

Good Afternoon – **IMPORTANT ** PLEASE READ BEFORE YOU BEGIN****

Below are instructions on how to download and copy the new 2008-09 4-H Year Project and Literature codes. As mentioned earlier I am also sending Activity Codes as well. I have attached the entire list of each file for your use. The activity codes changed a bit from the 1st draft so please look over carefully.

- 1) ActivityCodes_0809.rtf
- 2) LiteratureCodes_0809.rtf
- 3) ProjectCodes_0809.rtf

Remember if you choose to **NOT** use Blue Ribbon for ordering Literature, the excel form is located at: <http://www.colorado4h.org/enroll/OfficeOrderForm.xls> .

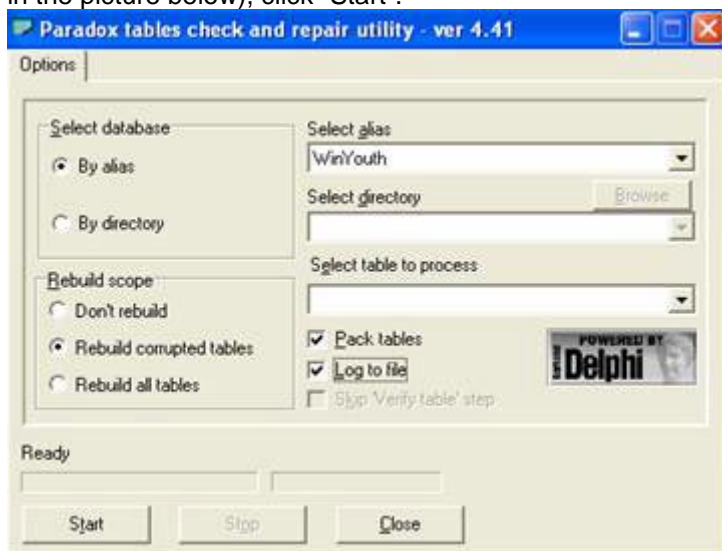
Close the Blue Ribbon program!

BEFORE YOU BEGIN, make a backup of your data and KNOW the location of your data path (i.e. C:\Program Files\Youth Enrollment\Data\ OR appropriate network drive (i.e. M:\BRData\)

NOTE: Remember by downloading these files you will be “overwriting” your current project, literature and activity codes. Any changes you have made prior will be lost.

The project, literature and activity codes are attached to this email, to download (**AND OVERWRITE ALL FILES**) follow these instructions (if you would like to “merge” the Activity Code file so you don’t lose your county information, see “Activity Code Merge” instructions below)

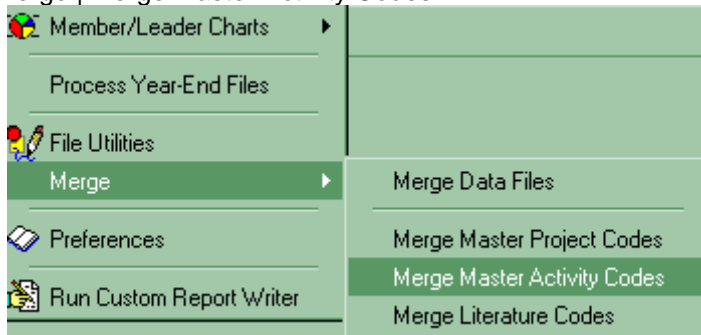
- 1) Double click the first “Youth2” file listed.
- 2) Right click, select “Save As” and browse to the correct data path/file location.
- 3) Click “Save” and when prompted “Replace” the file.
- 4) Repeat this process with ALL “Youth2” files until all are updated.
- 5) **THIS IS A MUST!!!** Select Start | Programs or All Programs | Youth Enrollment | Datafix (select options as seen in the picture below), click “Start”.



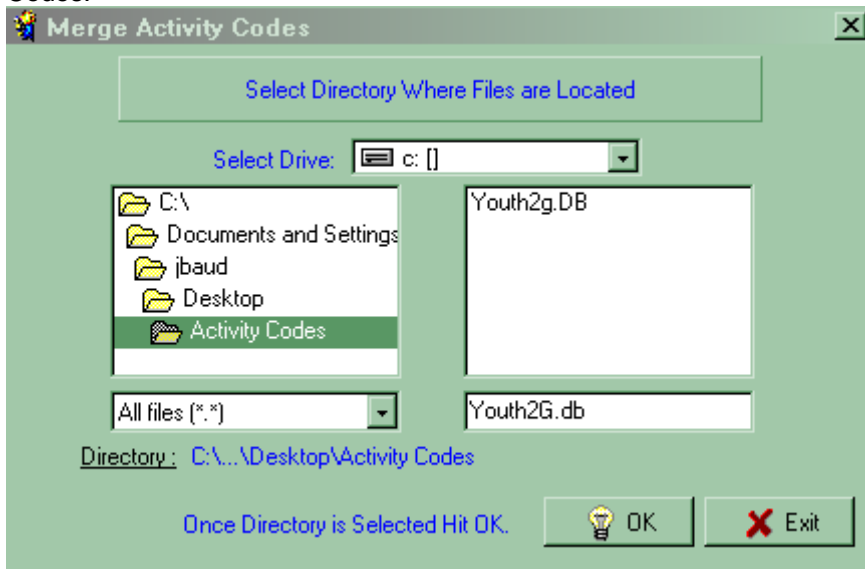
- 6) Click “Close” when finished and you may now begin enrolling members/leaders in their 4-H projects.

ACTIVITY CODE MERGE INSTRUCTIONS

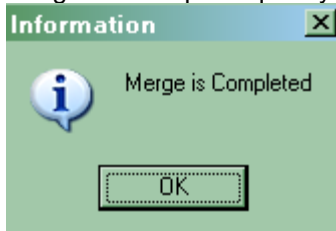
- 1) On your desktop screen, right click and select “New” / “Folder”, name it “Activity Codes”
- 2) Open your email and download “Youth2g.db” and “Youth2g.px” files in the newly created “Activity Codes” folder.
- 3) Open Blue Ribbon
- 4) Select Merge | Merge Master Activity Codes



- 5) Locate the Activity code files by double clicking, C: | Documents and Settings| **your name**| Desktop | Activity Codes.



- 6) Single click on “Youth2g.db” in the right hand side.
- 7) Click “OK”
- 8) Merge will complete quickly.



- 9) Click “OK” again
- 10) Click “Exit”
- 11) Select File | Activity Codes
- 12) Click Find and scroll down, you will see that all codes were added successfully.

INSTRUCTIONS FOR DOWNLOADING FROM THE WEB SITE

If you are unable to receive and download the files from your email, I have placed them on the Youth Enrollment web site as well. The link is: <http://www.ext.colostate.edu/ye/>.

- 1) Click on "Project, Literature and Activity Codes" – 2008-2009
- 2) There is a ".zip" file that contains all file at the very top or you can individually download each file.
- 3) The "Youth2c" files refer to "Project Codes"
- 4) The "Youth2g" files refer to "Activity Codes"
- 5) The "Youth2y" files refer to "Literature Codes"

If you have questions or problems downloading any of the files please contact me (970) 491-3887 or the Technology Help Desk (970) 491-5351.

Talk soon, Joy