Item Tag Printing

County item tags are printed in this section. Several options are available including bar codes, multiple copies, printing by department, division, or class, printing a range of tags, and printing individual tags.

CAUTION **Do not** print State Fair Item tags in this section because they have the county box checked. State Fair Item tags are printed in the *State Fair/Registration* section.

It is not a good idea to attempt to print thousands of tags at one time. Printing goes much slower and the printer may overheat, causing even longer delays. The Scheduled Processing Delay message provides an opportunity to quit printing tags if there is a problem with the printer. See Figure 1. If **OK** is clicked before the 40 tags print, the printer may be overloaded. The printer can jam or tags may be skipped. In the long run, time is saved by being patient and letting each group of tags process and print before clicking the **OK** button.
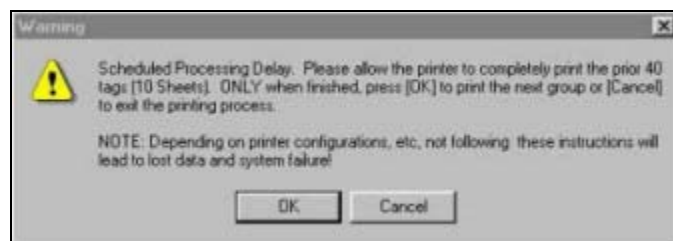

Figure 1. Scheduled Processing Delay

Sample Item Tag Sheet

Item tags print four (4) tags per 8 ½" by 11" sheet. A sample item tag sheet can be printed.

1. Click **Go to > Exhibitors/Items > Item Tags > Print Form**.

2. A sample sheet prints. See Figure 2.

Figure 2. Sample Item Tag Sheet

Contact a local printer to have paper scored vertically and horizontally for item tags. Some counties print State Fair item tags on different colored paper. This makes it easier to find exhibits at the end of State Fair.

Tag Style

Three tag styles are available. Be sure **tag style one** is selected. See Figure 3.

Figure 3. Tag Style

1. Click **Go to > Exhibitors/Items > Item Tags > Tag Style**.
2. Click **Use Item Tag Style One**.

CAUTION **Do not** use the other tag styles. This sets the tag style for the State Fair item tags. Using the other styles does not print the bar code and other information needed at the Wyoming State Fair.

Tag Printing

1. Click **Go to > Exhibitors/Items > Item Tags > Tag Printing**. See Figure 4.

Figure 4. Tag Printing

2. Click the **Print item tag bar code** box when using scanner posting.

3. The **Print Graphic** can be unchecked if the 4-H clover is not wanted on the item tags.

4. Additional copies can be printed. Some county fairs will print two copies with the second copy being used as a receipt.

5. Click the **Batch Printing** button.

6. Click the **desired option** in the *Tag Print Order* section: item number, class code, exhibitor name, or club.

7. Select **Unprinted Tags** or **Printed and Unprinted Tags**.

8. Select if tags are to be printed for the entire fair, department, division, class, club, or individual item tag.

9. Click the **Process/Print** button.

10. Check the graphic in the *Printer Type* section. Before a page prints, all four boxes in the graphic must be gray. Click the **Eject Sheet** button to print a tag sheet with less than 4 tags. See Figure 5 on page 5 for a printed item tag.

If tags are not printing, check the No Tag Class list to make sure that a department, division, or class was not added by mistake.

Figure 5. Printed Item Tag

Individual Item Tag

One item tag can be printed from the Exhibitors screen. This is useful when an exhibitor has lost an item tag, and it needs to be reprinted.

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**.
2. Select the exhibitor.
3. Highlight the item that needs an item tag. See Figure 6 on page 6.

Figure 6. Individual Item Tag

4. Click the **Print Item Tag** button.

5. Click the **Eject Sheet** button.