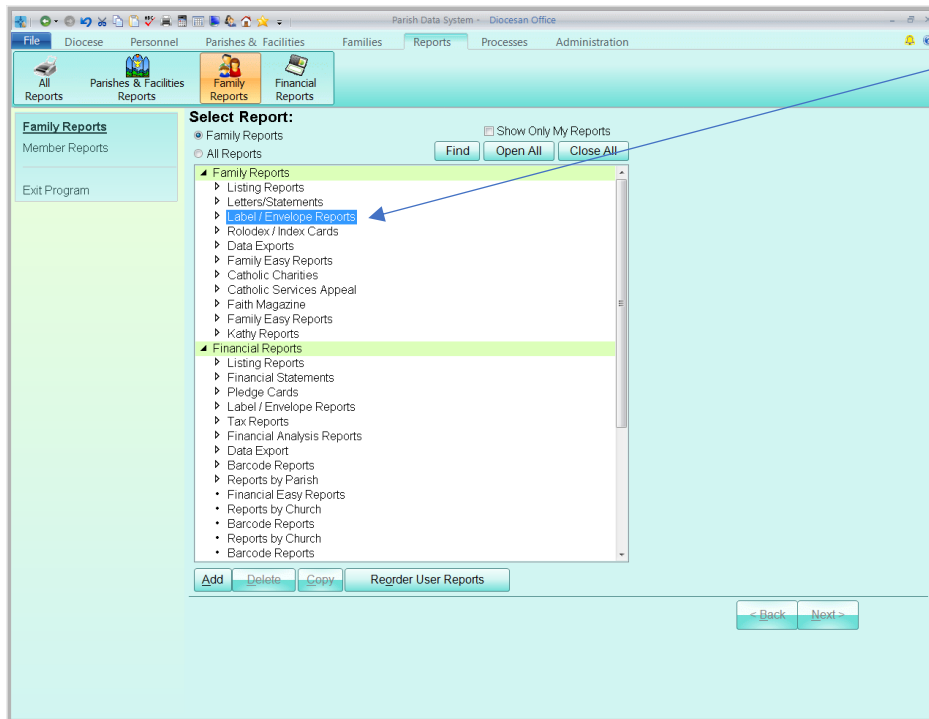
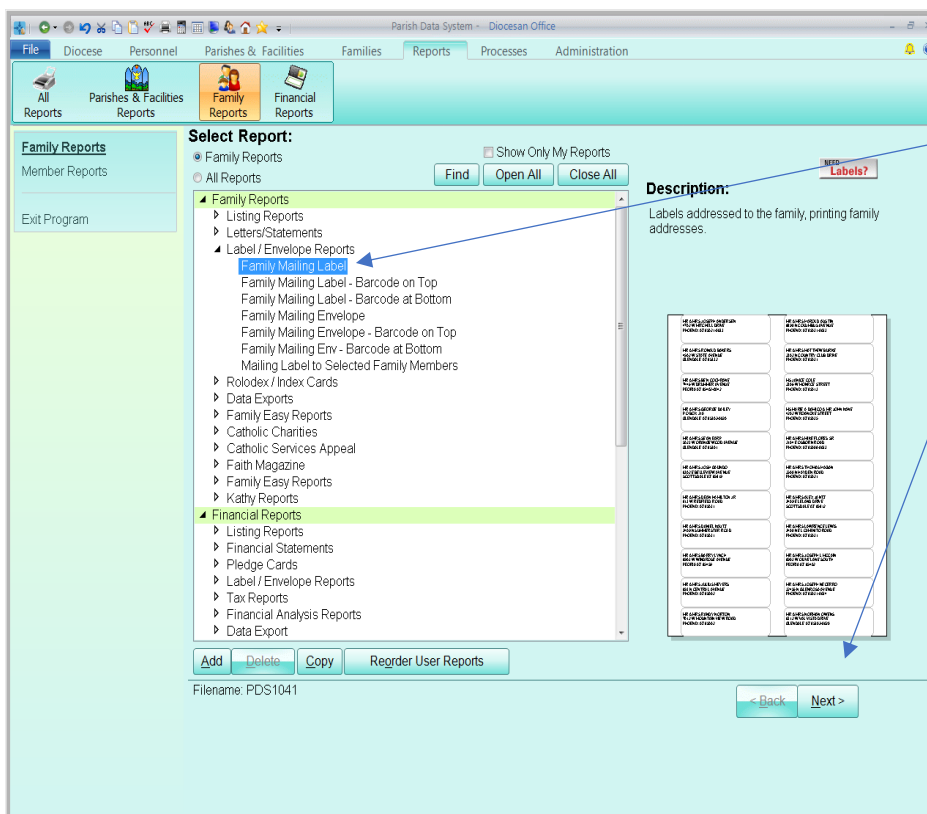


Printing Labels in PDS



Open Family Reports and click on Label/Envelope Reports.



Click Mailing Label.

Click Next.

Parish Data System - Diocesan Office

File Diocese Personnel Parishes & Facilities Families Reports Processes Administration

All Reports Parishes & Facilities Reports Family Reports Financial Reports

Select a Different Report

Overview

Select Printer
Label Layout
Select Families

Preview Report
Print the Report
Cancel the Report
Exit Program

Overview:

Name: Family Mailing Label

Description: Labels addressed to the family, printing family addresses. Edit

Printer: Current Printer: Default - Charity Laser 1 (from RDS17)
Paper Size: Letter
Paper Source: Default
Orientation: Portrait Print Detailed Overview

Label Layout: Label Style: aaa avery 5160 - 1" H x 2 2/3" W, 3 up
Copies: 1

Modify: Modify Label.

Selection: Sort by: ID Number

Preview Report Print Report < Back Next > Cancel

This screen gives you an overview of what is going to be printed, where it's going to be printed, label size and how your information is going to be sorted.

If everything looks good, click Next.

Parish Data System - Diocesan Office

File Diocese Personnel Parishes & Facilities Families Reports Processes Administration

All Reports Parishes & Facilities Reports Family Reports Financial Reports

Select a Different Report

Overview
Select Printer
Label Layout
Select Families

Preview Report
Print the Report
Cancel the Report
Exit Program

Select Printer:

Printer: Default Properties

☐ Print in black and white (conserves colored ink) Duplex: Simplex

Paper: Size: Letter Source: Default

Orientation: ☒ Portrait ☐ Landscape

Preview Report Print Report Back to Overview < Back Next > Cancel

If you are connected to more than 1 printer the Select Printer screen allows the selection of a specific printer.

Click Next.

Parish Data System - Diocesan Office

File Diocese Personnel Parishes & Facilities Families Reports Processes Administration

All Reports Parishes & Facilities Reports Family Reports Financial Reports

Select a Different Report

Overview
Select Printer
Label Layout
Select Families

Preview Report
Print the Report
Cancel the Report

Exit Program

Label Layout:

Base Font

Label Style

Style Name: **aaa avery 5160**

Description: 1" H x 2 2/3" W, 3 up

Copies: Number of Labels to Skip:

Print Total Label: ☐ (This will include subtotals when sorting by ZIP or EZ-Mail)

Text of the Label

Address Format: **Use the Street, Mailing, or Alternate Address**

Date Used in Alt. Address Calculation: **04/20/2017**

Unlisted Address Format:

Unlisted Phone Format:

Unlisted EMail Format:

Choose the Label style by clicking the down arrow and selecting the specific label size. This info is available on the label box.

Click Next.

Parish Data System - Diocesan Office

File Diocese Personnel Parishes & Facilities Families Reports Processes Administration

All Reports Parishes & Facilities Reports Family Reports Financial Reports

Select a Different Report

Overview
Select Printer
Label Layout
Select Families

Preview Report
Print the Report
Cancel the Report

Exit Program

Select Families:

List of Selections:

- Simple Selection - Never Saved
- CSA Bad Address funds or not
- CSA Card Returned No Pledge
- CSA Formal Salu
- CSA Legacy & Gallitan
- CSA Pledge Card Export
- CSA Returned to Sender w/funds
- Card Returned No Pledge List
- CC ball tickets inter-office

☐ Show Only My Selections

Selection Information **Family Selections** **Parish of Family** **Additional Selections**

Selection Information

Name: **Simple Selection - Never Saved**

Description:

Sortation

Sort Order: **ID Number**

☐ Skip the Lab. **ID Number**

☒ Preferre **Name**

☐ Include Fam Zip / Postal Code **Church Env.**

☐ Active / Inactive **Geog. Area**

☒ Include Actv Church Name / Family Name **EZ-Mail**

☐ Include Inact Church ID / Family Name

☐ Include Families Even If Send No Mail is Marked

☐ Include Family Records from Other Parishes (Not Primary)

On the Selection Information tab choose how the labels will be sorted in the Sortation section.

Parish Data System - Diocesan Office

File Diocese Personnel Parishes & Facilities Families **Reports** Processes Administration

All Reports Parishes & Facilities Reports Family Reports Financial Reports

Select a Different Report

Overview
Select Printer
Label Layout
Select Families
Preview Report
Print the Report
Cancel the Report
Exit Program

Select Families:

List of Selections:

- Simple Selection - Never Saved
- CSA Bad Address funds or not
- CSA Card Returned No Pledge
- CSA Formal Salu
- CSA Legacy & Gallitan
- CSA Pledge Card Export
- CSA Returned to Sender w/funds
- Card Returned No Pledge List
- CC ball tickets inter-office

☐ Show Only My Selections

Save Add Delete
Clear Copy Reorder
Export Sel. to a File
Import Sel. from a File

Selection Information **Family Selections** Parish of Family Additional Selections

Families

☒ Include ALL families.
OR
☐ Include Families with ID Numbers:
 (Sample Use: 1, 2, 10, 30-100)
 OR
☐ Include ANY of the following families:

Selected	Name	ID	Prefer Email
<input type="checkbox"/>		1091643	
<input type="checkbox"/>		1091647	
<input type="checkbox"/>		1091654	
<input type="checkbox"/>		1091659	
<input type="checkbox"/>		1091660	
<input type="checkbox"/>		1091661	
<input type="checkbox"/>		1091662	
<input type="checkbox"/>		1092002	
<input type="checkbox"/>		1092232	
<input type="checkbox"/>		1095451	
<input type="checkbox"/>		1095521	

Clear All Quick Lookup

Preview Report Print Report Back to Overview < Back Preview Cancel

Click the Family Selection tab.

Include all families for all parishioners.

Include families with ID numbers to indicate a range of ID numbers.

Include any of the following families to check mark specific families.

Click Preview and print.