

# Printing Address Labels with DB2000

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This document describes how to print mailing address labels from the roster file stored in DB2000, including the Associate Members.

## Requirements

Before starting, ensure that the following conditions are met:

1. The DB2000 roster is up to date. Do an *Import/Download Roster* process to bring down updates from National.
2. Have enough address labels available (Avery 5160/8160 layout, 30 labels per sheet, 3 columns, 1" x 2 5/8" labels).

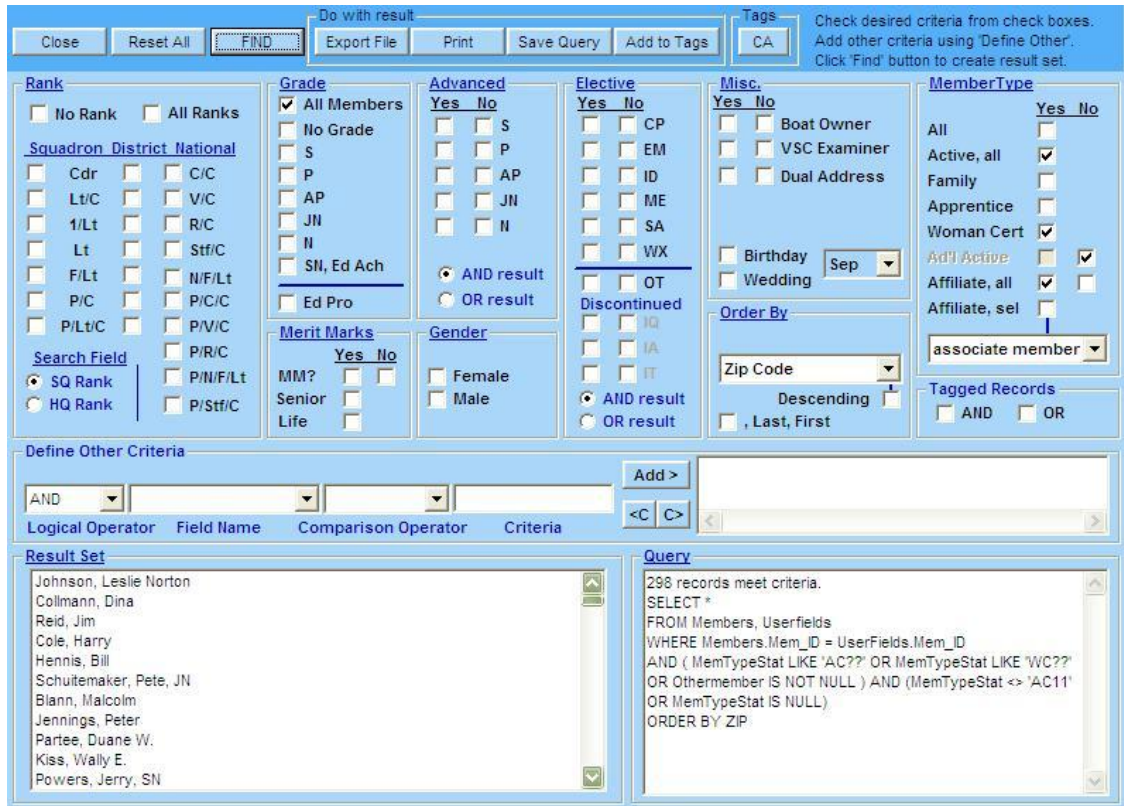
## Process

The query below pulls only Full and Life Members (Active All field set to Yes), Woman's Certificate, and Associate and Honorary members (Affiliate-All field set to Yes). The bulk mailing process requires that the material be sorted into ZIP code sequence and grouped into hand-sized bundles wrapped with rubber bands. Non-profit bulk mail items cost approximately \$0.17 vs. \$0.43 for first class postage. However you need to have at least 200 items for mailing and a Bulk Mail permit.

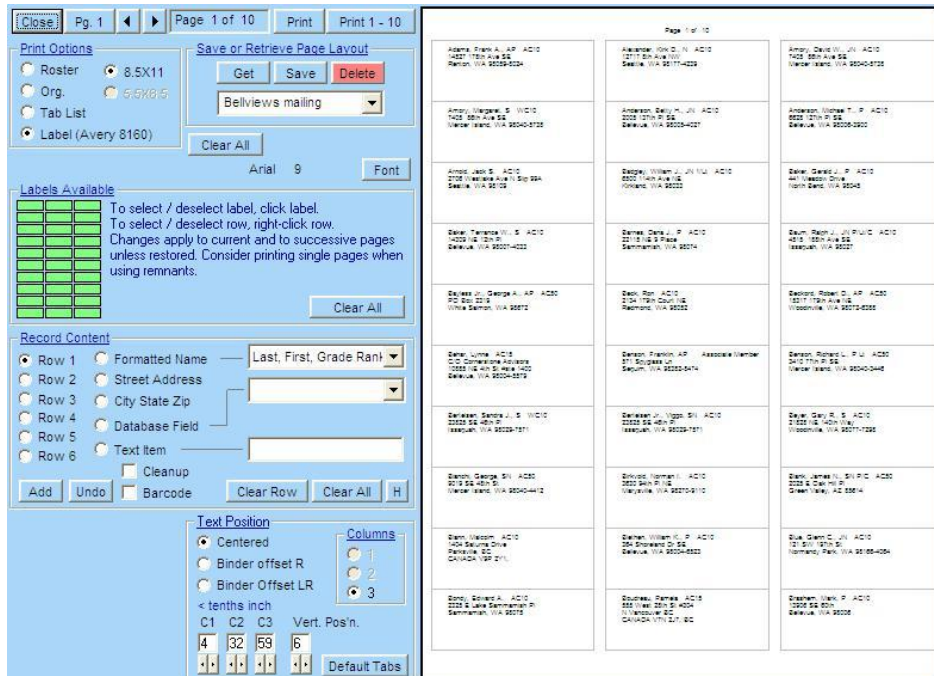
## Query

The query below does not pull Additional Active and Family Members (Add'l Active is No) thereby reducing duplicates being mailed to the same household. Households with two Full Members (AC10 and AC50 or a WC) receive extra copies.

1. Bring up the following query screen by clicking on *Reports/Query Roster* in the top menu bar of DB2000. Click the boxes shown, (making sure that the *Order By* field shows Zip-Code if you want to do a bulk mailing), then press *Find*:



2. After pressing *Find*, check the number of records selected in the lower right hand Query box. The US Postal Service requires that a bulk mailing has 200 items.
3. If you want to use the query results in another application, then click on *Save Query* and enter a name for the data file. The file will be stored in \My Documents\DB2000V3 and can be retrieved later.
4. Printing is the next step. Press *Print* to start the Improved Down & Dirty Roster Printer program to get the following screen:



5. If this is the first time you have printed address labels, you will have to create a report layout and save it in your DB2000 file. To do so, go to the section titled **Report Layout** below, then come back to the next step.
6. The customized mailing address layout for the Avery labels has been previously stored in DB2000 (see **Report Layout**) and is retrieved by selecting the layout called *3 row address labels* in the pull-down box in the *Save or Retrieve Page Layout* section and pressing *Get*. The white results side of the screen should show the first page of address labels. Double clicking on the results panel will magnify the image and the cursor changes to a hand. Dragging the hand around displays various magnified segments of the page.
7. Put a page of labels in printer and print one page to ensure that alignment is correct by making sure that *Print 1 of x* is selected and pressing *Print*. If the alignment is correct, print the full set by clicking on the right arrow button to move the page count to 2 of x. Then click the *Print to end* button to print the rest of the labels.

## Report Layout

The Quick and Dirty Report Writer is used to build a report layout to print address labels.

1. Make sure that Paper Size is set to 8.5x11 and pull down the Report Type dropdown menu to Label (Avery 8160).
2. In the Record Content area we will build a three row report by selecting the contents for each row:
  - a. Row 1: select Formatted Name and pick one of the standard types in the pull-down box. Click on the Add button and watch the page image on the right hand side of the frame fill with data.
  - b. Row 2: select Street Address and click the Add button.
  - c. Row 3: select City State Zip and click the Add button.

3. Check the page of address labels by clicking on the page and looking at the expanded view. The cursor changes to a hand shape and you can move it to view parts of the page.
4. Save the report by entering the report name of “3 row address labels” in the fill in area below the Save or Retrieve Page Layout section. Press Save to save the report format for future use.