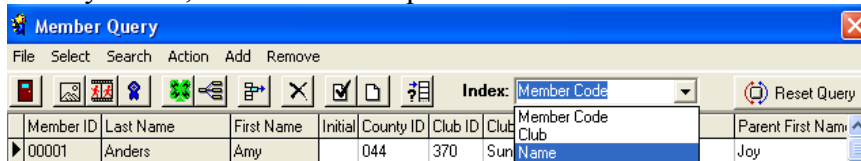
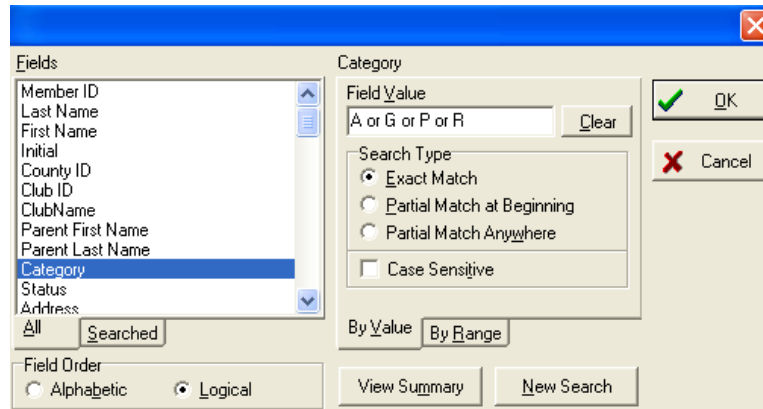


Printing “Selected” Number of Leader Mailing Labels

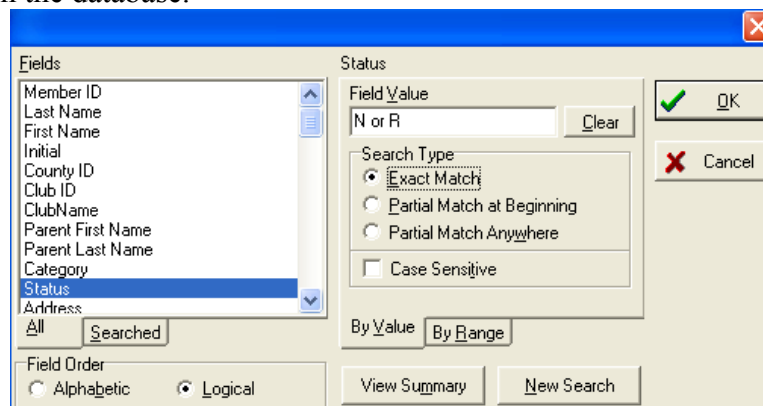
- 1) Open Blue Ribbon
- 2) Select File | Member Query
- 3) Sort by Name, located in the top middle bar.



- 4) Select File | Filter
- 5) Locate and click “Category”, select radio button “Exact Match” in the Search Type, type “A or G or P or R” in the Field Value text box. Don’t click “OK” yet!



- 6) Locate and click “Status”, select radio button “Exact Match” in the Search Type, type “N or R” in the Field Value text box. Click “OK” and the query will process all the leaders listed in the database.



- 7) Individual Leaders can be selected by pressing the “Ctrl Key” and single click on their name.

Member ID	Last Name	First Name	Initial	County ID	Club ID	ClubName	Parent First Name
• 00019	Rodgers	Jan		044	500	Youth On The Go (YOGO)	Jan
00092	Sniffen	Dolores		044	500	Youth On The Go (YOGO)	Dolores
• 00142	Deltonto	Sandy		044	020	Back To Basics	Roy
00154	Dunn	Dennis		044	285	Olathe Community	Dennis
00164	DeGraw	Diana		044	060	County Line	Diana
• 00167	Distel	Judy		044	305	Pea Green	John
00175	Burnett	Sherry		044	370	Sunset Herders	Sherry
• 00180	Frigetto	Willy		044	042	Catch-It-Heifer	Shelly
00181	Sizemore	Danene		044	042	Catch-It-Heifer	Danene
• 00195	Collins	Antoinette		044	050	Coal Creek Helping Hands	Gary
00196	Seymour	Earl		044	050	Coal Creek Helping Hands	Jean R.
00197	Etchart	Jackie		044	050	Coal Creek Helping Hands	Jackie
00198	Collins	Gary		044	050	Coal Creek Helping Hands	Gary
00199	Roth	Beverly		044	285	Olathe Community	Matt
00200	Henley	Christie		044	060	County Line	Christie

Selected Records: 5

- 8) Once all Leaders are selected, choose Action | Mailing Labels, choose output (recommend the default).

Mailing Labels

Select Report Parameters

Label Style

- Laser/Inkjet
- Dot-matrix 1-Wide
- Dot-matrix 2-Wide
- ASCII File

Sort By

- Zip Code
- Alpha

Print Ethnic Statistics Print Bar Code

All Capital Letters Print County Code

Show Label Count by Zip Code Labels - One Per Family

Preview Print Setup Cancel

- 9) Click “Preview” if you would like to view the list or just click “Print”. (The label will be a standard Avery 5160)