

Labels for some Families you did not email to

There will be some times when you need only labels for families in your parish in which you don't have their email, because you already reached out to most of the families electronically.

1. Please login to ParishSOFT. You will see a screen similar to below



ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

Home Family Directory Religious Ed. Offering Ministry Scheduler Tuition IQ Administration

Home Pictorial Directory Organization Directory Giving History User Settings

Home

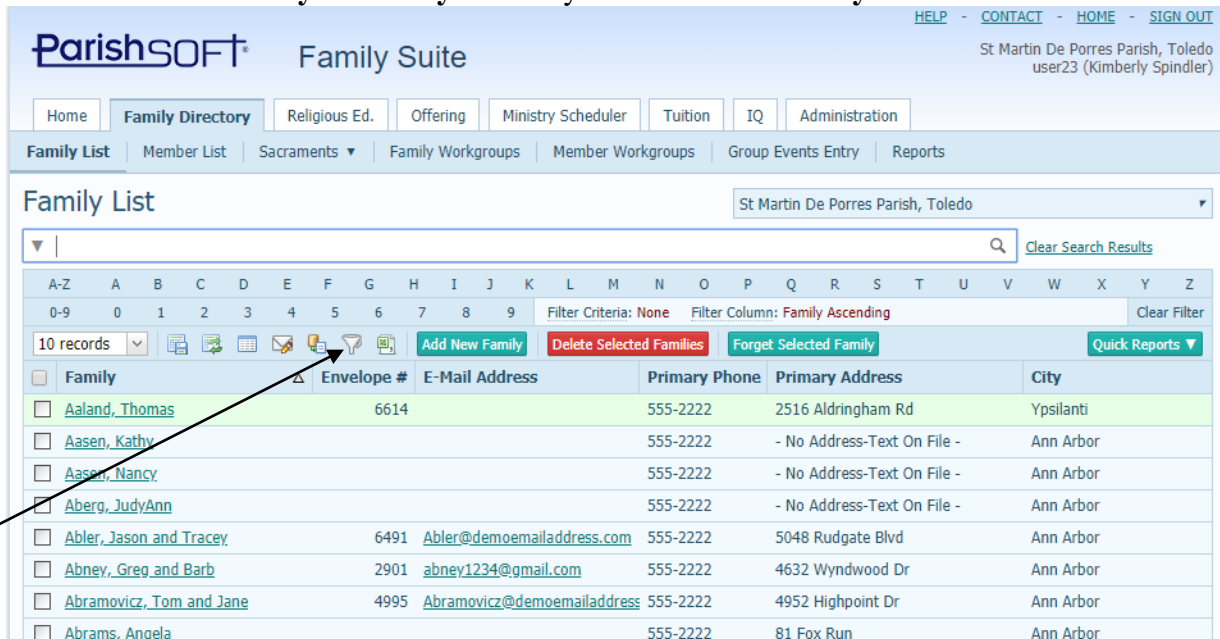
Quick Links

- [Home](#)
- [My Own Church](#)
- [Family List](#)
- [Member List](#)

Suspense Activity

- Notifications
- Family Updates
- New User Registrations

2. Click on the **Family Directory** tab and you will see the **Family List** area as seen below:



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Home **Family Directory** Religious Ed. Offering Ministry Scheduler Tuition IQ Administration

Family List Member List Sacraments Family Workgroups Member Workgroups Group Events Entry Reports

Family List

St Martin De Porres Parish, Toledo

▼ | Search: Clear Search Results

A-Z 0-9 Filter Criteria: None Filter Column: Family Ascending Clear Filter

10 records Add New Family Delete Selected Families Forget Selected Family Quick Reports ▼

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
<input type="checkbox"/> Aaland, Thomas	6614		555-2222	2516 Aldringham Rd	Ypsilanti
<input type="checkbox"/> Aasen, Kathy			555-2222	- No Address-Text On File -	Ann Arbor
<input type="checkbox"/> Aasen, Nancy			555-2222	- No Address-Text On File -	Ann Arbor
<input type="checkbox"/> Aberg, JudyAnn			555-2222	- No Address-Text On File -	Ann Arbor
<input type="checkbox"/> Abler, Jason and Tracey	6491	Abler@demoemailaddress.com	555-2222	5048 Rudgate Blvd	Ann Arbor
<input type="checkbox"/> Abney, Greg and Barb	2901	abney1234@gmail.com	555-2222	4632 Wyndwood Dr	Ann Arbor
<input type="checkbox"/> Abramovicz, Tom and Jane	4995	Abramovicz@demoemailaddress.com	555-2222	4952 Highpoint Dr	Ann Arbor
<input type="checkbox"/> Abrams, Angela			555-2222	81 Fox Run	Ann Arbor

3. Click on the **Filter icon** (white funnel) and select the correct parameters so you only view the families that do NOT have an email. First selecting **Registered** and **Active** or select the currently registered families in your parish.

Filter

Membership: Registered

Family Group: Active

Send Envelopes: (Any)

Family Work Groups

- CK Alumni
- Dynamic Workflow Groups
- Family Workflow Groups

▶ **Advanced Options**

Exact Search:

Apply Clear Cancel

4. To select the families without an email address, click the arrow to the left of the **Advanced Options** and in the bottom right side, select “Without E-mail” as seen in the screen below:

Filter

Membership: Registered

Family Group: Active

Send Envelopes: (Any)

Family Work Groups

- CK Alumni
- Dynamic Workflow Groups
- Family Workflow Groups

▼ **Advanced Options**

Filter By ID: Diocesan ID

Enter ID:

First Name:

Last Name:

Address:

Phone #:

Registration Date:

E-Mail Address:

E-Mail: (Any)

Postal Code:

City:

State\Region:

Show 'Send No Mail' Families: (Any)

Show 'Do Not Publish' Families: (Any)

Show Families With E-Mail: Without E-Mail

Exact Search:

Apply Clear Cancel

5. After clicking **Apply**, the main screen will show only those Registered/Active families that **ALSO** do not have an email listed in ParishSOFT.

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user23 (Kimberly Spindler)

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Family List Member List Sacraments Family Workgroups Member Workgroups Group Events Entry Reports

Family List St Martin De Porres Parish, Toledo

▼ [Clear Search Results](#)

A-Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0-9 0 1 2 3 4 5 6 7 8 9 Filter Criteria: None Filter Column: Family Ascending Clear Filter

10 records

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
<input type="checkbox"/> Aasen, Kathy			555-2222	- No Address-Text On File -	Ann Arbor
<input type="checkbox"/> Achterberg, Dean and Marci	1125		555-2222	4041 W Central Ave Ste 4	Ann Arbor
<input type="checkbox"/> Adam, Kevin	6367		555-2222	4006 Vermaas Ave	Ann Arbor
<input type="checkbox"/> Adams, Mary	5541		555-2222	4254 Stannard Dr	Ann Arbor
<input type="checkbox"/> Adams, Todd and Jane	1129		555-2222	6059 Needle Rock Ct	Ann Arbor
<input type="checkbox"/> Ahles, Richard and Betty	957		555-2222	5141 Corey Rd	Ann Arbor
<input type="checkbox"/> Alland, Donald and Cynthia	5233		555-2222	2403 Lost Creek Dr	Ann Arbor
<input type="checkbox"/> Allen, Mary	5631		555-2222	8108 Hidden Harbour Dr W	Ann Arbor
<input type="checkbox"/> Allen, Veronica	5549		555-2222	4101 Harvest Ln Apt 22	Ann Arbor
<input type="checkbox"/> Allmann, Paul and Linda			555-2222	7028 Shooters Hill Rd	Ann Arbor

Page 1 of 160 (1595 Records) ...

6. Click on the **Quick Reports** button and then select **Family Mailing Labels**, as seen below.

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▼ [Clear Search Results](#)

A-Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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Page 1 of 160 (1595 Records) ...

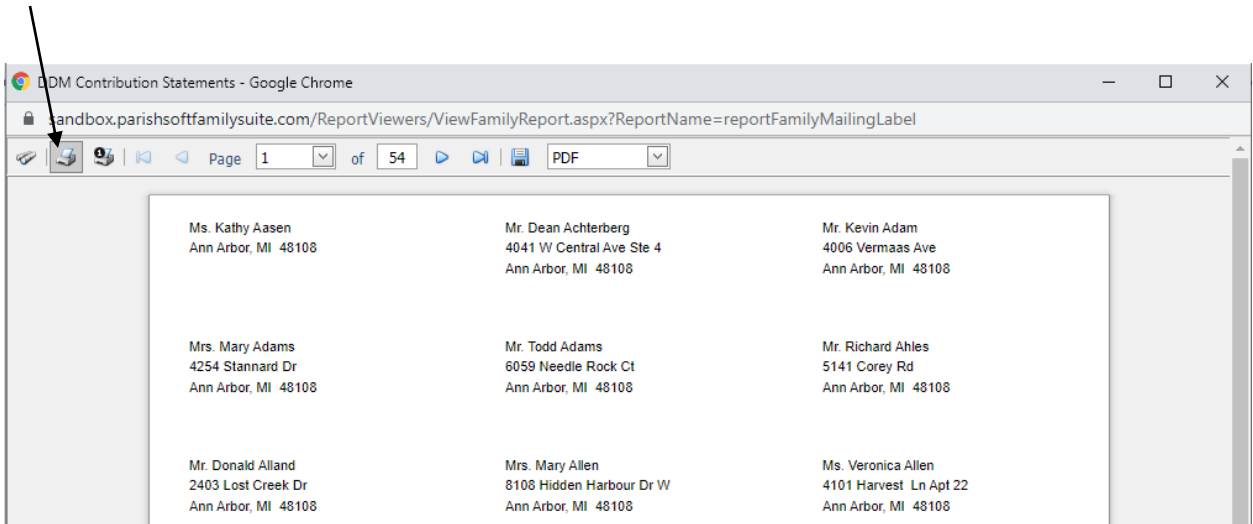
[Family Mailing Labels](#)

[Family List](#)

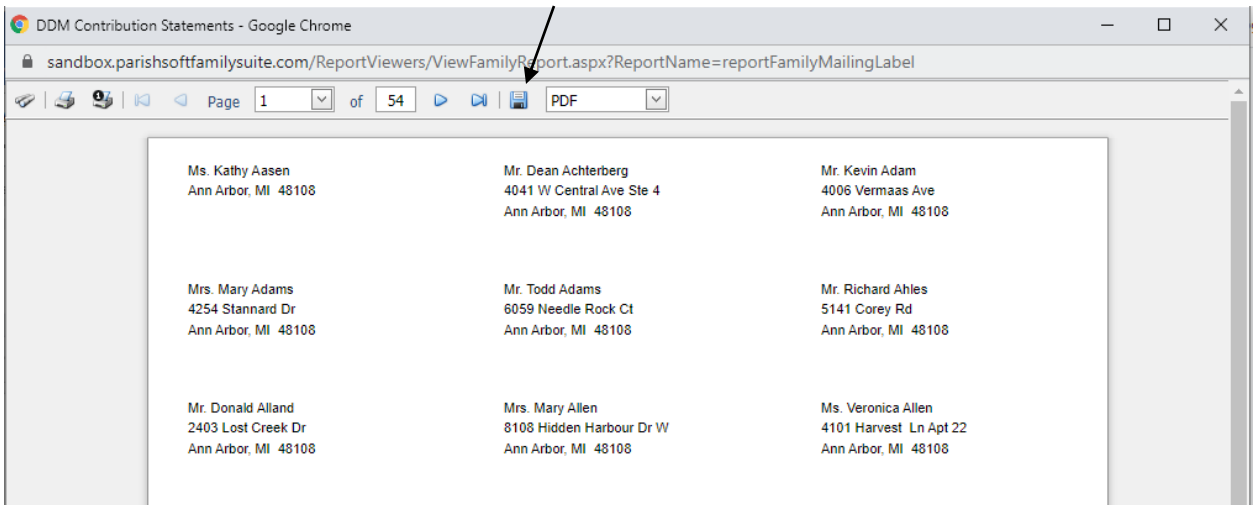
[Filtered Envelope Numbers](#)

[Full Envelope Numbers](#)

7. In the label report, as seen below, after clicking on the Print icon, if you do NOT see the option to select **Actual Size** in the print preferences, exit out of the Print Preview.



8. Instead, click the **Save** icon on the right side of the header, as indicated below, and open the label in Adobe Reader.



9. Within the Adobe Reader program, when you click to Print, you should see the **Actual Size** options.

Printer: \\DOM-Print05.bocpc.maddioc\Xerox Print

Properties

Advanced

Help ?

Copies: 1

Print in grayscale (black and white)

Save ink/toner

Pages to Print

- All
- Current page
- Pages: 1 - 54
- ▶ More Options

Page Sizing & Handling

Size Poster Multiple Booklet

- Fit
- Actual size
- Shrink oversized pages
- Custom Scale: 100 %
- Choose paper source by PDF page size

- Print on both sides of paper
 - Flip on long edge
 - Flip on short edge

- Orientation:
- Auto portrait/landscape
 - Portrait
 - Landscape

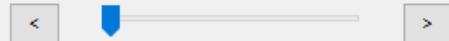
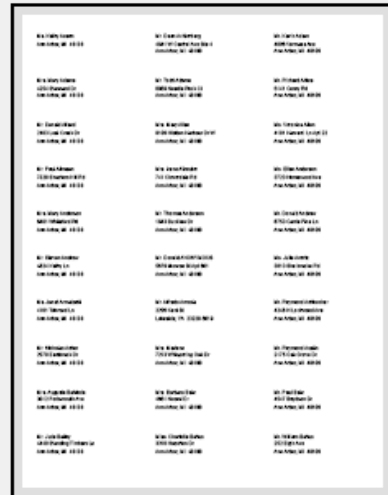
Comments & Forms

Document and Markups

Summarize Comments

Document: 8.5 x 11.0in

8.5 x 11 Inches



Page 1 of 54

Page Setup...

Print

Cancel