

Ohio 4-H Membership Cards - Instructions

Yes this looks detailed, but you should be able to follow the step-by-step instructions. It gets easier with time. Have fun.

Step 1:

- Double click on the 916-L attachment. Click unzip. You will see a message that says unzipped successfully. Say OK. On your desktop you will see a 961-l-Word 97.doc file.

Step 2:

- Open the Youth Enrollment program.

If you want to print membership cards alphabetically...

- Go to File|Member Query

To Filter for Members Only:

- Go to File|Filter
- Say OK to the warning that this may take a while to process.
- Under Fields column, select Category
- Under the Category Column type an "M" in the field value box
- Search Type should say Partial Match
- Say OK.
- Then make sure on the top line where it says index that you have Name. This will ensure the names will export alphabetically.

To do an additional Filter for your New and Return

- Go back to File/Filter to do an additional filter for new and return members only. This will filter out all your inactives.
- Under the Fields column, select the ALL tab at the bottom and your list of fields will reappear. Then select Status
- Under the Status Column, click on BY RANGE tab and type N for Starting and R for Ending.
- Click OK – just your new and return members should appear

To do an additional Filter for just one club. This will list primary clubs only.

- Go back to File/Filter to do an additional filter.
- Under the Fields column, select the ALL tab at the bottom and your list of fields will reappear. Then select Club ID
- Select the By Value tab on the right and type in the club number you want. Say exact match.

When you have the records that you want to use....

- Once your members come up, go to Select|Select all and be patient if you are doing the entire database.
- Once all members are highlighted go to File|Export – Dbase
- Dual List Form - Double click on last name and first name which will move these two fields to the right column
- Click OK

Step 3:

- At the Save As screen, first click on the arrow in the save in box which now says Youth Enrollment and click on C: and then find the folder that you normally save your files in. Write this location on the line _____.
Trust me, this will make it easier to find again.
- At the bottom in the file name box you will want to name your file mcards.dbf You may name this any name, but only use 6 letters to the left of .dbf. Select save and go to lunch. This will take little bit. You will know it's finished when all the members turn back to white.

Step 4:

- Close the Youth Enrollment program. On your desktop find the 961-1-Word 97.doc file. Doubleclick on this file.

If you receive the message “Data Source name not found”

- Say OK
- Click on Find Data Source
- At the bottom of the box, where it says Files of type, click on the arrow and say all files at the bottom of the list.
- At the top in the Look In box, click on the arrow and find the location where you saved saved your file and wrote in down in step 3.
- Click on mcards.dbf or whatever name you saved it as and then click on open.
- Confirm data source – dBase files – say OK

If your Word document opens up with no message, then you must still confirm a data source.

- Go to Tools|Mail Merge.
- At the Step 2, click on Get Data|Open Data Source
- Select the data you want to use. (Remember to choose All files in the type.) You wrote this location in step 3.
- Click on the file and click open
- Confirm data source – dBase files – say OK
- Then click CLOSE

Step 5:

- Hopefully the membership card document has now opened. Otherwise, “Who you gonna call?”
- You will see a field in each box that says county name and Agent Name. Highlight these fields in each box type the appropriate names. You will need to do this in all 10 spaces.
- Make sure you SAVE
- Once the document has been saved with the correct names, you will no longer need to perform this step.

Step 6:

- Finally, we are ready to merge.
- Go to Tools|Mail Merge
- Step 3 click on merge
- The document will say NEW DOCUMENT and click MERGE. A new document will appear and you can print that on your laser printer.
- When you close this document you need to decide if you want to save it or not. If don't save it, you will need to follow all these steps again. If you do save it and then a new member joins the club, you will still need to remerge the data.

Step 7:

- Take a look at your new document BEFORE you print. Go to File|Print Preview and scroll through the pages to make sure your member names are all on one line.

Step 8:

- Next go to File|Print and do a test page.
- Under page range, select CURRENT page to print one page only. You will want to make sure your document lines up with the membership cards.
- Now, you must decide how perfect you want these cards. Will the member frame the card or most likely will he/she stick it in their wallet and never look at it again? Or, will it get washed the first day? Again, how perfect must it be?
- If you have a field in one of the boxes that is dramatically off, then you will need to go back to your original pre-merged 961-L document and move the field. This means that you will need to remerge everything and go back to Step 7. So close the document that you just merged, it will say Labels at the top. The 961-L document will then appear.
- Make the adjustments and start at Step 7.