



# Printing Labels in Ministry Platform



You can print labels from almost any view on the Contacts, Donors, Donations, Members and Groups pages. Give it a try! Open a view, select some records and click Reports.

## Here are basic instructions for printing labels.

1. **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: <https://www.eriescd.org/images/pdf/computer/mp/transfertool.pdf>
  - c. Just **parents with minor children:** Use the **Family Info with Minor Children** view. (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 **Name Type** from the drop down list.

### **\*Selected Labels: 1 Per Family - Erie**

<b>Name Type</b> <div>[List Contacts Selected] ▼</div>		<b>Left Space Adjustment</b> <div><input type="checkbox"/> Omit If Any Contact Has Email</div> <div>No Adjustment ▼</div>	
<b>Address Filter</b> <div>All Records ▼</div>		<b>Sort Order</b> <div>Name ▼</div>	
<div><b>View Report</b></div>		<div><input checked="" type="checkbox"/> Omit Bulk Mail Opt Out</div>	

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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.