

Labels for Parish Mailings

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

ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT

aaHoly Family Catholic Church, Gregory
User1 (Kimberly Spindler)

Home Family Directory Religious Education 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 **300**

Organization	Notifications
Diocese of Demos, Ann Arbor	29
aaHoly Family Catholic Church, Gregory	7
All Saints Parish, Rossford	47
All Saints Regional School, Ann Arbor	6

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

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

Family List St Martin De Porres Parish, Toledo

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

3. Next, click on the **Filter** icon, seen below:

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

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

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

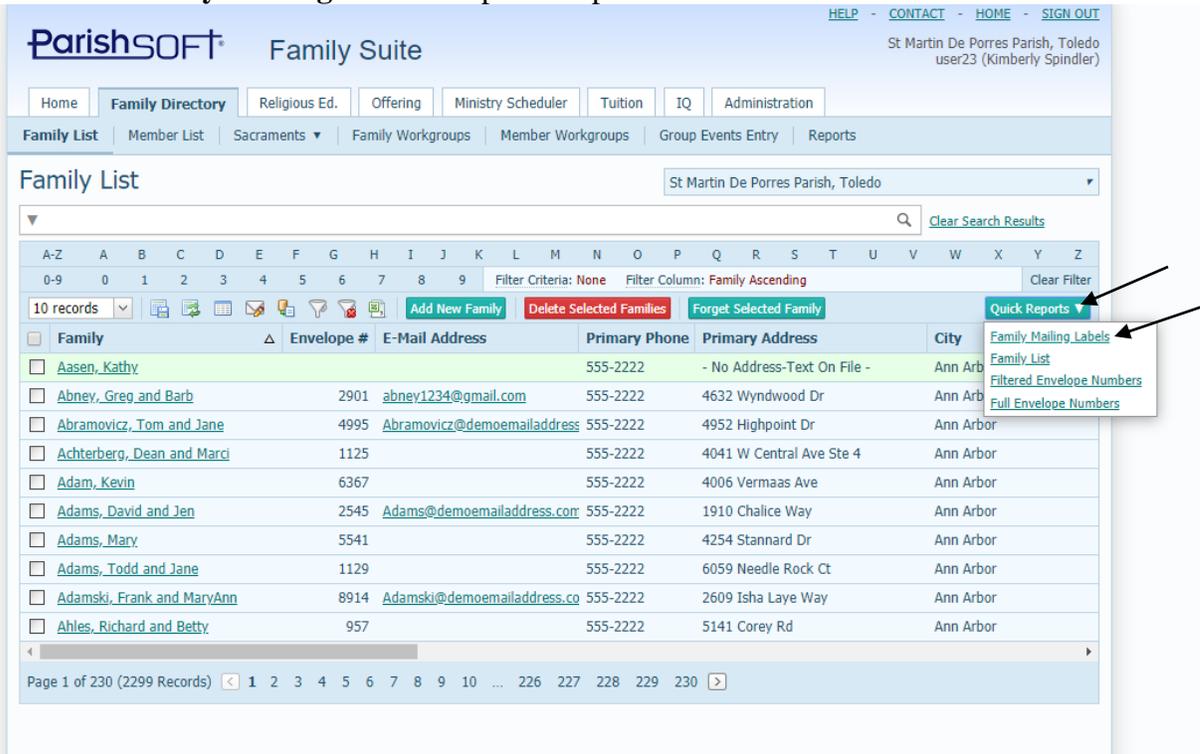
Family List St Martin De Porres Parish, Toledo

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

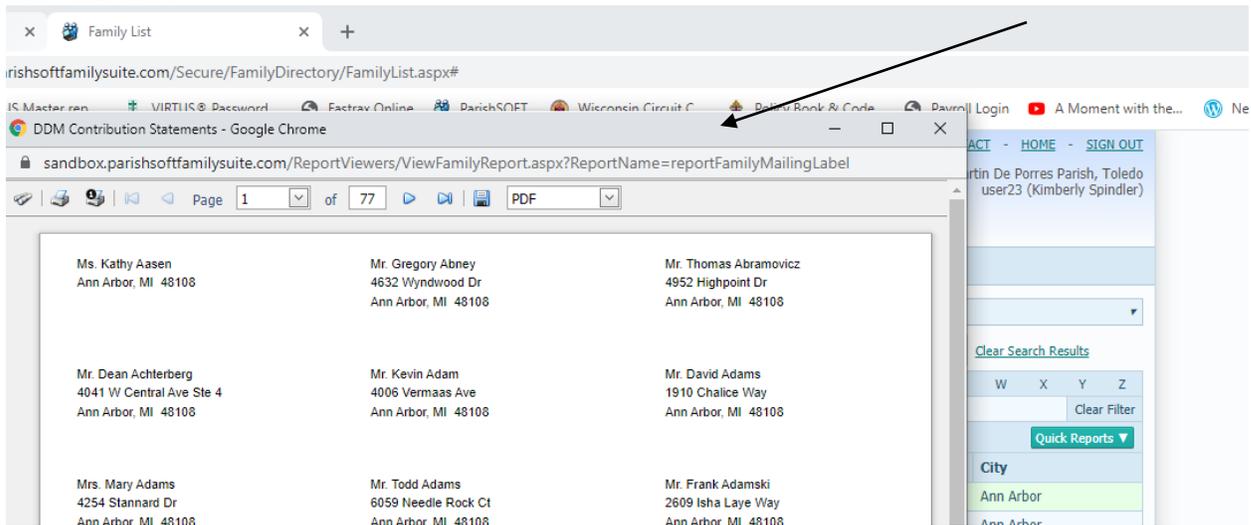
10 records Add New Family Delete Selected Families Forget Selected Family Quick Reports

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

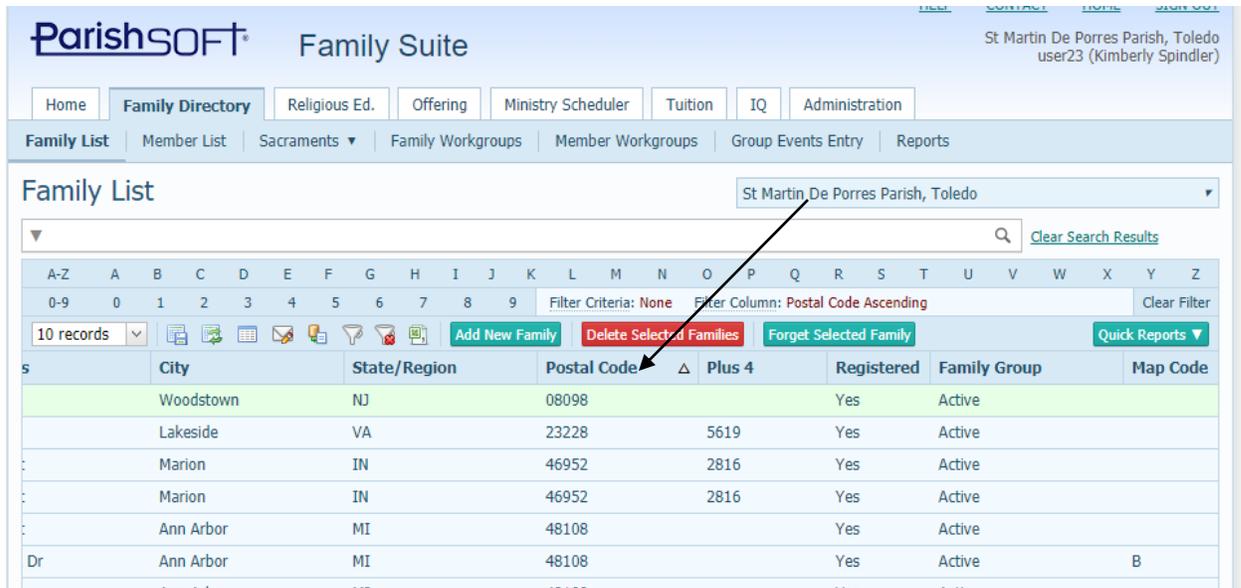
- After filtering our **Family List**, click on the **Quick Reports** button indicated above and select the **Family Mailing Labels** dropdown option.



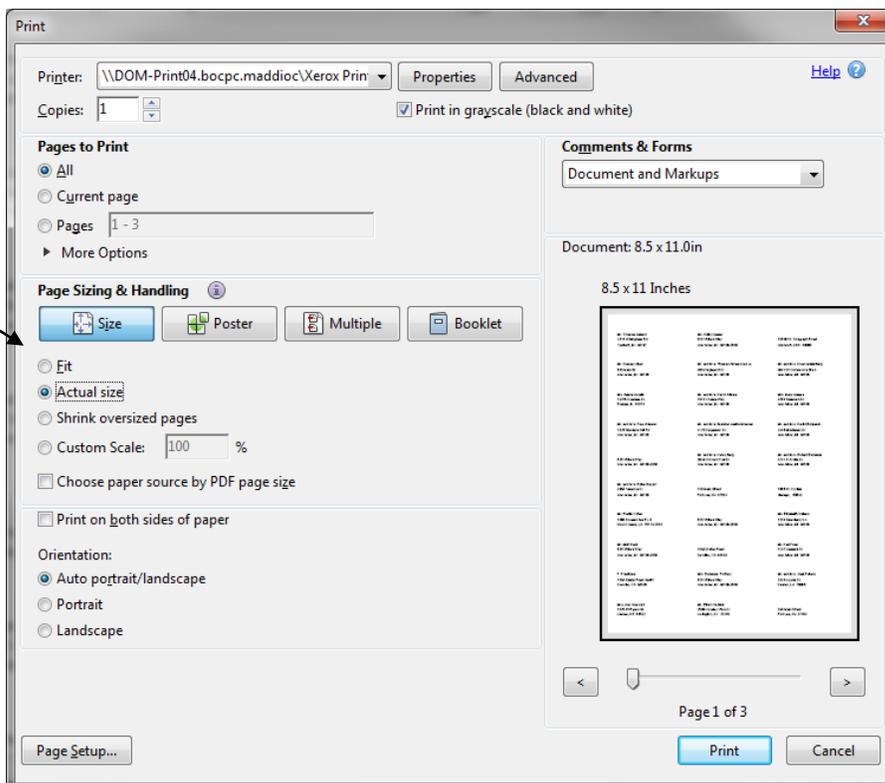
- Our results show in a popup careen, as seen below, in a popup window. If you don't notice the popup window, do a search for what the Popup blocker looks like on your internet browser and :



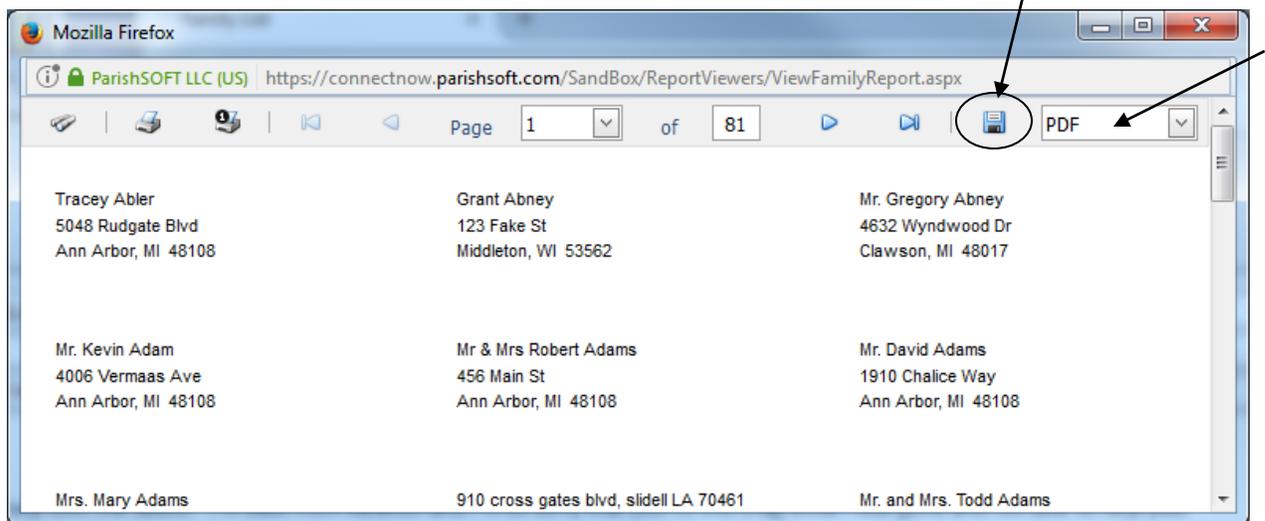
- The order of the labels above are set via the main family screen (typically alphabetically). If you wish to change the order, so that they are in "zip" format, then close these labels, go back to the main **Family List** scroll over to the **Postal Code** column and click on the header's words, to sort the list by that column. See example below of sorting the list by zipcode:



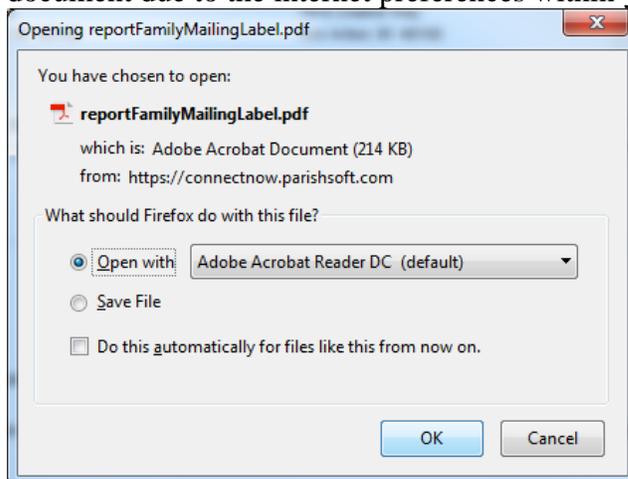
10. Click again on the **Quick Reports** then the **Family Mailing Labels** area. The mailing labels will appear again correctly sorted by the zip code ascending.
11. These labels are set up in a standard Avery 5160 label. (3 across, 30 labels on a page)
12. When you see the **Print** screen, as seen below, look for the **Page Sizing & Handling** section. **Please click “Actual Size” to make sure the labels will fit your standard labels. If you do not see the screen below, where you can click the “Actual Size”, Click Cancel as the labels will be misaligned due to the internet browser shortening the margins.**



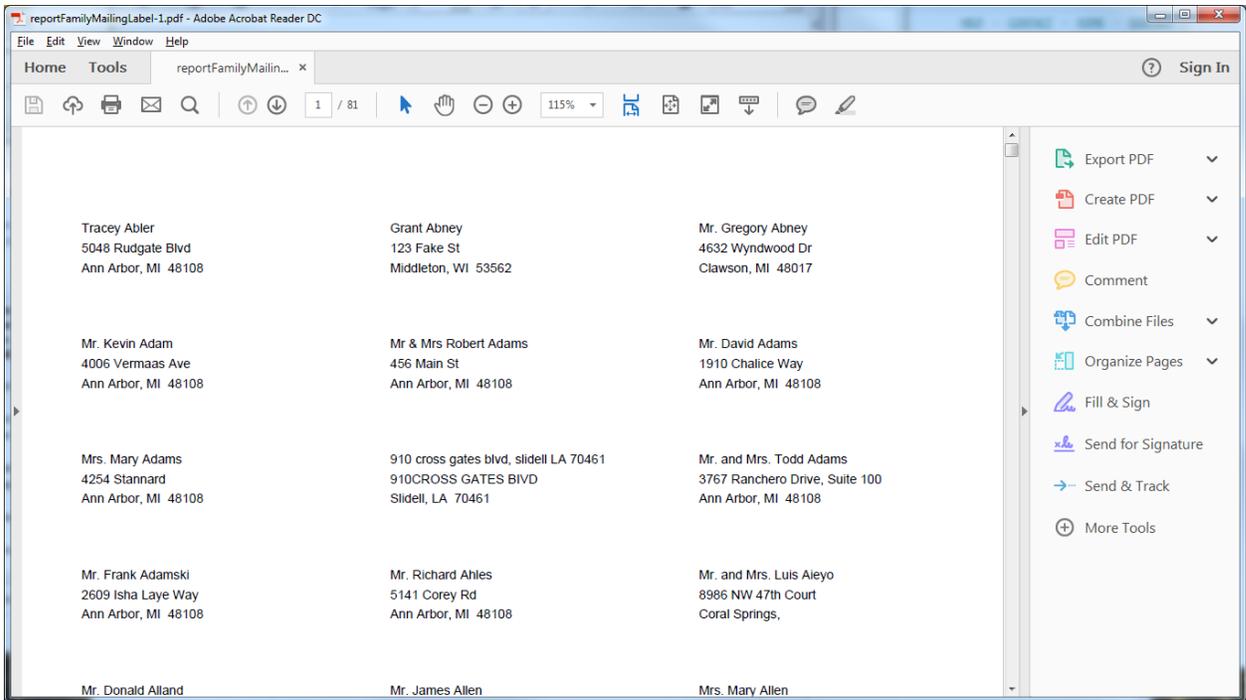
13. If you did not see the “Actual Size” option on the print screen, back on the label page, as seen below, click the **Save** icon to the left of the PDF listing, to save the document in PDF.



14. Your internet browser will prompt you with what to do with this document. Click to Open it in an “Adobe” reader program, similar to what is shown below. Then click OK for the program to open the PDF. Saving the document as a PDF saves all the label’s alignment from ParishSOFT and helps to better guarantee that the labels have not shifted on the document due to the internet preferences within your web program.



15. Your labels will open in the PDF program, similar to what is seen below:



16. Click on **File**, then **Print** and you should see again a print preference box, similar to what is seen below. Verify your printer you are printing to, click on **Actual Size** as seen below, then test or print your whole document.

