

Printing Hang-Tags from the Theatre Inventory Database

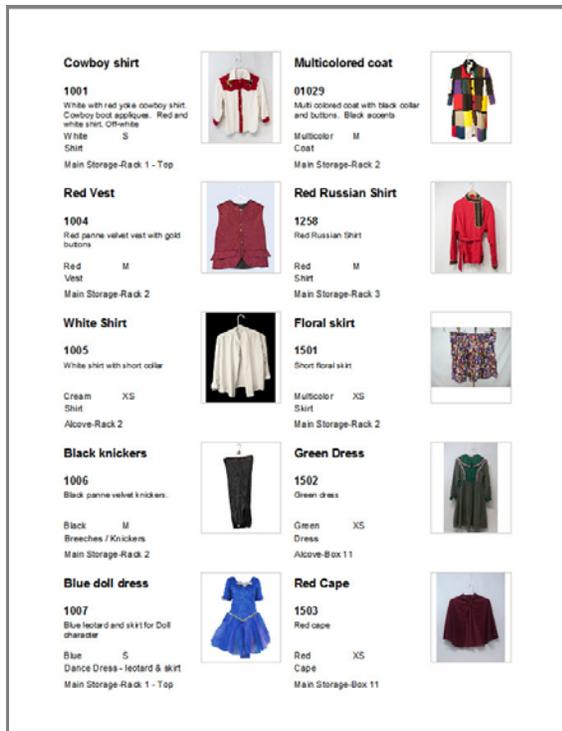
Many universities and schools want to help teach their students more about the garments in their collections. One way to do this is to attach a large 'hang tag' from the sleeve or edge of the garment with details and a photo of the garment. This is easy to do with the Theatre Inventory Database.

- 1) Select records to view using the Search feature. You can select a group of garments by costume type, production, date added to the database, etc.

- 2) Select "More Results Reports"

	Costume Name	Tag ID	Description	Costume Type	Adult/Child	Size	Color	Time Period	Storage Location	Current Location	Role	Production
View	Multicolored coat	01029	Multi colored coat with	Coat	C	M	Multicolor	Contemporary	Main Storage	Checked-In		
View	Green plaid dress	10002	Green plaid dress with i	Dress	C	M	Green	Edwardian Era	Main Storage	Checked-Out		
View	Red Cape	10003	Red courdroy cape	Cape	C	M	Red	Edwardian Era	Main Storage	Checked-Out		
View	Red hat	10004	Red hat - matching red	Hat	C	M	Red	Edwardian Era	Main Storage	Checked-Out		

- 3) Select "Results on Business Cards"



The selected records will be displayed in "Print Preview" mode for you to check before printing. Click on the Print Preview menu tab to select the "Print" option.

The data is formatted to print on Avery 8371 business card stock or ULINE business card labels (S-6944)

The Uline labels can be applied to the Avery 11005 Shipping Tags.



The Shipping Tags can be applied using the string and a safety pin - or - can be applied with a tagging gun (such as Avery/Dennison - available from Amazon or Dry Cleaning Supply stores).



Tagging Gun

You can also print the data on business card stock and use the tagging gun to apply them but the cards tend to tear after handling. The Shipping tags have a reinforced hole that is quite durable.