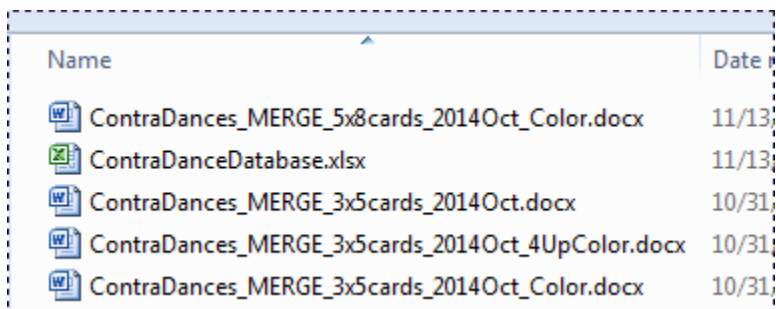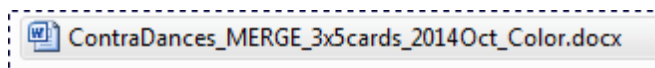# Printing New Cards

Here are the steps to create a new "cards" file for printing or storing on an electronic device.
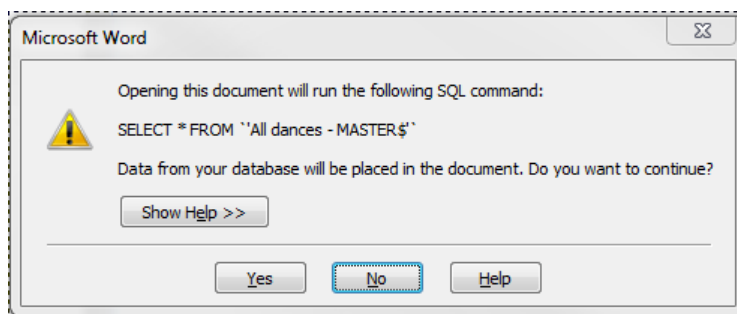
Go to your file manager and locate the folder where the database files are located:

Name	Date
ContraDances_MERGE_5x8cards_2014Oct_Color.docx	11/13
ContraDanceDatabase.xlsx	11/13
ContraDances_MERGE_3x5cards_2014Oct.docx	10/31
ContraDances_MERGE_3x5cards_2014Oct_4UpColor.docx	10/31
ContraDances_MERGE_3x5cards_2014Oct_Color.docx	10/31

Double-click the desired "MERGE" file (for these instructions I am going to use the **3x5 Color cards** file):

ContraDances_MERGE_3x5cards_2014Oct_Color.docx

You will then see this message:

Microsoft Word

Opening this document will run the following SQL command:

SELECT * FROM `'All dances - MASTER$'`

Data from your database will be placed in the document. Do you want to continue?

Show Help >>

Yes   No   Help

Click on the *Yes* button.

You will now see a page that looks like this:

«Title» («Author»)		«Formation» / «Level»
A1	«A1»	
A2	«A2»	
B1	«B1»	
B2	«B2»	
🕸	«Notes»	

«Next Record»«Title» («Author»)		«Formation» / «Level»
A1	«A1»	
A2	«A2»	
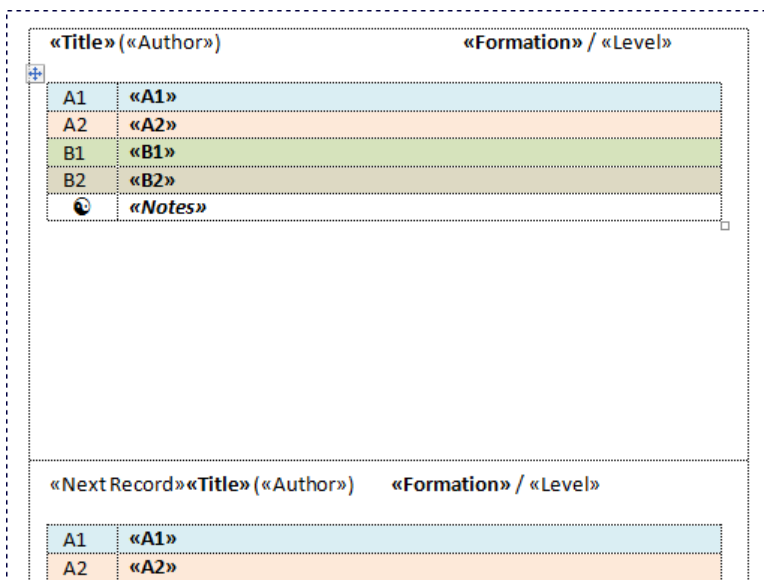
To verify that you have the correct connection to the database file, click on the **Mailings** item on the tool bar:

References   Mailings   Review
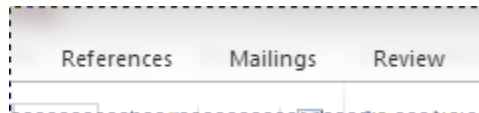
Now click on **Preview Results**:

Design   Layout

Preview Results
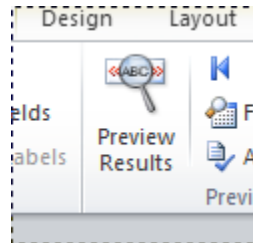
The page will now show actual dance data:

The Baby Rose (David Kaynor)   Improper / Easy

A1	N B & Sw (16)
A2	Cir Lt 3/4 (8)
	P DsD (8)
B1	P B & Sw (16)
B2	L chain (8)
	Lt hand star (8) [to new N]
☯	

Blackbird Pie (Joseph Pimentel)   Improper / Easy

A1	Dn the hall 4-in-line (1's in the middle) (8)
	Turn alone, return, bend the line (8)
A2	Cir Lt (8)
	(hands across) L Hand Star (8)
B1	*Ladies See-Saw (8)
	Gents DsD (8)
B2	LLFB (8)
	1's Sw (end facing Dn between new 2's) (8)
☯	*Works nicely if the gents drop out of the star (from A2) and the ladies pull into the See-Saw.

Click again on the **Preview Results** icon to turn that off (there is a good reason for this).

Click on **Finish & Merge** and select *Edit Individual Documents* from the choices:
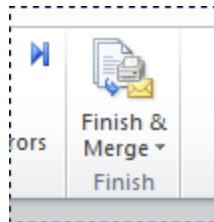
You will now see a new dialog where you can choose which pages (records) to merge. Normally you can choose the default of **All**:
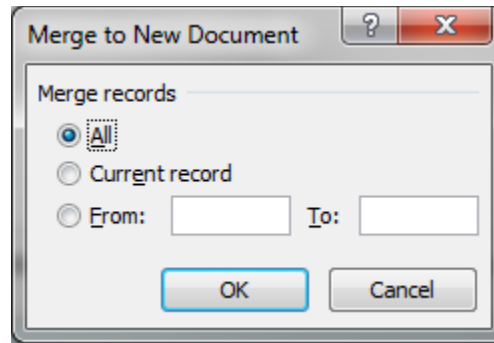
You will now have a brand new Word document with all the dances listed. Save this file, print the cards, etc. **I recommend that you close the master "MERGE" file that you started with so that you do not accidentally make changes to it.**

IMPORTANT - PLEASE NOTE: Some dances have lots of information on them and all the text may not fit properly on a 3x5 card. If you open the database file (denoted with the name ***ContraDanceDatabase.xlsx***) you will see that I have flagged those records with a red record Number:


This indicates you will need to find that dance and adjust the font size so that all the information can fit on the card. Generally, this is only an issue with the 3x5 card format and not with the 5x8 version (which is nice for larger fonts and also for some electronic devices such as tablets, netbooks and laptops).

When you find a card that has a red record number, find that dance in the file you created and adjust the font for the record so that the information fits properly.

HINT: To avoid re-doing these adjustments many times, I suggest saving the dances in manageable lots (50 or 100) and then creating new files for new dances, saving them separately, and making any needed adjustments to the new file. This way you will not need to re-adjust cards you already have previously modified.

Finally, I have found that I have better luck using the cards electronically if I convert the Word file to a PDF file. To do this, simply click the **File** menu choice, select **Save as** and change the ***Save as type:*** to PDF.
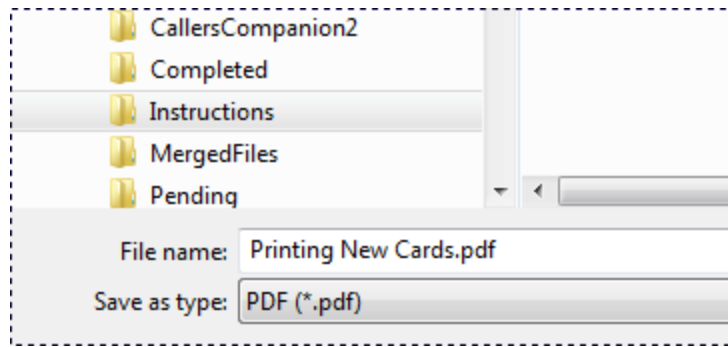
Now copy the PDF file to your phone, tablet, etc., and you will be able to zoom in and out to make the file easy to read and navigate.