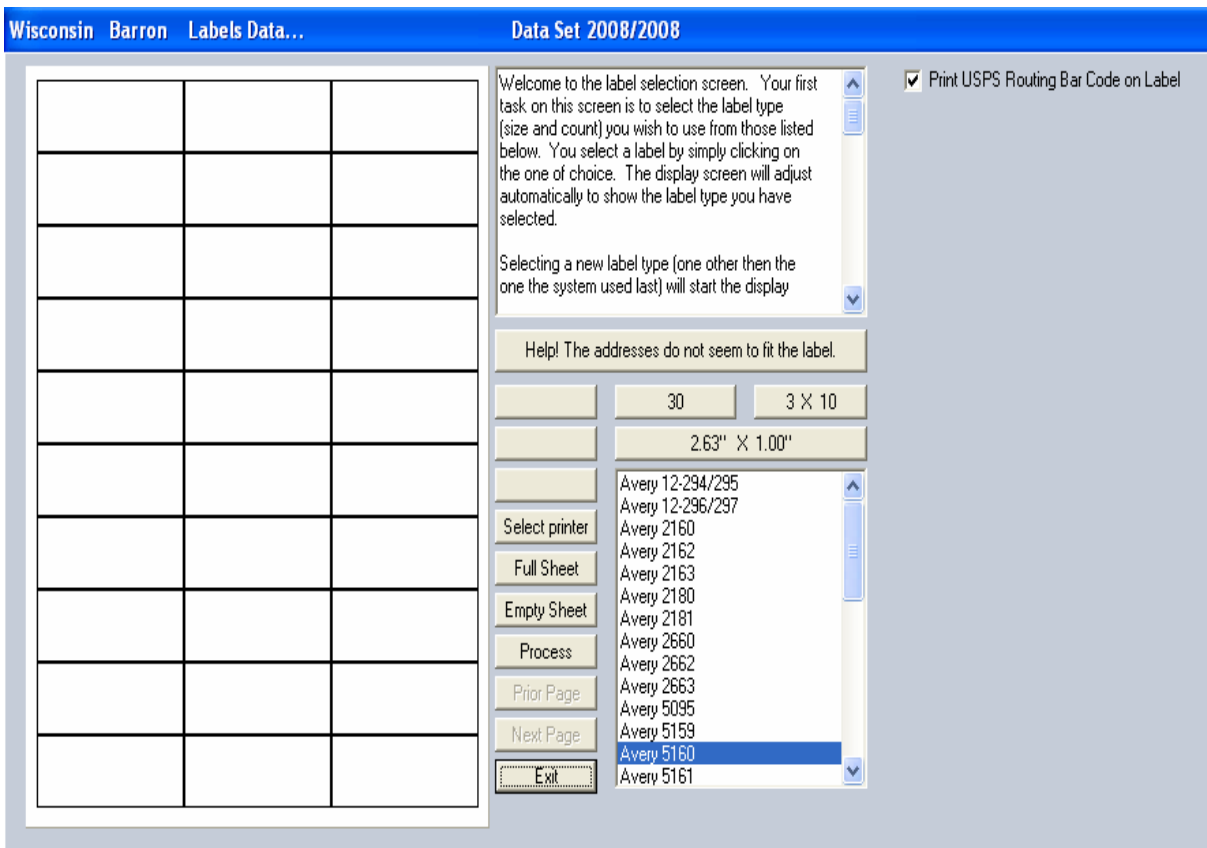
Process
Exit

Email Members
Email Leaders
Email Parents

Instructions...
 If you wish to email your newsletter, form, message, etc. to all members, Leaders, or parents who have valid email address then chose the correct options above so that mailing labels are not produced for those who qualify for email.
 Members, Leaders, or Parents can be emailed via the buttons to the right.

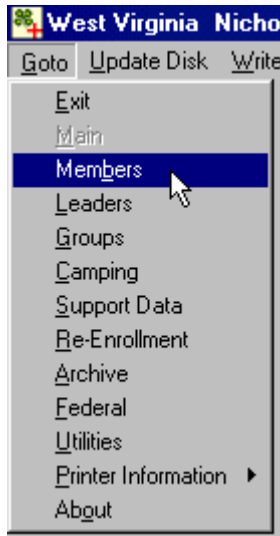
5. Select label type – Avery 5160 is the default. The display screen will adjust automatically to show the label type you have selected. Selecting a new label type other than the one the system used last will start the display process just as if you had selected Process. If the label you wish to use is the one automatically selected you need not re-select a label type, just select **Process**.

If the number of labels to be printed will not fit on one sheet of labels, the **Next Page** and **Prior Page** buttons will enable as needed. The system will display the progress in terms of number of labels, number of pages, current page, etc.

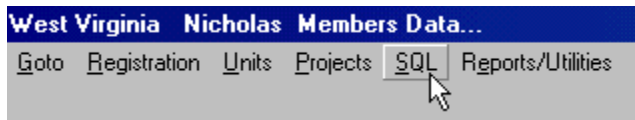


Mailing Labels & SQL

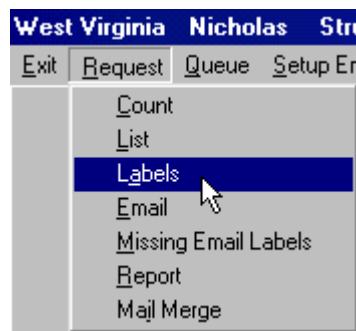
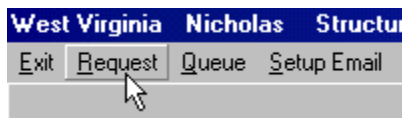
1. Select **Goto** and then select **Members** or **Leaders**



2. Select **SQL**



3. Select **Request** and then select **Labels**



4. Under **With Field...**, check the box labeled **Id**. Then under **Operator...**, select **(=) Equal to**. In the **Enter Target String ...** text box, type an asterisk (*) to select all Id's, followed by the <Tab> or <Enter> key. Now, under **Connector...**, select **Process**. This creates a label for all active members in the database. If you want labels for a specific group, you will need to select that field to build your query.

Wisconsin Adams Structured Query Language Data... Data Set 2008/2008

Exit Request Queue

Enter Fields and Matching Values for Finding Records that Meet Your Selection Criteria...

Hint: At this point the SQL system wants a connector. (NOTE: the request is processed from left to right. In most cases, the proper processing can be assured by entering your OR-ed fields prior to your AND-ed fields.) The connector will allow you multiple selected fields or to initiate the request you have developed to this point. The compounding connector options are: [AND] and [OR]. When using these connectors you must keep in mind the logical or computer definitions of [AND] and [OR]. Example: <<Age = 13> AND <GENDER = F>>. This request would find only records where both the AGE field is 13 and the GENDER field is F. If either one of these

Request ...
Mailing labels: Members with "Id" = "*"

With Field...

<input checked="" type="checkbox"/> Id	<input type="checkbox"/> Gender	<input type="checkbox"/> Parent / Guardian	<input type="checkbox"/> Local 6	<input type="checkbox"/> State 9	<input type="checkbox"/> Projects
<input type="checkbox"/> Last	<input type="checkbox"/> Race	<input type="checkbox"/> Active	<input type="checkbox"/> Local 7	<input type="checkbox"/> State 10	<input type="checkbox"/> Achievements
<input type="checkbox"/> First	<input type="checkbox"/> Residence	<input type="checkbox"/> Leadership	<input type="checkbox"/> Local 8	<input type="checkbox"/> Class	
<input type="checkbox"/> M.I.	<input type="checkbox"/> Grade	<input type="checkbox"/> Parenting	<input type="checkbox"/> Local 9	<input type="checkbox"/> Ethnicity	
<input type="checkbox"/> Street	<input type="checkbox"/> School Name	<input type="checkbox"/> Other	<input type="checkbox"/> Local 10	<input type="checkbox"/> White	
<input type="checkbox"/> City	<input type="checkbox"/> 4H Years	<input type="checkbox"/> Primary Club	<input type="checkbox"/> Keep Name Private	<input type="checkbox"/> Black or...	
<input type="checkbox"/> State	<input type="checkbox"/> Current Year	<input type="checkbox"/> User Id	<input type="checkbox"/> Photo Release App	<input type="checkbox"/> Am Indian or...	
<input type="checkbox"/> Zip	<input type="checkbox"/> Fair	<input type="checkbox"/> Password	<input type="checkbox"/> State 3	<input type="checkbox"/> Asian	
<input type="checkbox"/> Phone	<input type="checkbox"/> Record Book	<input type="checkbox"/> Local 1	<input type="checkbox"/> State 4	<input type="checkbox"/> Hawaiian or...	
<input type="checkbox"/> Alt Phone	<input type="checkbox"/> Meetings Attended	<input type="checkbox"/> Local 2	<input type="checkbox"/> State 5	<input type="checkbox"/> More Than One Ra	
<input type="checkbox"/> SSN	<input type="checkbox"/> Youth Volunteer Ty	<input type="checkbox"/> Local 3	<input type="checkbox"/> State 6	<input type="checkbox"/> Undetermined	
<input type="checkbox"/> DOB [mm/dd/yy]	<input type="checkbox"/> Email Address	<input type="checkbox"/> Local 4	<input type="checkbox"/> State 7	<input type="checkbox"/> Email Newsletters	
<input type="checkbox"/> Age	<input type="checkbox"/> Events Attended	<input type="checkbox"/> Local 5	<input type="checkbox"/> State 8	<input type="checkbox"/> Clubs (Units)	

Parenthesize... Add [0 Add] 0 Delete [Delete]

Operator... (=) Equal to (<=) Less than or Equal to (<) Less than (>=) Greater than or Equal to (>) Greater than (<>) Not equal to

Connector... And Or Process

NOTE: Unless you specifically ask to include Inactive records (when the 'SQL Auto Skip' parameter set to true), they will not be included in the results..

NOTE: If working with Leaders and 'Leader Screening' is set to true, non screened leaders will not be included in the results.

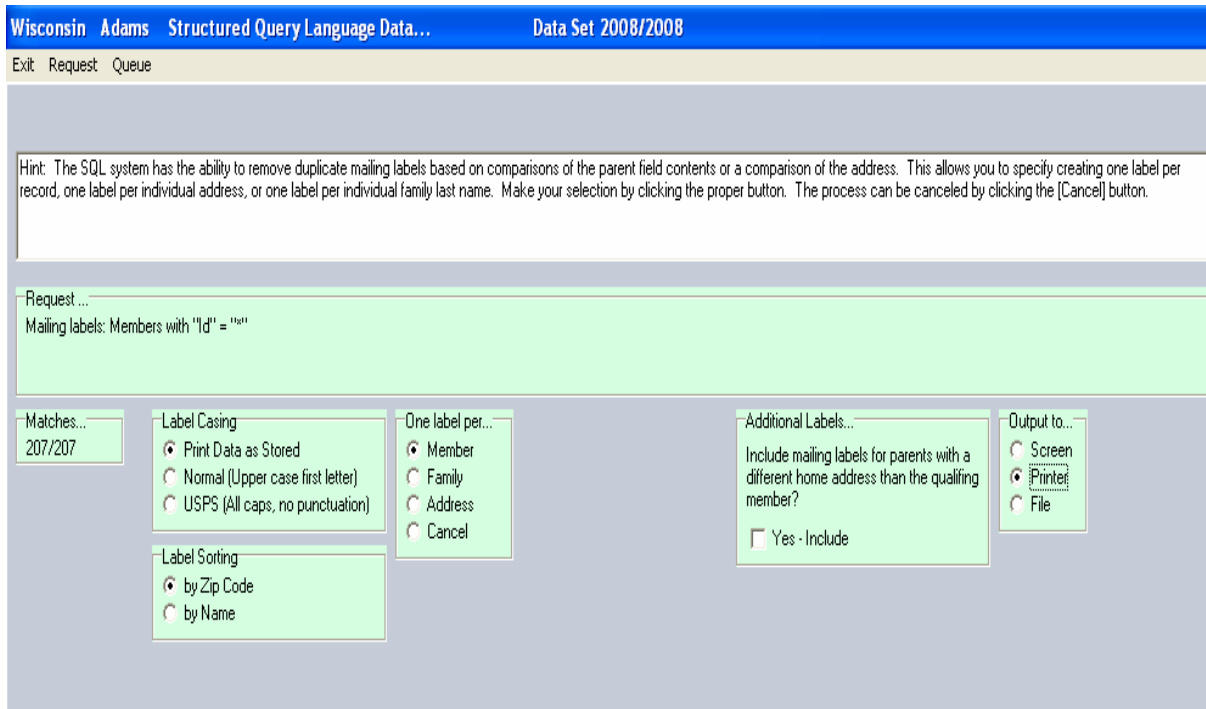
Using Wild Cards: (All fields but Date of Birth - All Operators can be used)

Wild Cards: An "*" in the first character position of the target string will select all records. An "*" in the second position thru the end of the target string means all records that match up to the position of the "*" in the tested field are selected.

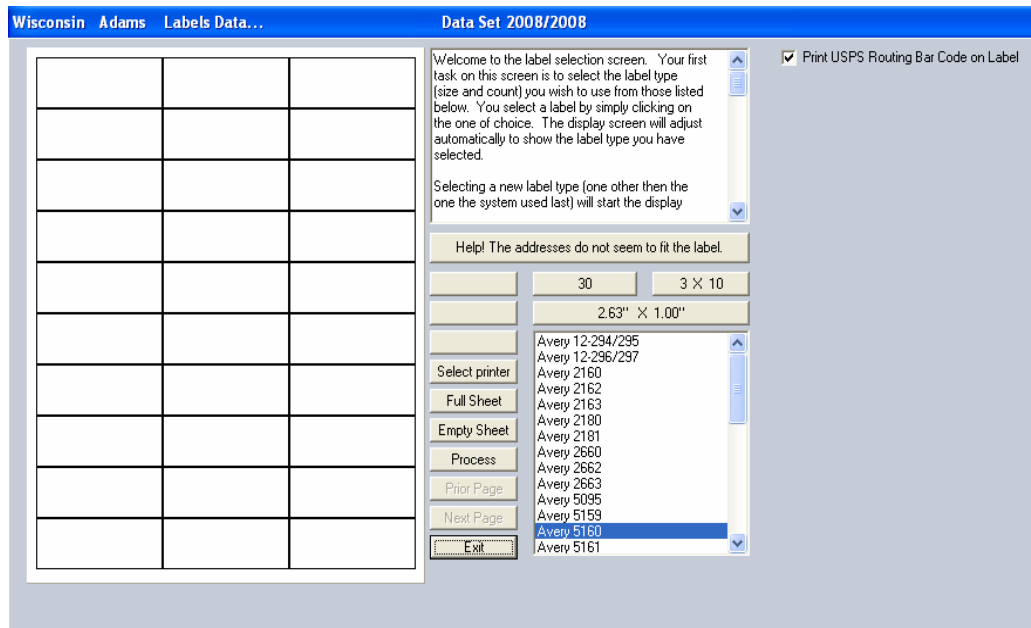
Any text in the target string between "*" "*" will select records if the text is found anywhere in the tested field.

Enter Target String...
*

5. Under **Label Casing**, select your casing preference. Under **Label Sorting**, select your sort preference. Under **One label per...**, select **Member** to print a label for every member, **Family** to print one label for members based on the equality of the **Parent/Guardian** field, **Address** to print one label based on the equality of the **Address, City, State, and Zip** fields, or **Cancel** to end the request.. Under **Output to...**, select **Printer**.

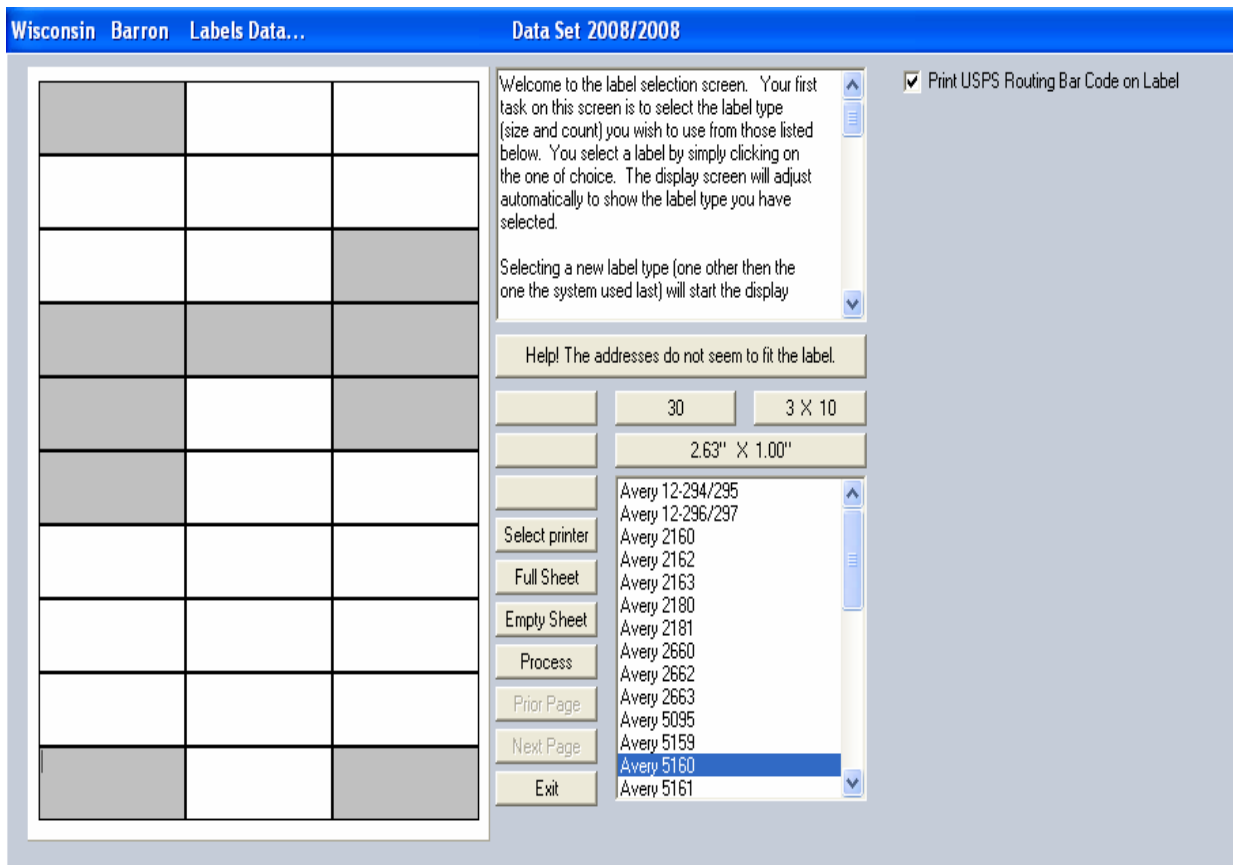


6. Select the type of mailing label you plan on using. Avery 5160 is the default.



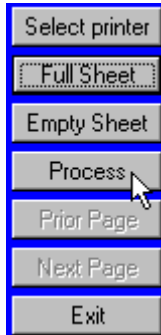
7. Partial Label Sheets Can be Used

To use a sheet of labels that is not full, first select the label type. Then, click on the individual labels to mark them present or absent. A white label is present, a gray label is absent. To use this feature, you must have selected **Output to .. Printer**, and you must do all the label marking prior to clicking **Process**.



The **Full Sheet** button will mark the labels all present in one click. The **Empty Sheet** button will mark all labels absent in one click. This would be useful if there are just a few remaining labels on a sheet of 30.

8. When you are ready to print, select **Process**.



9. Select **No** if you do not wish to have the member record Id printed on the mailing label. Otherwise, click **Yes**.

Portions of this document were adapted from "Mailing Labels & SQL" with the permission of the West Virginia University Extension Service.