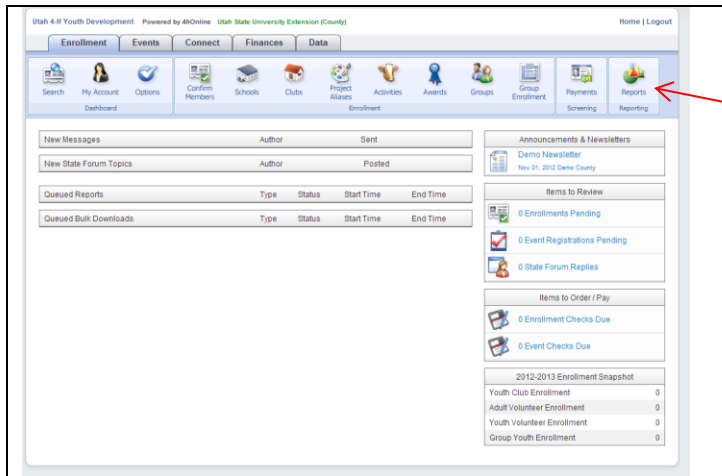
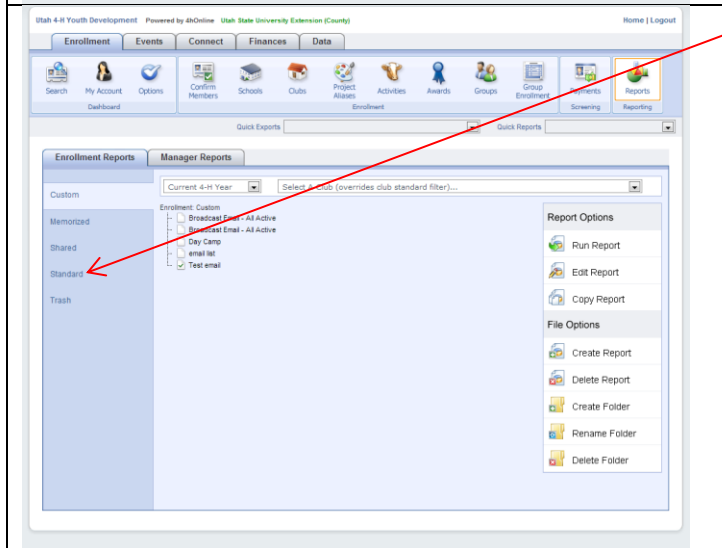
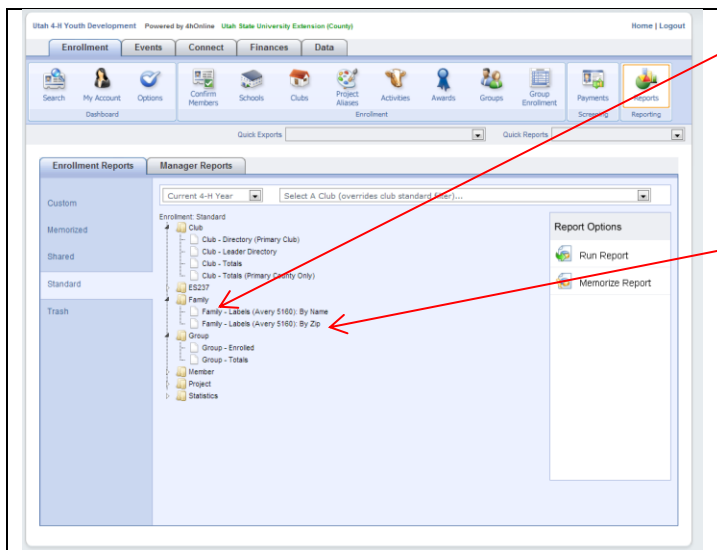


Utah 4-H Online Reports Mailing Labels

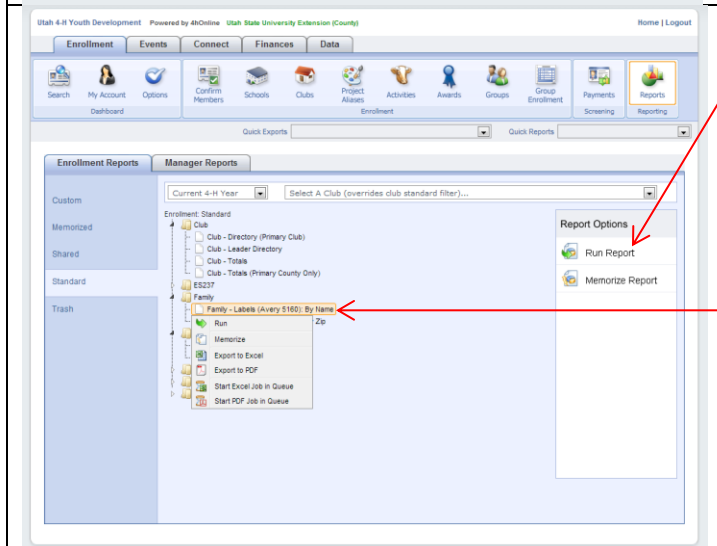
	<p>Log into 4-H Online as a county manager.</p> <p>1. Click on Reports.</p>
	<p>2. Click on Standard</p>



3. Click on Family Labels (Avery 5160): By Name if you want to have the labels alphabetically by name.

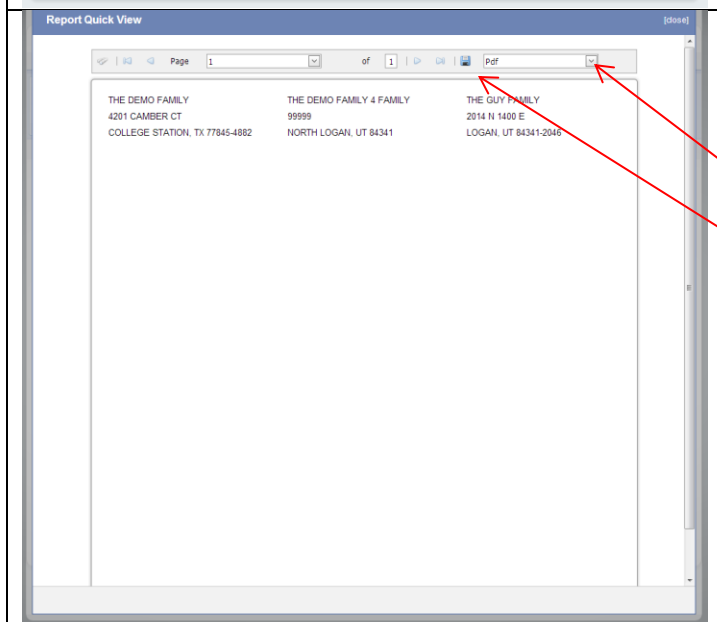
or

Click on Family – Labels (Avery 5160): By Zip if you want to have the labels arranged by zip code.



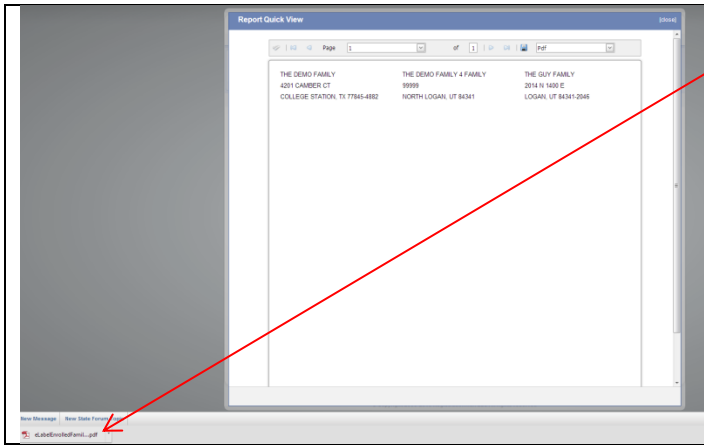
4. When the type of labels you want is highlighted click on Run Report to create the report.

4. Alternately you can “right click” on the highlighted label and a drop down menu will appear. Click Run to create the report or if you click on “Export to Excel” or “Export to PDF” you will skip step 5 as the report will be downloaded to your computer. (See step 6 below.)



5. The labels report is created. It contains the addresses from the family profiles. You can save the labels report as a pdf, MS Excel, MS Excel 2003 and earlier, or Rtf from the drop down menu.

Select the disc icon to save your labels.



6. Once you save the file it will appear as a downloaded file on your computer.

You can open this file to print the labels.