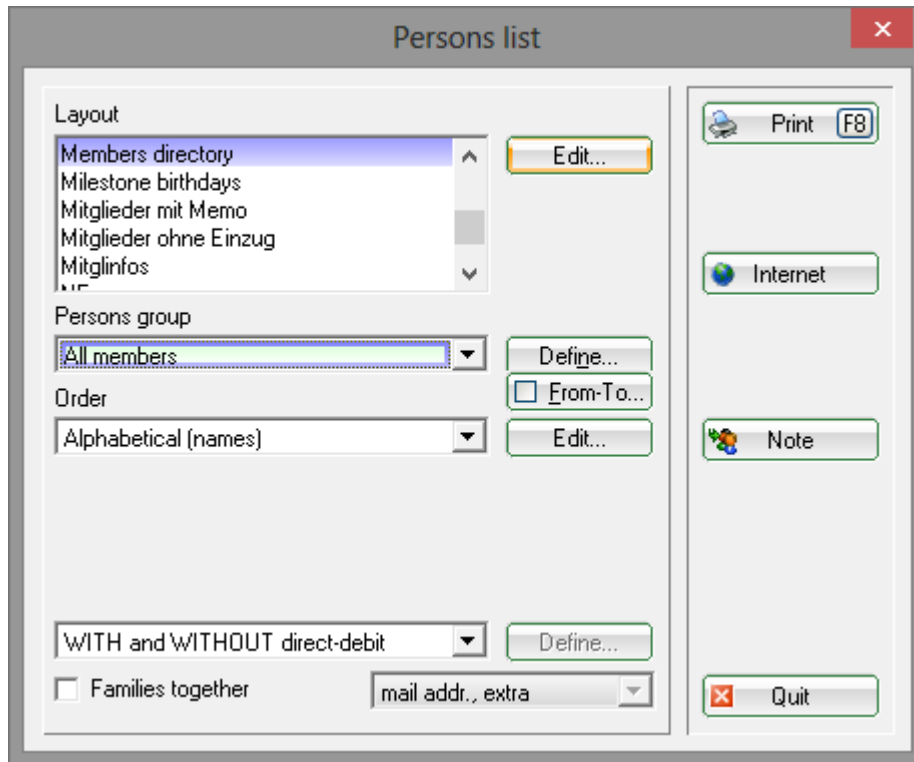


Printing forms



This feature is equivalent to the **Print.../Persons List** functionality, with the difference that you do not print a list of selected persons, but forms containing information of single persons (usually one page per person). We already included a useful form example in PC CADDIE. To check it out just click **Persons/Print.../Forms** and choose the layout Person-Master data:



Via **Print** you will generate a handy overview of a person's master data.

Members directory - 13.02.14

Name:	Arens
First name:	Anja
Homeclub:	Aachener GC 1927
Gender	Female
Age group	Adult
Membership type	Temporary Member
Status	Individual
Status	
Date of birth:	01.03.76

Hint: You can also print a person's master data by clicking the button **Print** in the person's mask.

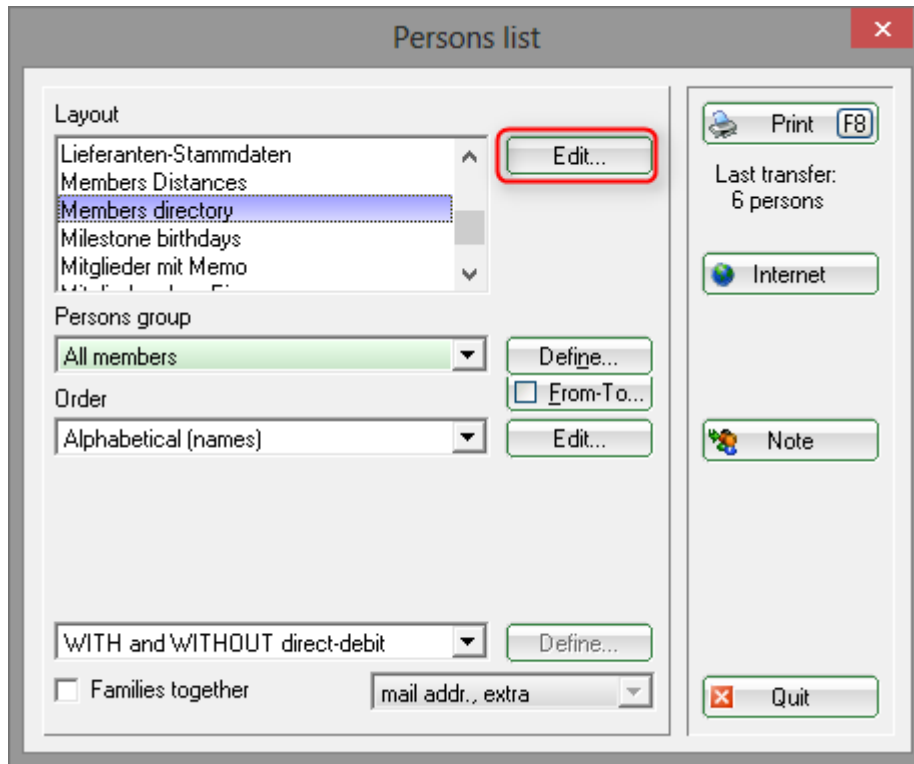


Would you like to add a picture of the person, to provide a quick and easy identification? More information is available here: [Print person forms with pictures](#).

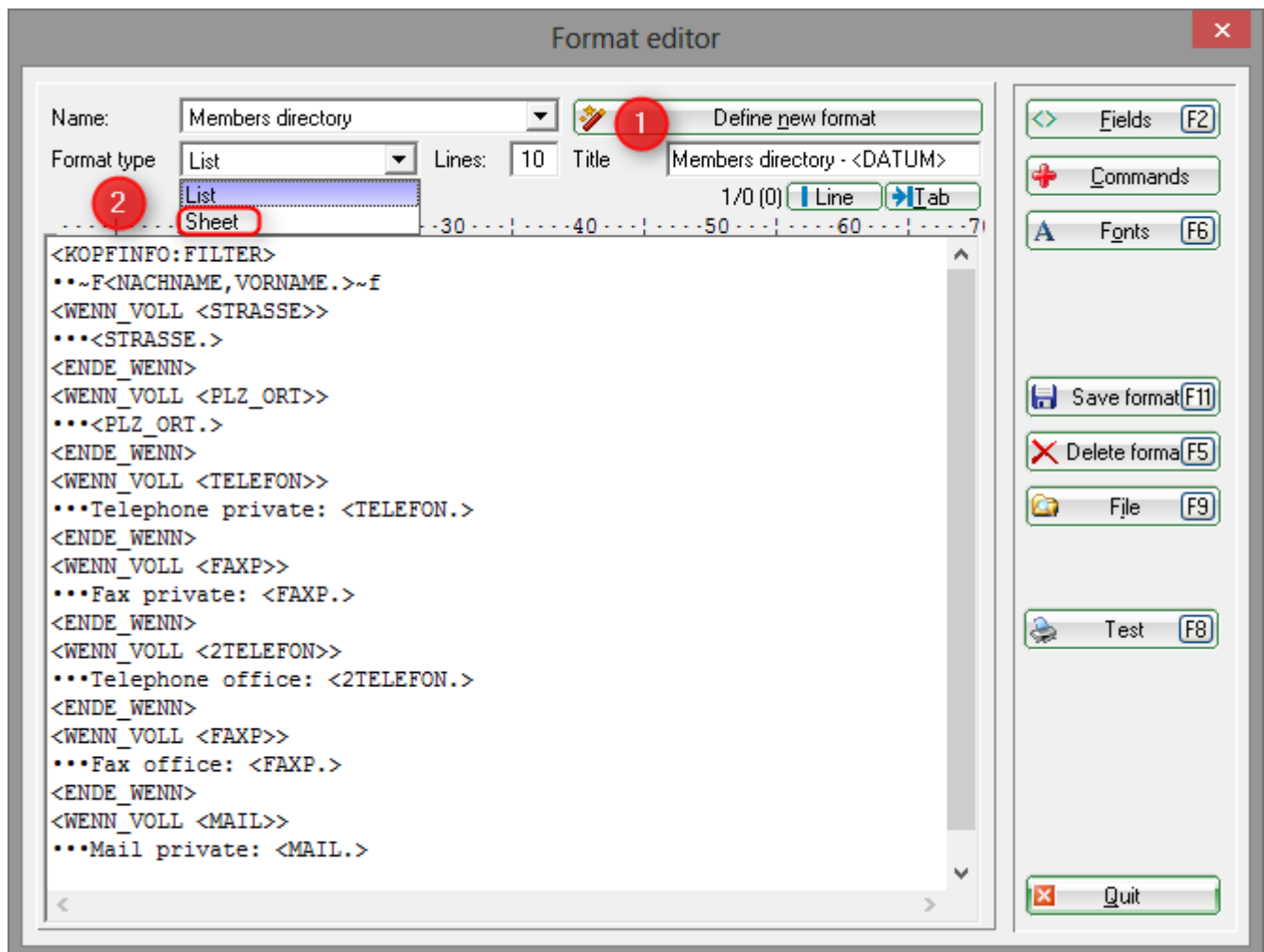
Creating new forms

You can also create your own forms in PC CADDIE. To do that simply set up a new layout using the **Edit** button in the **Persons form** window.

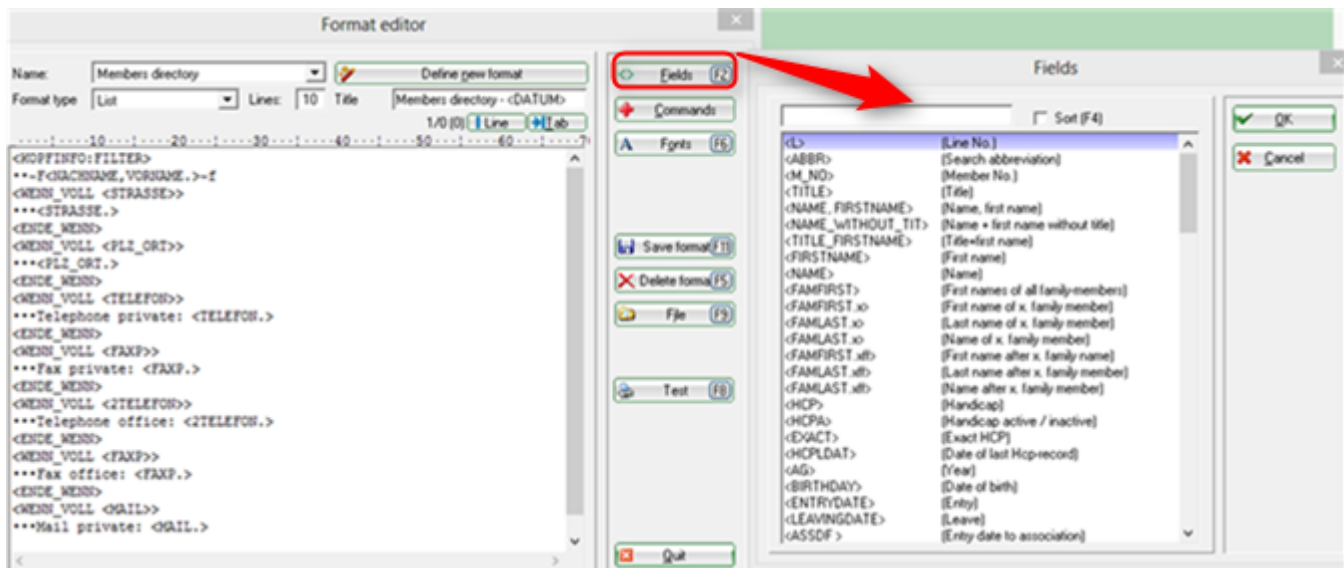
Press **Edit** to open the Editor:



Click **Define new format** and then select the format type **sheet**.



Now choose the fields you wish to include in your form, than save.



Back to the original screen mask, you can now print your new forms via **Print**.