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Printing Labels in Ministry Platform

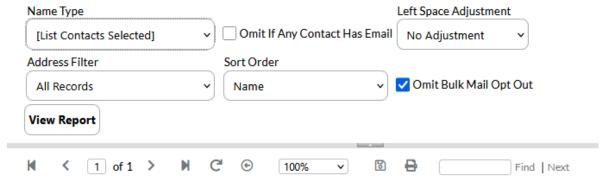


You can print labels from almost any view on the Contacts, Donors, Donations, Members and Groups pages. Give it a try! Open a view, select some records and click Reports.

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.eriercd.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



- 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.