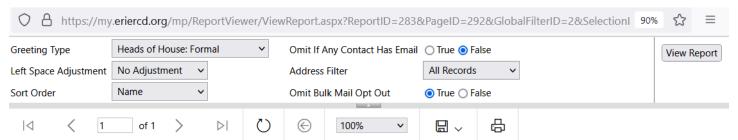
Revised 11/29/2023



## Printing Labels in Ministry Platform



- Make sure you don't have any sticky selections:
  - a. Click Home menu option and click Selections
  - b. Check the box at the bottom of the screen to select everything listed there.
  - c. Click the **Actions** button in the upper right corner and choose clear.
- 2. Click Contacts
- 3. Check mark to select everyone to whom you would like to send your letter. This part will really depend on the situation. Examples:
  - a. All Active Contacts: choose the view named All Current Contacts
  - b. **Labels for parents of children:** Follow the instructions found here: <a href="https://www.eriercd.org/images/pdf/computer/mp/transfertool.pdf">https://www.eriercd.org/images/pdf/computer/mp/transfertool.pdf</a>
  - c. Just parents with minor children: Use the Family Info with Minor Children view <a href="https://my.eriercd.org/mp/292-1579">https://my.eriercd.org/mp/292-1579</a>. (This is a work in progress. It will work for emailing and labels. Letters and Mail merges currently result in one letter per child.)
- 4. Check the box at the bottom left to select everyone in the group.
- 5. Click the Reports button and choose Selected Labels: 1 Per Family Erie.



- 6. Choose a **Greeting Type** from the drop down list. (Most used options shown in red.)
  - Household Name
  - The Last Name Family
  - Heads of House: Informal
  - Heads of House: Formal
  - List Contacts Selected (Avoid using this selection)
  - To the Parents of [Contact List]
- 7. The **Left Space Adjustment** option is available if labels print too close to the margin on your printer. Using this option you can add 1, 2 or 3 spaces to shift your labels to the right a bit.
- 8. Choose a **Sort Order** from the drop down list.
- 9. Dot **True** for **Omit Bulk Mail Opt Out**. (These are people who have requested you not send them mail.)
- 10. If you only want labels for people without email addresses because you plan to email some and use snail mail for the rest, choose **True** for **Omit if Any Contact Has Email.**.
- 11. Click the View Report button.
- 12. Click the **Print** button to print your labels.