

Creating a Birthday List, Displaying “ONLY” Birth Month and Day

Note: This example gives you all months (01-12)

- 1) Open Blue Ribbon
- 2) Select File | Member Query
- 3) Select File | Filter
- 4) Scroll Down the Filter list and locate “Birth Month” (below E-Mail), click tab “By Range”, in the starting range type “01” and ending range “12”. DON’T click “OK” Yet!

The screenshot shows a dialog box titled "Birth Month" with a close button (X) in the top right corner. On the left, a list of fields includes "Birth Month" which is highlighted. Below the list are "All" and "Searched" buttons. On the right, the "Starting Range" is set to "01" and the "Ending Range" is set to "12", each with a "Clear" button. There are "OK" and "Cancel" buttons. At the bottom, there are "By Value" and "By Range" tabs, and "View Summary" and "New Search" buttons. The "Field Order" section has "Alphabetic" and "Logical" radio buttons, with "Logical" selected.

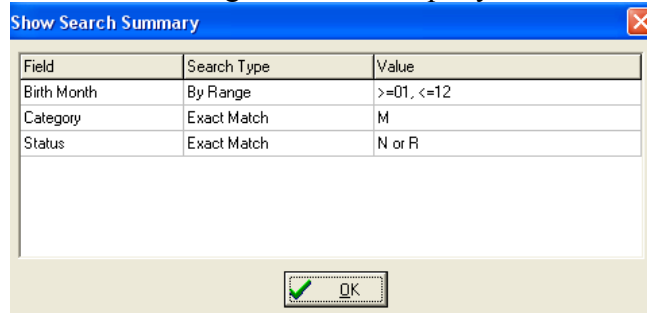
- 5) Scroll Up the filter list and locate “Category”, under Search Type, click “Exact Match” radio button and type “M” in the field value box. DON’T click “OK” Yet!

The screenshot shows a dialog box titled "Category" with a close button (X) in the top right corner. On the left, a list of fields includes "Category" which is highlighted. Below the list are "All" and "Searched" buttons. On the right, the "Field Value" is set to "M" with a "Clear" button. The "Search Type" section has three radio buttons: "Exact Match" (selected), "Partial Match at Beginning", and "Partial Match Anywhere". There is also a "Case Sensitive" checkbox. There are "OK" and "Cancel" buttons. At the bottom, there are "By Value" and "By Range" tabs, and "View Summary" and "New Search" buttons. The "Field Order" section has "Alphabetic" and "Logical" radio buttons, with "Logical" selected.

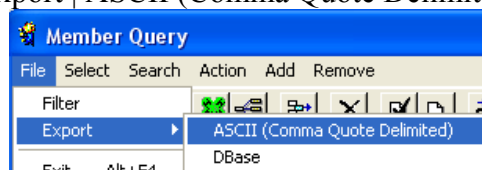
- 6) Click “Status” under Category. Under Search Type, click “Exact Match” radio button and type “N or R” in the field value box. DON’T click “OK” Yet!

The screenshot shows a dialog box titled "Status" with a close button (X) in the top right corner. On the left, a list of fields includes "Status" which is highlighted. Below the list are "All" and "Searched" buttons. On the right, the "Field Value" is set to "N or R" with a "Clear" button. The "Search Type" section has three radio buttons: "Exact Match" (selected), "Partial Match at Beginning", and "Partial Match Anywhere". There is also a "Case Sensitive" checkbox. There are "OK" and "Cancel" buttons. At the bottom, there are "By Value" and "By Range" tabs, and "View Summary" and "New Search" buttons. The "Field Order" section has "Alphabetic" and "Logical" radio buttons, with "Logical" selected.

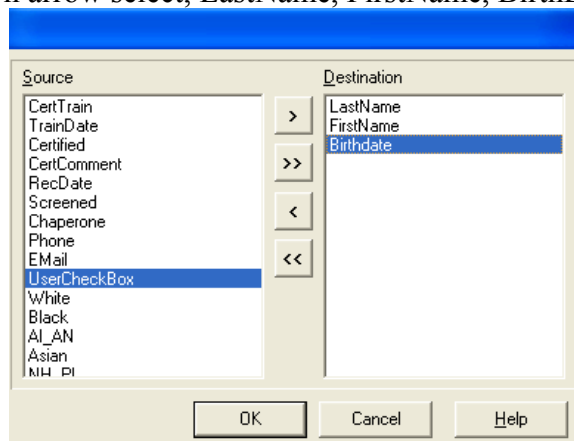
- 7) Click “View Summary” and your screen should look similar to picture below. Click “OK” and Click “OK” again to run the query.



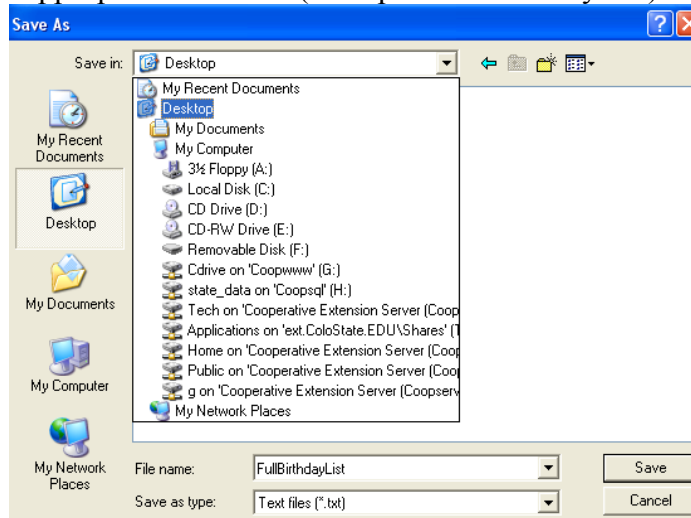
- 8) The results will give you all members, new and return with birth months January through December.
 9) Next click, Select | Select All until all selections are in blue.
 10) Select File | Export | ASCII (Comma Quote Delimited).



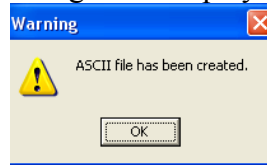
- 11) Using the down arrow select, LastName, FirstName, BirthDate and click “OK”.



- 12) A “Save As” box will appear, select the location where you would like to the document to save, type an appropriate filename (example: FullBirthdayList) and click “Save”.

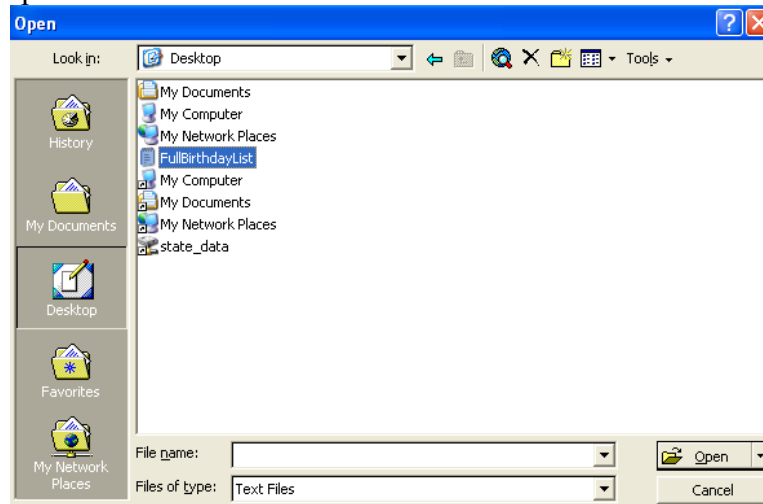


13) When process is complete a message will display. Click “OK” and close Member Query.

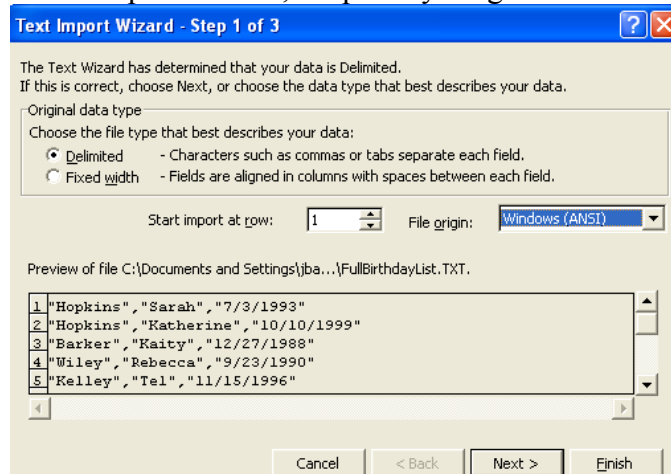


14) Minimize Blue Ribbon and open Microsoft Excel.

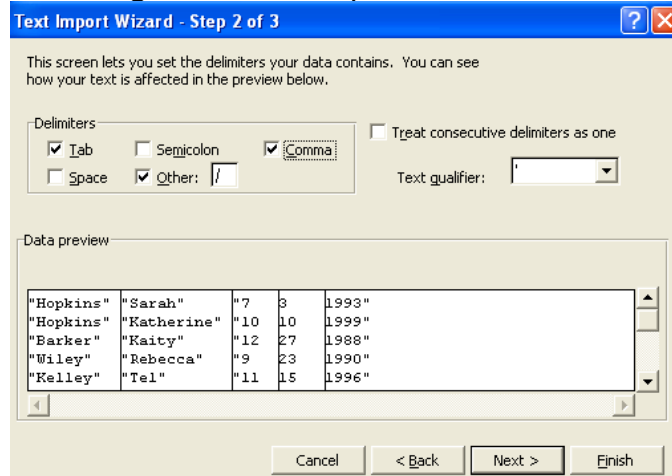
15) Select File | Open. Under “Look In” locate your file location and under “Files of Type” select Text Files, your “FullBirthdayList” filename should appear. Select filename and click “Open”.



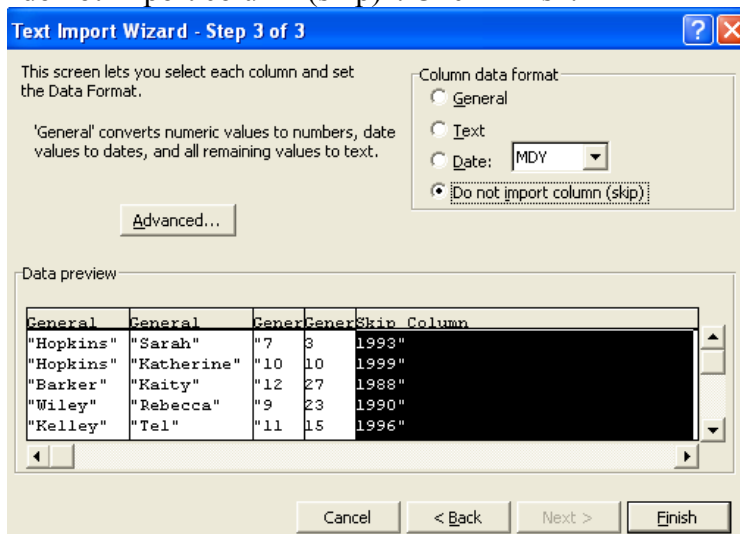
16) In the 1st of 3 Import Wizard, keep everything as is and click “Next”.



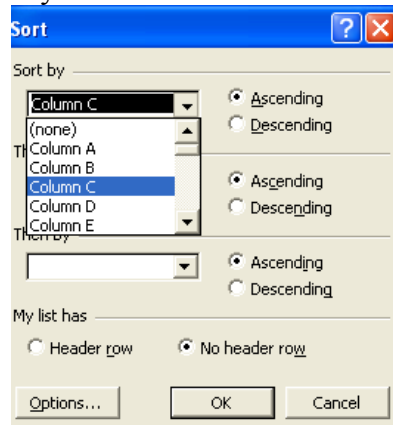
- 17) In step 2 of 3, check “Tab”, “Comma”, ”Other” and put a / in the field box. Under Text qualifier to the right under the drop down arrow select the “single quote”. Click “Next”



- 18) In step 3 of 3, click on the last column with the “year” listed and select the radio button, “do not import column (skip)”. Click Finish.



- 19) To sort data by month, click the gray box in the top left corner so all data is selected. Click Data | Sort. Click the drop down arrow and select “Column C”. Please note, Microsoft products sort by 1, 10, 11, 12..... So you will need to cut and paste months 10 – 12 to the bottom of your list.



20) The order of your columns are: LastName, FirstName, Month, Day, if you wish to add a header column, highlight the row 1 by clicking in the gray area, right click and select insert.

	A	B	C	D
1	"Hopkins"	"Sarah"	"7	3
2			"10	10
3			"12	27
4		a"	"9	23
5			"11	15
6			"7	31
7			"9	30
8		"	"3	20
9			"8	31
10			"3	28
11			"4	29
12			"4	5
13			"7	4
14			"5	31
15			"7	5

21) Complete row as follows:

	A	B	C	D
1	Last Name	First Name	Month	Day
2	"Hopkins"	"Sarah"	"7	3

22) Save your file and use as you desire.