4HPlus! Leader Card

Leader cards can be printed using a 4HPlus! mail merge file and Word's mail merge. Three Word files are available to print the cards and use Avery business cards 5371. These files can be saved in the My Documents folder.

- County leader card front page – This is a mail merge file and is used with Avery business cards 5371.

- Final 4H Leader Liability Card Front – This file may be used to print the cards on Avery business cards 5371 and type the information.

- Final 4H Leader Liability Card Back – This is the information that is printed on the back of the cards.

Note: Experiment with these files in printing the front and back to determine how to load the paper so the card back prints correctly.

Leader's Mail Merge File

1. Open 4HPlus!
2. Click **Leaders > SQL > Request > Mail Merge**.
3. Check the **ID** box in the *Selection criteria*.
4. Click **Equal to**.
5. Type an asterisk ***** in *Enter Target String*.
6. Press **Enter**.
7. Click **Process**.
8. Check the number of matches. If they are not equal, there is a leader without screening information. Be sure to correct this situation before printing cards.
9. Check the boxes for the fields to be included in the mail merge file. They are **first**, **last**, and **ID**.
10. Click **Continue (select sort order)**.
11. Select the sort order by checking the **Last** name box.
12. Click the **Process My Request!** button.

13. Click **OK** at the information message.

14. Exit the 4HPlus! program.

Print the Leader Cards

Use the County leader card front page merge file to merge and print the leader cards.

1. Open Word.

2. Click **Tools > Letters and Mailings > Mail Merge**.

3. Click the **Labels** radio button.

4. Click **Next: Starting document**.

5. Click **Start from an existing document**.

6. Click **Open**.

7. Click **OK** at the message about deleting the current contents of a document.

8. Navigate to the location where the leader card mail merge file is saved, and open it.

9. Click **Yes** at the message about the SQL command. This automatically opens the 4H mail merge file.

10. Click **Next: Select recipients**.

11. Type the **county name** after deleting the underline. See Figure 1 on page 3.

12. Type in the **year** after deleting the underline.

Note: The 4-H educator's name may be typed in the UW CES Educator line if signatures are not being used. The volunteer's name may also be printed on the volunteer line. Insert the first name, a space, and the last name.

13. Click **Next: arrange your labels**.

14. Click **Update all labels**.

15. Click **Next: preview your labels**.

16. Review the cards.

17. Click **Next: complete the merge**.

18. Click **Print**.
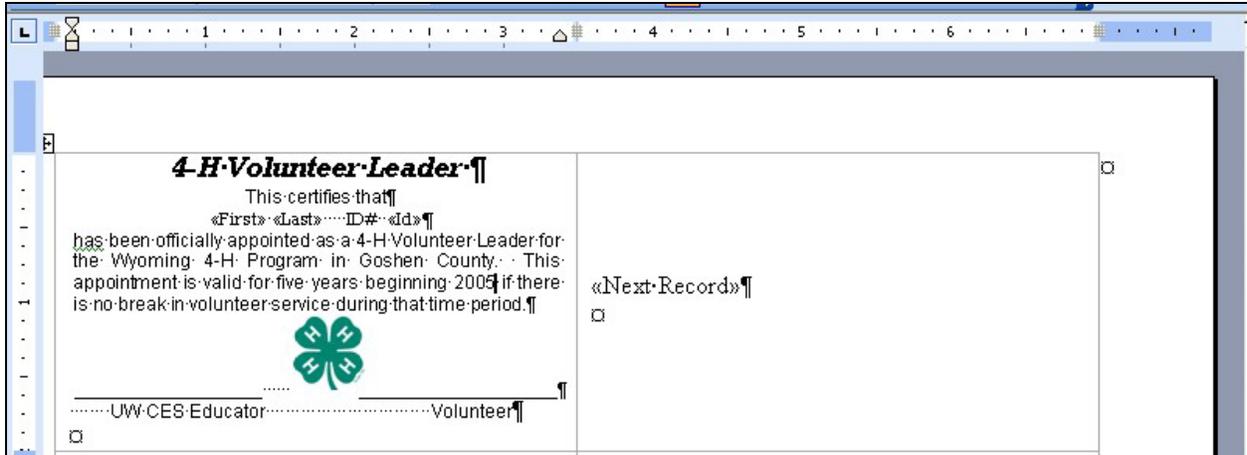
Figure 1. County Name & Year

Print the Card Back

1. After the merge is complete, load the cards into the printer.
2. Open the card back file.
3. Print the information.