In this lesson, you will learn how to:

- Open the Print Outs Screen to access:
  - Project Affiliations Print Outs
- Use the Limited or Expanded Find Screen(s)
- Use the Project/Affiliations Screens
  - Use the General Find Directions
- Use the Sort Screen
  - Use the General Sort Directions
- Use the Print Out Screens
  - Project/Affiliation
  - Project Fair
  - General List
  - Summary
- General Print Directions
  - Print a Report to the Printer
  - Print Labels to the Printer
You have learned in Lesson 1 to open ED, Lesson 3,4,5, and 6 how to enter member records, and Lesson 7 how to print member records. Now, you will learn how to print Project affiliations print outs. You can print the data in the form of Labels and Reports. ED has several built in Labels/Reports buttons that have already included a Find/Sort.

Several screens will be displayed to prepare and complete the Print Out procedure. The general flow is: Find, Sort and Printout. To help you follow the steps in the order they should be preformed the buttons are displayed in this order. The current screen button is Green with the Black bar above it.

We will use the Affiliations section for this lesson. You can get to the Print Outs Screen by pressing the Print button on several screens, although for this lesson we will press the Print Outs button from the Main menu.

Opening The Print Outs Screen

1. To begin you will need to be at the Extension Database Main Menu screen.
2. Click on the Print Outs button. The Print Outs Screen is displayed.

![Extension Database Print Outs Screen]

Member print outs is generally for MAILING LABELS. You can search on anything but you will only get the name of the individual not the project. This is the only one that you can go to and keep your current find results.

Projects / Affils
- Project/Affils: Projects/Affils print outs is to generate project list, fair labels, and anything that you need to associate a member to a certain project, affiliation, or activity.

Exhibit
- Exhibit print outs is for exhibit and Fair results
NOTE: Pressing the:

- **Main** button will take you to the main menu screen.
- **Back** button will take you to the previous screen.
- **More Info/Examples** button will display the Print Outs Information screen and provide you with information on each of the Print Outs sections. The Info screen is displayed here:

### Extension Database
#### Print Outs Information

<table>
<thead>
<tr>
<th><strong>Member</strong></th>
<th><strong>Projects print outs</strong></th>
<th><strong>Exhibit</strong></th>
<th><strong>Trophy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member print outs</strong></td>
<td>is generally for mailing labels. You can search on anything but you will only get the name of the individual not the project. This is the only one that you can go to and keep your current Find results.</td>
<td><strong>Projects print outs</strong></td>
<td>is to generate project list, fair labels, and anything that you need to associate a member to a certain project. If you search for multiple projects then you can get duplicate members on your list. There is a script written to eliminate duplicates.</td>
</tr>
<tr>
<td><strong>Examples:</strong> Labels, General list, General list with comments, 4-H general list, Oracle, Age, Tenure, School, Township</td>
<td><strong>Examples:</strong> Labels, Member/Leader master list, Project list, Club list, Affiliation list, Activity list, General project listings with different crops, Fair Labels, Judging sheets.</td>
<td><strong>Examples:</strong> Class general. Class weight, Rate of gain. Exhibit results</td>
<td></td>
</tr>
</tbody>
</table>

Note: Click the **Back** button to return to the Print Outs screen.

3. Click the yellow **Project/Affils** button to display the **Project/Affiliation Find/Options** Screen. See the **Project/Affiliation Find/Options** section to

**NOTE:** If you select the **Orange Transfer Find “Project/Affils”** button you will see the steps to complete the Limiting/Expanded screen on the next page. Once this step is completed, you will be able to select any of the buttons found on the **Project/Affiliation Find/Options** screen.
The Project/Affils Screen (Orange Button)
The Limiting or expanding the Find Screen(s)

The Projects print outs are used to generate project list, fair labels, and anything that you need to associate a member to a certain project. If you search for multiple projects then you can get duplicate members on your list. This screen will transfer the current find; if you answer Yes, and it will transfer all relative information. Then take you to a second screen (an Expanded Find) to ask you what years you want to transfer the “found” information. If you answer No, it will not transfer all relative information. This procedure is completed for all three 4-H Project, CFS, ANR affiliations before going to their respective print out screen.

You will display one of these messages if you press any one of the Project/Affils (orange button), CFS Affils, or ANR Affils buttons on the Print Outs screen.

1. If you have clicked on the orange “Project/Affils” you will get this message box. Click on the Yes button to continue to the “Limiting or expanding the Find” screen.

Or,

If you click the CFS Affils or ANR Affils button click on the Yes button when asked if you want to transfer your find.

2. Click on the Continue button to display the next screen:

3. Enter a range of years you want to find. Leaving the field blank will find all years, a range of years uses “…” (three periods) to separate the years.

4. Leave the activity year blank to find all activities or enter a year, or a range of years.

5. Leave the Member info blank to get all member or select one from the dropdown list.

6. Click the Continue button to proceed to the Affiliations screen.

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The Project/Affiliations Find/Options Screens

Several screens are used to complete the Print Out procedure for any of the 4-H Affiliations screens. The general flow is: Find, Sort, and then select one of the Print Outs options (Project, Fair, General, and Summary). The buttons are placed on the screen in the order of the steps you should take to get Reports/Labels printed. The Green button with the Black bar above it is just a visual marker so you will know what screen you are currently working in and what step (screen) you have completed.

The Project/Affils Find/Options Screen

The following screen is displayed when you click on the button on the Print Outs screen or you have completed the section above on The Limiting or expanding the Find Screen(s).

- If you did not transfer the find, (i.e. you answered NO in the Expanded Find Screens) then you need to do the Find now.
We will display the different Find screens on the following pages.

- Press the **General Find** button to display this Screen.

- Press the **County Master** button to display this Screen.

- You will also display the **Limiting or expanding the Find Screen(s)** when you choose and complete this screen.
Press the **Member Master** button to display this screen.

- You will also display the Limiting or expanding the Find Screen(s) screen when you choose and complete this screen.

- The Count Member **button will count all the members for the current find. Press this button before you choose the Project, Fair, General or Summary button if you want a member count.

- The Custom **button will take you to the Affiliations/Projects Custom Layouts screen.

  - The Bar Code (5267) button will print labels with barcode.
  
  - The Bar Code (5163) button will print labels with the 4-H member name, project and division, and bar code.

- The **Eliminate Duplications** button will eliminate duplicate members, not households, based on your current sort.

- The **Elim. Inactive Members** button will not include Inactive members in your find.

- The Yes/No Straight to Printouts is a toggle between (Yes) going directly to the printer dialog box to print the report/label or (No) first going to the preview mode to display the report/label on the screen.
The yellow box contains three types of additional options that augment your types of finds. Select one of these three options before clicking on any of the find buttons:

- Choosing **Replace** starts a new find with no records found when you select this option.
- Choosing **Extend** keeps the current found records and lets you add another find.
- Choosing **Constrain** will do another find using only the records that you had previously found.

**General Find Directions**

1. Click on any **Find** button (General Find, County Master, Member Master, or the Count Members). We will use the **General Find** for this lesson. The General Find screen is displayed.
2. Type in any information in the other fields you want to use for a find. For example, you can use the **last name, club, or Affiliations** fields for a find.
   - If you don’t want your query limited by a field just leave it blank. For example, if you want to find people in all clubs, leave the clubs field blank. The same goes for the township, county, zip fields, etc.
3. Click on the Duplicate button to keep your first condition through all of the find requests. Generally this is done for finding multiple projects, affiliations, or activities.
4. Click on the Additional button if you want to find an additional project. I.e. use **Swine** for the additional find.
5. Click on the Omit button if you want to leave out a certain condition on the find. I.e. omit all the Jones in this find.
6. Click on the **Continue** button in the left hand column to complete the sequence.
   - If the General Find does not find any records you will be asked to modify your search and try again.
   - If the General Find steps found records, you will return to the Project/Affiliation Find/Options screen to go to the Sort, Project, Fair, General, or Summary screens.

**The Sort Screen**

Once you have found your records you can sort them several ways before going to any Print Outs buttons. The Sort function is optional because there is some automatic sort built into the find procedures. Remember, the general flow is: Find, Sort, and then select one of the Print Outs options (Project, Fair, General, and Summary). The buttons are placed on the screen in the order of the steps you should take to get Reports/Labels printed. The Green button with

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the Black bar above it is just a visual marker so you will know what screen you are currently working in and what step (screen) you have completed.

NOTE: The different sort buttons sorts your found records by their designated buttons.
- The Project button sorts your find by projects.
- The Project Division button sorts your find by the project division.
- The Project Div. Description sorts your find by Project Div. Description.
- The Project Grade sorts your find by Project Grade.
- The Project Point Break sorts your find by Project Point Break.
- The Last Name Project sorts your find by the Last Name Project.
- The Club sorts your find by the Club name.
The General Sort button sorts your find by any field you designate. Below is the Sort Records dialog box that allows you to choose which field you want to complete a general sort.

**NOTE:** A drop down list of files each containing different fields. When you select a different file from the drop down list different fields will appear in the list below. Use these fields to create your general sort.

**General Sort Directions**

1. Click on a field from the left “list of fields” to highlight it.
2. Click on the >Move< button. The field will be display in the Sort Order list (right column).
3. Repeat the two above steps for the rest of your fields you will need for your General Sort.
4. Click on the **Sort** button. A status message appears as the records are being sorted.

Once you have completed the Sort press any of the *Print outs* buttons; Project, Fair, General, or Summary to continue the procedures to print your reports/labels.
Returning To The Project/Affiliation Find/Options Screen

Now you can proceed to the Print Outs buttons on the **Project/Affiliation Find/Options** screen. Pressing each one of these buttons will display its appropriate Print Outs screen. You can use these buttons to move from one Print Outs screen to another without having to go back to the beginning Find/Sort menus.

The **Green** button with the Black bar above it is just a visual marker so you will know what screen you are currently working on. I.e. if you are on the Fair PrintOuts screen the Button will go from being the yellow button to the green button.

- Click on the Project button to go to the Project/Affiliation Print Outs screen.
- Click on the Fair button to go to the Project Fair Print Outs screen.
- Click on the General button to go to the General List Print Outs screen.
- Click on the Summary button to go to the Summary Print Outs screen.

The following screens displayed are the Print outs screens; Project, Fair, General and Summary.
The four Print Outs screen are displayed next.

The Project/Affiliation Print Outs Screen

![Extension Database Project/Affiliation Print Outs](image)

**NOTE:**

- You can put your own text in this **Report Label** area to describe the type of report/label you are printing. You can also type in the date if needed.
- The **Project** button displays the report sorted on the Project.
- The **Project/Parent** button displays the report sorted by Name/Project.
- The **Activity** button sorts and displays the report sorted by the activity.
- The **Project/Activity/Exhibit** button sorts and displays the report by Exhibit, Activity, then Project.
- The **Name/Affil.** Button displays the report sorted by the Affiliation and then the Name.
- The **Affiliation** button displays the report based on the Affiliation.
- The **Club Master** Button displays the report based on the Club Master.
- The **Yes/No** Include address, Page Breaks, and Guardian Address are toggle options. They are self explanatory.
- The **Yes/No** Straight to Printouts is a toggle option. (Yes) will go directly to the printer dialog box to print the report/label or (No) will go to the preview mode.

No is the preferred Printouts option because it gives you a chance to look over your reports/labels before printing takes place. Once you have pressed a button the report will be in the **Preview** mode. To print paper copies you can go to the **Printing a Report to the Printer** or the **Printing Labels to the Printer** sections. Click on the **Continue** button when/if you choose not to print or you want to choose another option above.

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The Project Fair Print Outs screen
This screen is available by pressing the Fair button in the Print outs box.

**NOTE:** Click on the different Fair button to display the fields that will be printed.

- The **Fair Labels (Long)** button displays sorted labels on 4 x 2 1/516th labels single sheet format.
- The **Fair Labels (5161)** button displays sorted labels to be printed on a 5161 labels sheet.
- The **Fair Labels (4015)** button displays sorted labels on a 4013 labels single sheet format.
- The **Fair Labels (4013)** button displays sorted labels on a 4013 labels single sheet format.
- The **General/Age** report print outs will be based on a long or short form. Make that selection under **Short Form** before you press the **General/Age** button.
- The **General/Grade** report print outs will be based on a long or short form. Make that selection under **Short Form** before you press the **General/Grade** button.
- The **General/#Yrs** report print outs will be based on a long or short form. Make that selection under **Short Form** before you press the **General/# Yrs** button.
The *Exhibitor #* label buttons (orange box) displays Project, Exhibitor # and Clubs. The *Project* and *Clubs* will print reports in a **2 Column** or **General** format. The General selection for *Project* will print the Exhibitor #, year, club, town, #yr, and Tenure. The General select for *Clubs* will print the Exhibitor #, year, project, township and #yr. When you select the 2 Column for any of the three options you will get a short two column report. When you use the Short Form Yes/NO question before you press the Exhibitor # buttons you will get the Exhibitor numbers assigned in a two column format. Use these buttons if you have projects (i.e. livestock) with exhibitor number assigned.

The *Judging* (Blue box) options use a main sort and a Judging page break option:

- The *Main sort* options allow you to first decide whether to sort by *Project, Group, or None*. You make this choice before you select a button.
- The *Judging* report print outs will be based on the option you selected under *Judging page break* (Project Description, Division, Division Description, Level, Project Break, or Grade) before you chose the *Judging* button.
- The Multiply box allows you to enter a number based on how many labels you will need for this find.

The *Yes/No* questions Include address, Page Breaks, and Guardian Address are toggle options. They are self explanatory.

The *Yes/No* question, Straight to Printouts is a toggle option. (Yes) will go directly to the printer dialog box to print the report/label or (No) will go to the preview mode.

**No** is the preferred Printouts option because it gives you a chance to look over your reports/labels before printing takes place. Once you have pressed a button the report will be in the **Preview** mode. To print paper copies you can go to the *Printing a Report to the Printer* or the *Printing Labels to the Printer* sections. Click on the *Continue* button when/if you choose not to print or you want to choose another option above.
The *General list Print Outs* screen
This screen is available by pressing the *General* Button under *Print outs*.

- You can put your own text in this area to describe the type of report/label you are printing (click in the box under *Report Label*).

- The blue area buttons:
  - First select the *Yes* for Short Form or *No* for Long Form (under *Short Form*).
  - Then make your selection:
    - The *Project/Name* button sorts the *Project* then the *Name*.
    - The *Activity/Name* button sorts the *Activity* then the *Name*.
    - The *Club list* button sorts by the club.

- *General* (orange area) *listing with sort options*:
  - First, click on the option you want the report sorted by: *Project, Group, or None*.
  - *Eliminate duplications*, select *Yes* or *No*.

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- Then select the Last Name, Age, Division, Level, Grade, Division Description, and Point Break buttons

- Toggle options are:
  - Include address, Yes, No
  - Straight to Print Outs (the printer) Yes, No

No is the preferred Printouts option because it gives you a chance to look over your reports/labels before printing takes place. Once you have pressed a button the report will be in the Preview mode and you can go to the Printing a Report to the Printer or the Printing Labels to the Printer sections. Click on the Continue button when/if you choose not to print or you want to choose another option above.
The *Summary Print Outs* screen
This screen is available by pressing *Summary* under *Print outs*.

- You may put your own text in this area (under *Report Label*) to describe the type of report/label you're printing.
- The *Project* button will list the *Summary* by projects.
- The *Project Prefix* button will list the *Summary* by project prefix.
- The *Club* button will list the *Summary* by clubs.
- Toggle options are:
  - *Include address*, Yes, No
  - *Straight to Print Outs* (the printer) Yes, No

No is the preferred Printouts option because it gives you a chance to look over your reports/labels before printing takes place. Once you have pressed a button, the report will be in the *Preview* mode. You can go to the *Printing a Report to the Printer* or the *Printing Labels to the Printer* sections at the end of this lesson. Click on the *Continue* button when/if you choose not to print or you want to choose another option above.
General Print Directions

Printing A Report to the Printer

Now that we have reviewed the Print Outs screens, let's print out a report using any Print outs screen. For this example we will use the Project Print Outs screen.

1. Enter a title in the Report Label field, for example, Training Report for MM/DD/YY.
2. Click on one of the Print outs buttons, for example, the yellow Project button to display the report in the Preview screen.
3. To print, click on the icon or select File | Print to display the print dialog box.
4. Check the Print field and have Records being browsed selected.
   ❖ Other selections are: Current Record, Blank Record.
5. Click on the OK button.
6. After printing any of the above reports, remember to press the Continue button to return to the Print Outs screen.

Printing Labels to the Printer

Now that we have reviewed the Print outs screens, let's print out labels. For this example we will use the General list Print Outs screen.

7. Enter a title in the Report Label field, for example, Training Report for MM/DD/YY.
8. Click on one of the label/report buttons, for example, the 5160 button will display the labels in the preview screen.
9. Scroll and review the labels to see if they OK.
10. If you would like to have a labels printout, make sure you have paper or labels in the printer. If you use the HP printer, lower the front cover of the printer and install the labels in the front drop-down tray (tray 1). The HP printer will then automatically take the label from tray one. If you are printing on paper, tray 2 or tray 3 will work OK.
11. To print, Click on the icon or select File | Print to display the print dialog box.
12. Check the Print field and have Records being browsed selected.
   ❖ Other selections are: Current Record, Blank Record.
13. Click on the OK button.
14. After printing any of the above reports remember to press the Continue button to return to the Print outs screen.
Lesson 7 B –

Exercise 7 B –

Exercise 1

1. Print a Project on Fair Labels 5160 labels on paper. Don’t forget to add the title to the reports title field.

2. Print a Project Report. Don’t forget to add the title to the reports title field.

3. Print a Judging report by Groups.

4. Print a Project Summary by Club.

Bonus Exercise

Print additional Reports or Labels as time permits.