



# 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.

## Label options exist for all your needs

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## Printing labels by family

The **Selected Labels: 1 Per Family – Erie** report will produce a separate label for each family. This is great for when you are sending correspondence to a couple.

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 the box at the bottom left to select everyone or select just those people you need. Who you select depends on the situation. Contact Kathy for tips on filtering your list.
4. Click the **Reports** button and choose **Selected Labels: 1 Per Family - Erie**.
5. Complete the fields on the **Selected Labels: 1 Per Family – Erie** window.
  - a. **Name Type:** Choose the appropriate option from the drop down menu.

Name Type	Example (with notes when necessary)
Household Name	Doe (Just the last name)
The [Last Name] Family	The Doe Family
Heads of House: Informal	John and Sally Doe or Sally Doe (if single)
Heads of House: Formal	Mr. and Mrs. John Doe or Ms. Sally Doe (if single)
[List Contacts Selected] Soon to be renamed Family Roster	John Sally and Suzie Doe (If you select everyone in a family, the label will include all those first names plus their last name.)
To the Parents of [Contact List]	To the Parents of Suzie Doe (You should only select minor children – no adults for this name type.)

- b. **Omit if Any Contact Has Email:** Check this box you plan to email those people separately.
- c. **Left Space Adjustment:** Shift labels 1, 2 or 3 spaces to the right if they print too close to edge.

d. **Address Filter:**

- **Show All** will produce a label whether they have an address or not.
- **Require Address** will only produce a label if the address is complete.
- **Address Missing** will produce labels for every family missing an address.

a. **Sort Order:** Choose to produce your labels in **Name** or **Zip** order.

e. **Omit Bulk Mail Opt Out:** Check this box if you wish to honor parishioners privacy choices where bulk mailings are concerned.

6. Click the **View Report** button.

7. Click the **Print** button to print your labels.

## Printing labels by contact

The **Selected Labels – Erie** report will produce a separate label for each person you select. So if you select 5 people in a family, you will get a separate label for each person. These labels are great if you are labeling folders or sending birthday cards.

### 1. Make sure you don't have any sticky selections:

- Click **Home** menu option and click **Selections**
- Check the box at the bottom of the screen to select everything listed there.
- Click the **Actions** button in the upper right corner and choose clear.

2. Click **Contacts**.

3. Check the box at the bottom left to select everyone or select just those people you need. Who you select depends on the situation. Contact Kathy for tips on filtering your list.

4. Click the **Reports** button and choose **Selected Labels – Erie:**

5. Complete the fields on the Selected Labels – Erie window

a. **Name Type:** Choose the appropriate option from the drop down menu.

Name Type	Example (with notes when necessary)
Household Name	Doe (Just the last name)
The "Last Name" Family	The Doe Family
Individual: Informal	John and Sally Doe or Sally Doe (if single)
Individual: Formal	Mr. and Mrs. John Doe or Ms. Sally Doe (if single)

b. **Omit Contacts with Emails:** Choose **Omit** if you plan to email those people separately. Otherwise the default is to produce a label for everyone whether they have an email or not.

c. **Left Space Adjustment:** Shift labels 1, 2 or 3 spaces to the right if they print too close to edge.

### d. Address Filter:

- **Show All** will produce a label whether they have an address or not
- **Require Address** will only produce a label if the address is complete
- **Address Missing** will produce labels for every family missing an address.

e. **Sort Order** Choose to produce your labels in **Name** or **Zip** order.

f. **Omit Bulk Mail Option Out:** Check this box if you wish to honor parishioners privacy choices where bulk mailings are concerned.

g. **Optional First Line:** Enter text you wish to appear as the first line of the label Or check Null.

- h. **Use Alt Mailing Address.** Check this box if you want the system to substitute the Alt Mailing address according the start/end time set up in their contact record.
  - i. **Omit Contacts With Emails** The yellow options appear to do the same thing. The Do Not Omit default is to produce labels for everyone whether they have an email or not.
6. Click the **View Report** button.
  7. Click the **Print** button to print your labels.

## Printing Labels for the PARENTS of group participants.

**These instructions assume all group participants are minor children**

### 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. On the **Advanced Navigation Menu**, click **People Lists**.
  3. Click **Group Participants**.
  4. Enter the group name in the **Group Name** search box.
  5. Checkmark the members of the group
  6. Click the **Reports** button and choose **Selected Labels: 1 per Family - Erie**.
  8. Complete the fields on the **Selected Labels: 1 Per Family – Erie** window.
    - a. **Name Type:** Choose To the Parents of [Contact List]
    - b. **Omit if Any Contact Has Email:** Check this box you plan to email those people separately.
    - c. **Left Space Adjustment:** Shift labels 1, 2 or 3 spaces to the right if they print too close to edge.
    - d. **Address Filter:**
      - **Show All** will produce a label whether they have an address or not.
      - **Require Address** will only produce a label if the address is complete.
      - **Address Missing** will produce labels for every family missing an address.
    - b. **Sort Order:** Choose to produce your labels in **Name** or **Zip** order.

## Printing Labels for group participants (Parent names not included):

### 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. On the **Advanced Navigation Menu**, click **People Lists**.
  3. Click **Group Participants**.
  4. Enter the group name in the **Group Name** search box.
  5. Checkmark the members of the group and click the **Reports** button.

6. Decide upon a label addressing format

<p><b>One label per participant even if there are multiple from one family</b></p>	<p><b>One label per family to include all members of the family</b></p>
<p>Choose the report named <b>Selected Labels – Erie</b></p>	<p>Choose the report named <b>Selected Labels: 1 per Family – Erie</b></p>
<p>Choose the name type: <b>Individual: Informal</b></p>	<p>Choose the name type: <b>[List Contacts Selected] Soon to be renamed Family Roster</b></p>
<p>Complete the fields on the <b>Selected Labels – Erie</b> pop-up</p>	<p>Complete the fields on the <b>Selected Labels: 1 per Family – Erie</b> pop-up</p>
<p><b>Omit Contacts with Emails:</b> Choose <b>Omit</b> if you plan to email those people separately. Otherwise the default is to produce a label for everyone whether they have an email or not.</p> <p><b>Left Space Adjustment:</b> Shift labels 1, 2 or 3 spaces to the right if they print too close to edge.</p> <p><b>Address Filter:</b></p> <p><b>Show All</b> will produce a label whether they have an address or not</p> <p><b>Require Address</b> will only produce a label if the address is complete</p> <p><b>Address Missing</b> will produce labels for every family missing an address.</p> <p><b>Sort Order</b> Choose to produce your labels in <b>Name</b> or <b>Zip</b> order.</p> <p><b>Omit Bulk Mail Option Out:</b> Check this box if you wish to honor parishioners privacy choices where bulk mailings are concerned.</p> <p><b>Optional First Line:</b> Enter text you wish to appear as the first line of the label Or check Null.</p> <p><b>Use Alt Mailing Address.</b> Check this box if you want the system to substitute the Alt Mailing address according the start/end time set up in their contact record.</p> <p><b>Omit Contacts With Emails</b> The yellow options appear to do the same thing. The Do Not Omit default is to produce labels for everyone whether they have an email or not.</p>	<p><b>Omit if Any Contact Has Email:</b> Check this box you plan to email those people separately.</p> <p><b>Left Space Adjustment:</b> Shift labels 1, 2 or 3 spaces to the right if they print too close to edge.</p> <p><b>Address Filter:</b></p> <p><b>Show All</b> will produce a label whether they have an address or not.</p> <p><b>Require Address</b> will only produce a label if the address is complete.</p> <p><b>Address Missing</b> will produce labels for every family missing an address.</p> <p><b>Sort Order:</b> Choose to produce your labels in <b>Name</b> or <b>Zip</b> order.</p> <p><b>Omit Bulk Mail Opt Out:</b> Check this box if you wish to honor parishioners privacy choices where bulk mailings are concerned.</p>

8. Click the **View Report** button.
9. Click the **Print** button to print your labels.