

Back Tag Printing

This example represents one way to print back tags using a division. Back tags can be printed in any number of ways. Use the method that works best for the fair.

- Click Go to > Call Sheets/Back Tags > Back Tags > Print Back Tags. See Figure
 1 on page 2.
- 2. Select **Division** in the Select by section.
- 3. Highlight the desired department.
- 4. Highlight the desired division.



Departments, divisions, and classes can be multi-selected. See the **Select Multiple Items** tip sheet for more information.

5. Select the **print options**. The fair name, sponsor, and or exhibitor's name can be printed on the back tag.

The fair name is set in the Distributed Data Processing Section. Click **Go to** > **Distributed Data Processing > Setup > Set Machine ID/Fair Name**.

Count 4 Count 15 Fine Arts J001 BREEDING BEEF J002 FEEDER CALVES J003 MARKET BEEF J003 MARKET BEEF J004 DAIRY CATTLE J006 MEAT GOATS J006 MEAT GOATS J009 RABBITS J009 BREEDING SHEEP J000 BREEDING SHEEP J001 BREEDING SHEEP J011 MARKET LAMBS J011 MARKET SHEEP J011 MARKET SWINE J013 MARKET SWINE J012 BREEDING SWINE J013 MARKET SWINE J013 MARKET SWINE J013 MARKET SWINE J014 VOOL J015 POULTRY Pepartment(s) Print Options Pepartment(s) Processing Selected Class(es)172unt Selected Class(es)172unt Division(s) Include Eponsor Empty Class(es) Include Sponsor Empty Class(es) Noted Esponsor Empty Stat Over Exit	partment (Ex: A)	Divisions (Ex: 001)			
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Figure 1. Back Tag Printing

- 6. Click the Add Classes button.
- 7. Click the Process/Print button. See Figure 2 on page 3. This example is the half-page portrait style. Click Back Tags > Select Back Tag Method/Style to change to the landscape full page option.



Figure 2. Back Tags