

# Form printing



This function corresponds to the list of persons, with the only difference that forms (one page for each person) are printed instead of lists (several persons on one page). An example of a form is already included in PC CADDIE. Simply open it via **Persons/Form printing** and select the template **Person master data** template in the layout:

The screenshot shows the 'Personen-Formulare' window. The 'Layout' section has a list of templates: 'Name, Vorname, Adresse' (selected), 'Name, Vorname, Adresse P&G', 'Name, Vorname, Adresse, Mail', and 'Name, Vorname, Adresse, Telefo'. The 'Personengruppe' section has a dropdown menu set to 'Alle Mitglieder'. The 'Reihenfolge' section has a dropdown menu set to 'Alphabet (Namen)'. There is a checkbox for 'Familien zusammenfassen' which is checked. The right sidebar contains a 'Drucken F8' button, a 'Vermerken' button, and an 'Ende' button.

Via the button **Print** button, you will then receive a clear personal master data sheet for the selected group of people:

## Personen-Stammdaten

Name:	Schmedding
Vorname:	Benedikt
Heimatclub:	
Geschlecht:	Firma, Ansprechpartner männlich
Altersklasse:	Erwachsen
Mitgliedschaft:	Firmenmitglied
Status:	
Unbenutzt:	
Geburtsdatum:	Eintritt: 01.01.07      Austritt:
Spielvorgabe: --	Stammvorgabe: --
1. Adresse:	Hertensteinstrasse 122 CH 6353 Hertenstein Telefon: +41-41/3927080 FAX: +41-41/3927089

TIP You can also print out the person master data sheet directly from the person mask using the **Print** button to print the person master data.

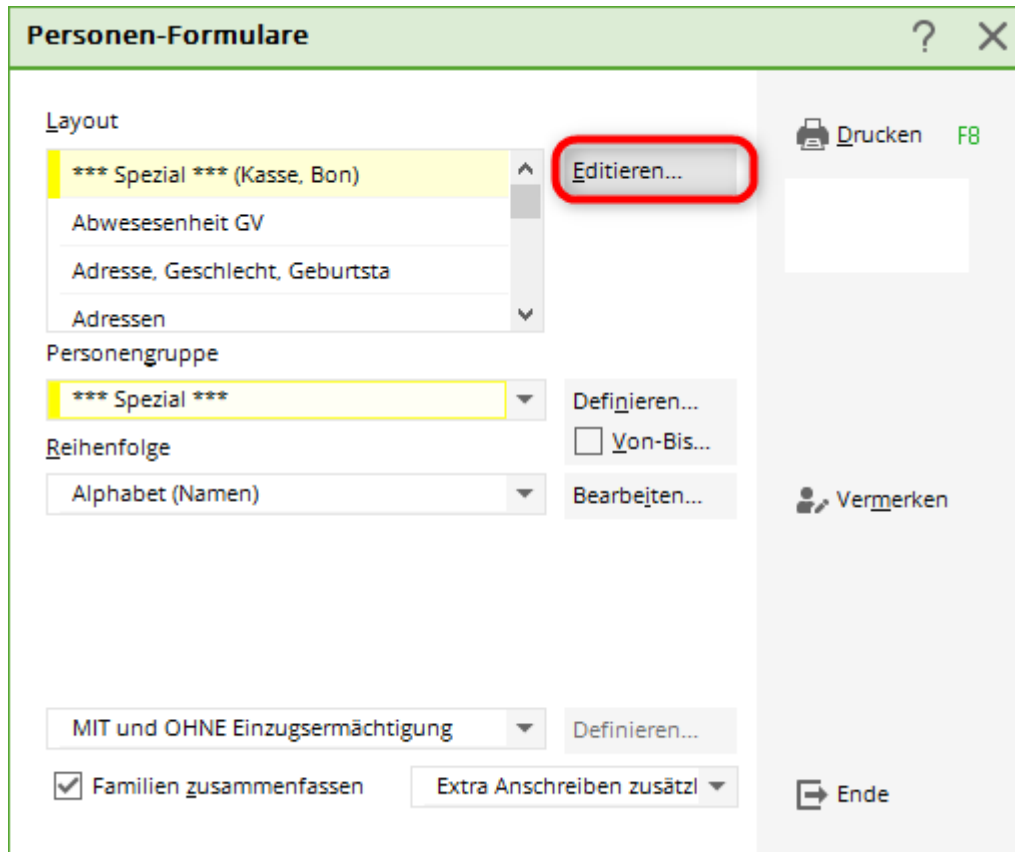


Would you also like to integrate a personal photo into your form so that you can quickly identify your members? quickly identify your members? You can find information about this via this link: [Printing forms with personal photos](#)

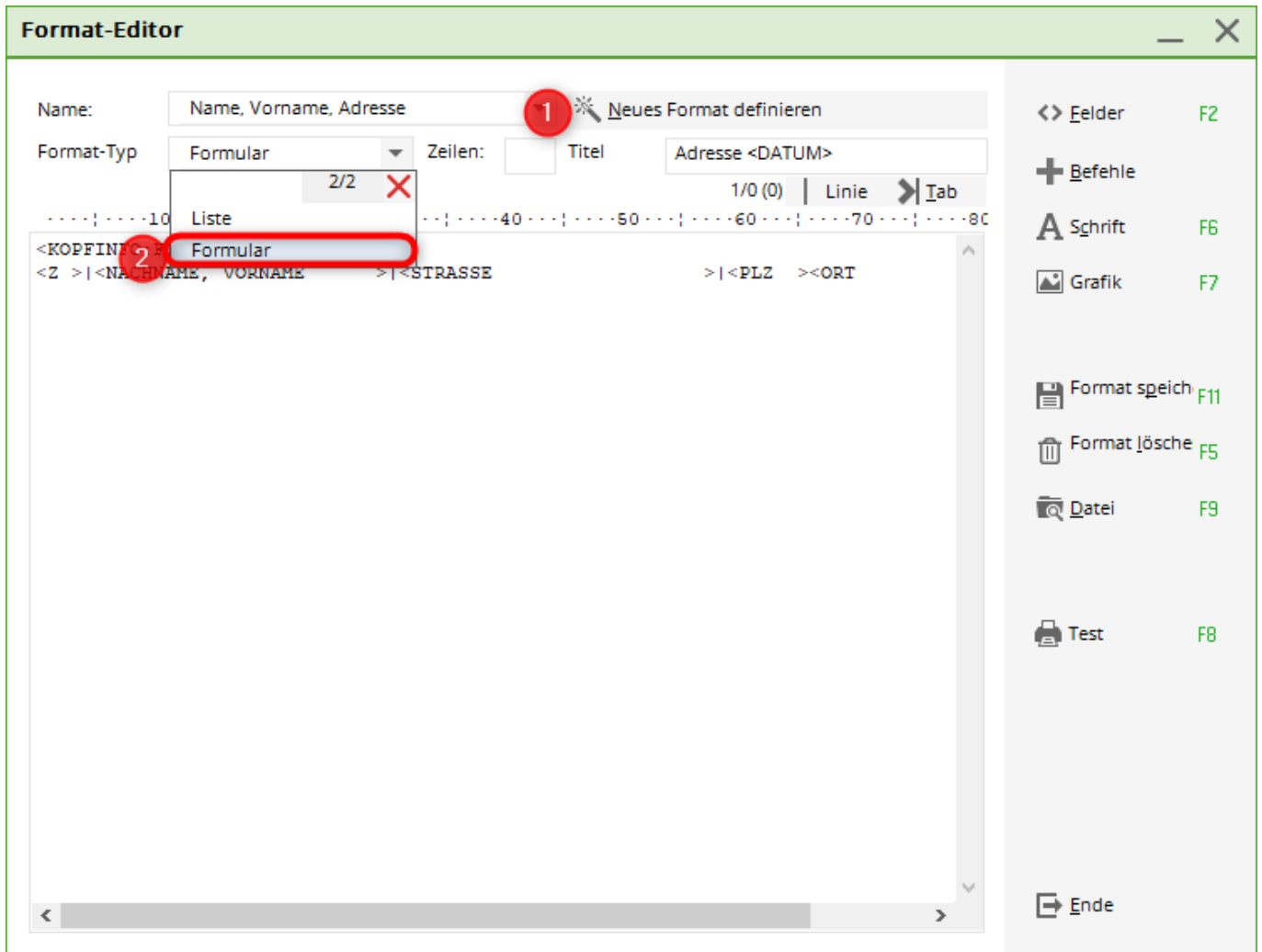
## Create new forms

You can also create your own forms in PC CADDIE. To do this, please go to **People/form printing** to set up a new form layout.

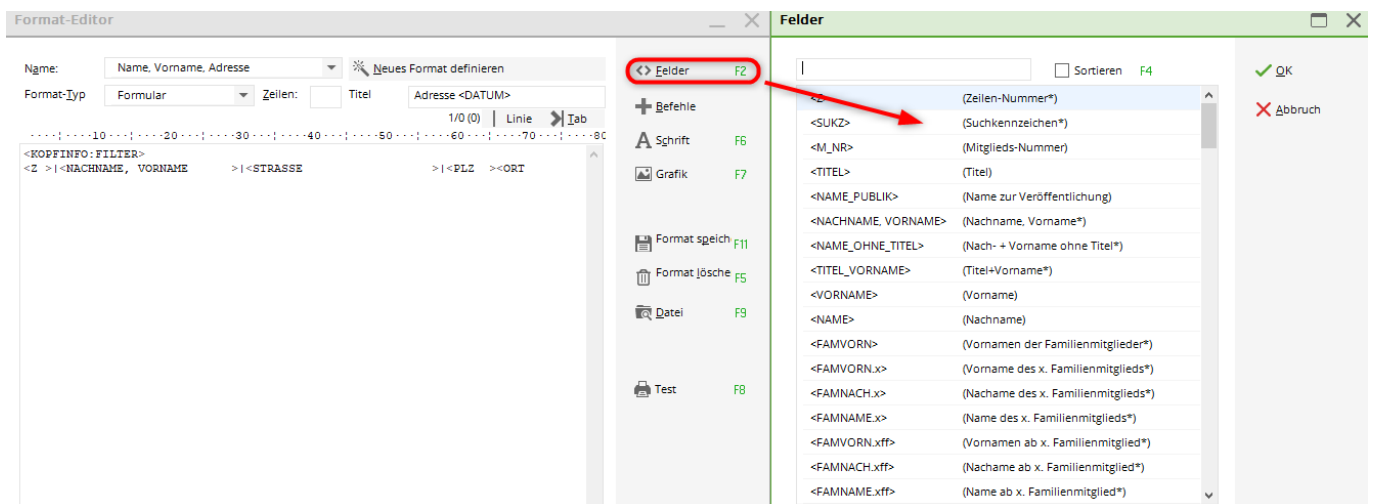
To do this, open the form layout via the button **Edit** button to open an editor window:



Via the button **Define new format** button to open a new editor window, in which you can then enter the following under **Format type** select „Form“.



You then only need to select the desired fields for the new form printouts and save:



Via the button **Print** you will then receive the newly created form.