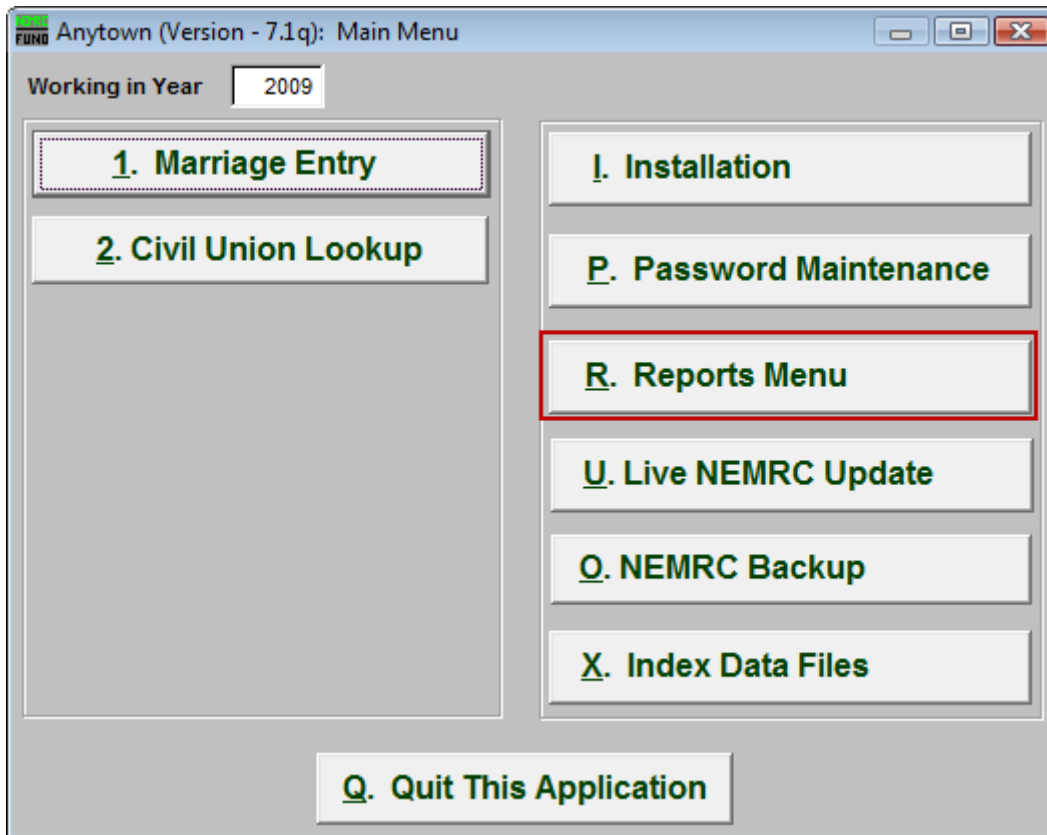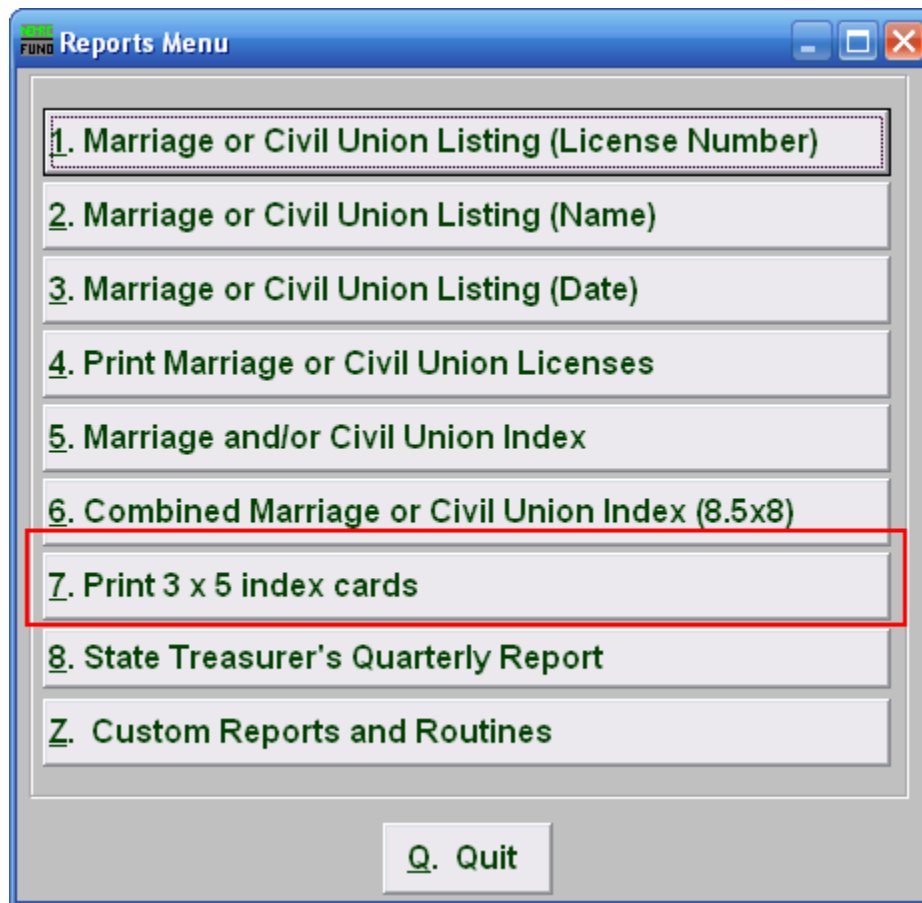# R. Reports Menu: 7. Print 3 x 5 Index Cards

Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Marriage Administration

Click on "7. Print 3 x 5 index cards" from the Reports Menu and the following window will appear:

Marriage Administration

Print 3 x 5 Index Cards

1. **Civil Unions OR Marriages OR Both:** Click on the circle next to the Type you want the report to be on.

2. **Unprinted:** Check this box if you wish to print all Unprinted index cards.

3. **Book (Blank for All):** Type in the Book number the License is in. Leave Blank for All.

4. **Page Range (Blank for All):** Enter the range of pages that you wish to print.

5. **Date Range (Blank for All):** Enter the date you wish to start with and the date you wish to end with. Leave blank for all.

6. **Select by Groom (Party A) OR Select by Bride (Party B):** Click to choose whether the range of Names will be based on the Groom (Party A) or based on the Bride (Party B).

7. **Name Range (Blank for All):** Enter the Name you wish to start with, and end with, OR you may click "Find" and select from there. Leave blank for all.

8. **Order:** Click on the circle next to the order you want the report to print in.

9. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

10. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

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11. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

12. **Cancel:** Click "Cancel" to cancel and return to the previous screen.