

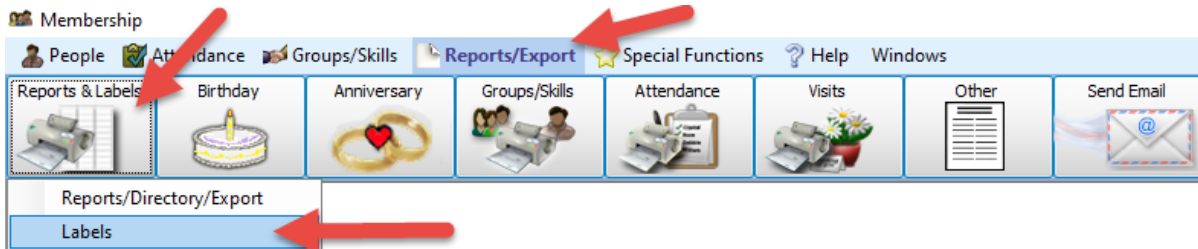
Use the *Labels* feature to generate labels. You can access this function from various places throughout Church Windows.

To begin, go to *Membership>Reports* (using the Portal at the center of the screen).



OR

Go to *Reports/Export>Reports & Labels>Reports/Directory/Export*

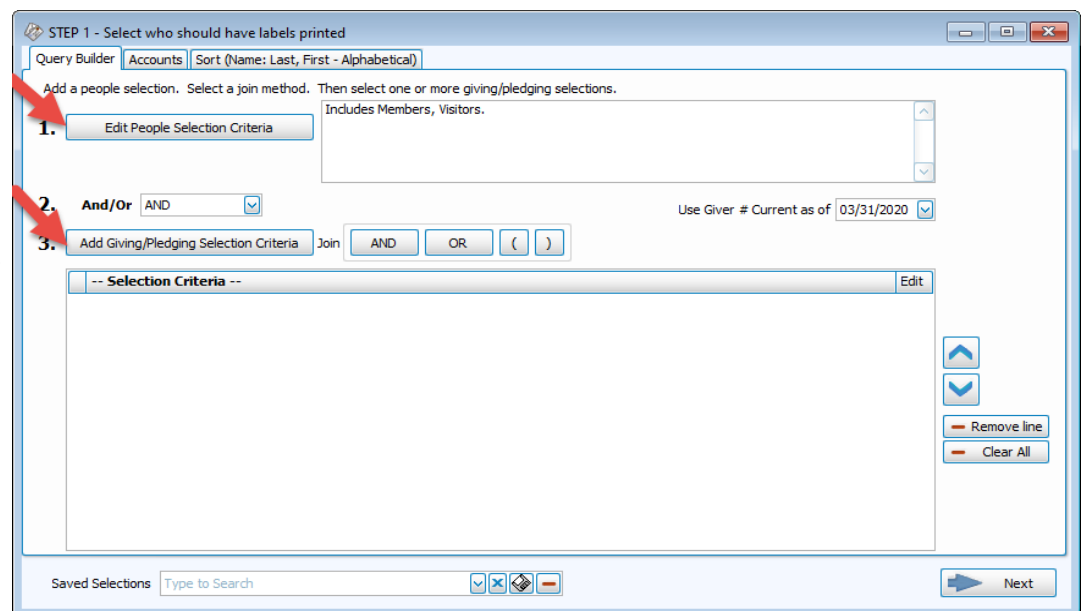


On the *Step 1* – *Select who should have labels printed*;- choose the criteria for who will print on your report.

On the *Query Builder* tab, you can use the *Edit People Selection Criteria* and *Add Giving/Pledging Selection Criteria* buttons to enter criteria for the labels as well as the *Accounts* tab.

The *Sort* tab allows you to set the order of the labels

Use the *Saved Selections* to save the label criteria to be used again.

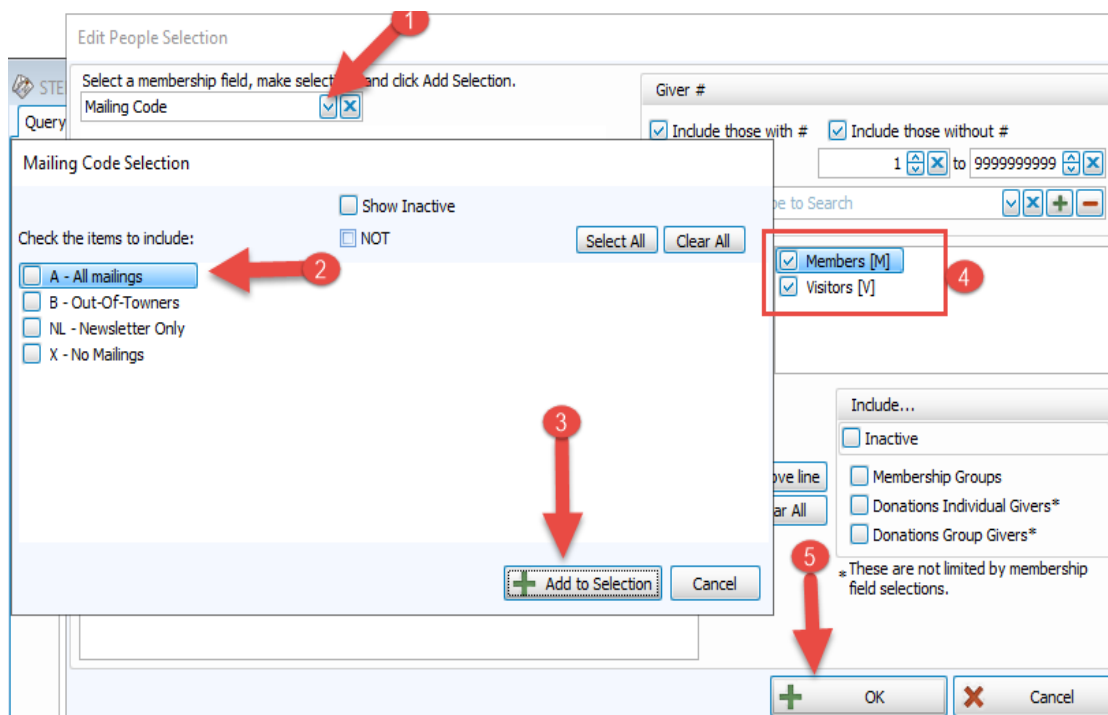


Example: labels for people that have a Mailing Code of All Mailings and sorted by Zip Code.

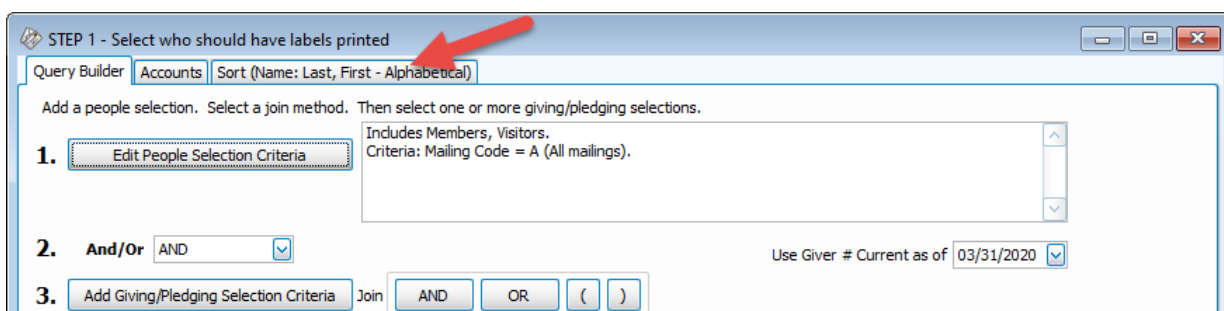
Click #1 Edit People Selection Criteria

On Edit People Selection

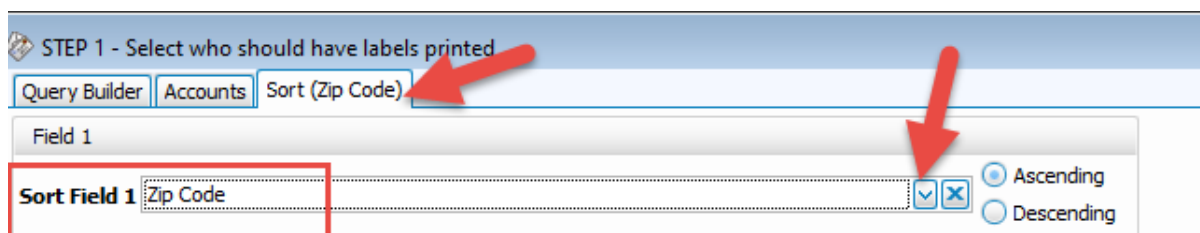
1. Choose Mailing code
2. Choose All Mailings
3. Click +Add to Selection
4. Categories selected are Members & Visitors
5. Click OK.



Back at Step 1 - click on the Sort tab.



At Sort Field 1 click the drop arrow to change the sort to Zip Code.



Click Next.

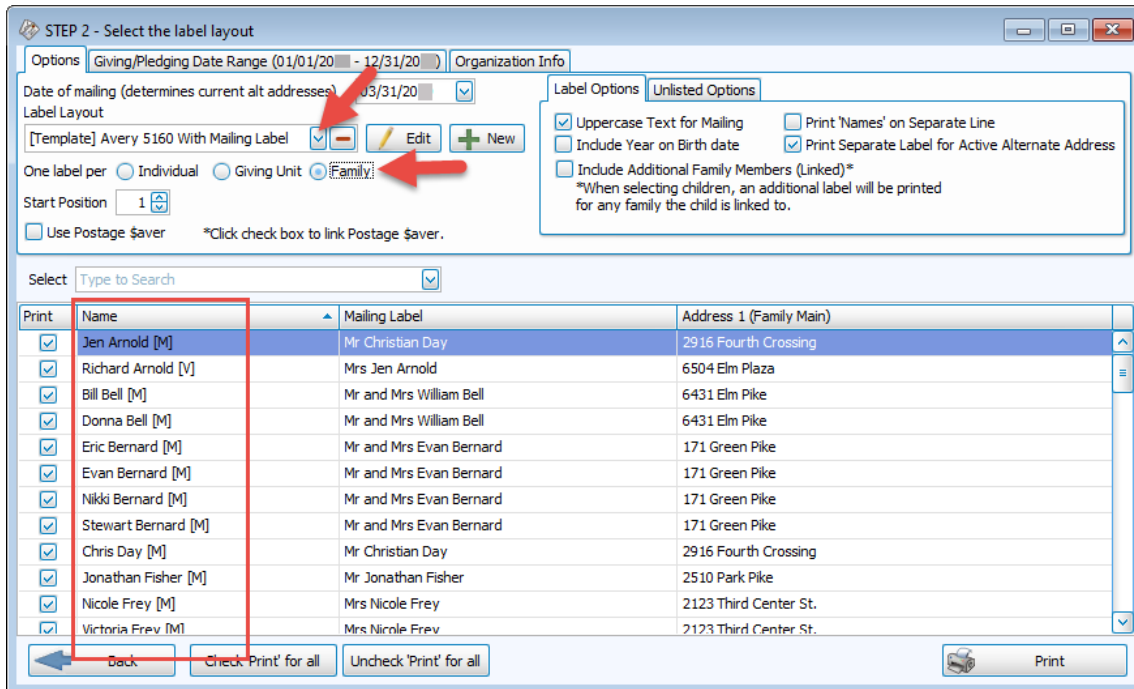
On the **Step 2 – Select the label layout**

Church Windows provides two label templates. Choose the *Label Layout*.

- [Template] Avery 5160 With Mailing Label - Uses the Mailing Label in the Family record
- [Template] Avery 5260 With Name(s) - Uses the Individual Names in the Individual record
- If you are using another label other than Avery 5160, see Page 4.

One label per, choose the *Individual, Giving Unit or Family* receiving the mailing.

At bottom left of the screen, the people that meet your report criteria in *Step 1* appear.



STEP 2 - Select the label layout

Options Giving/Pledging Date Range (01/01/20 - 12/31/20) Organization Info

Date of mailing (determines current alt address) 03/31/20

Label Layout [Template] Avery 5160 With Mailing Label Edit New

One label per Individual Giving Unit **Family**

Start Position 1

Use Postage \$aver *Click check box to link Postage \$aver.

Label Options Unlisted Options

Uppercase Text for Mailing Print 'Names' on Separate Line

Include Year on Birth date Print Separate Label for Active Alternate Address

Include Additional Family Members (Linked)*
*When selecting children, an additional label will be printed for any family the child is linked to.

Select Type to Search

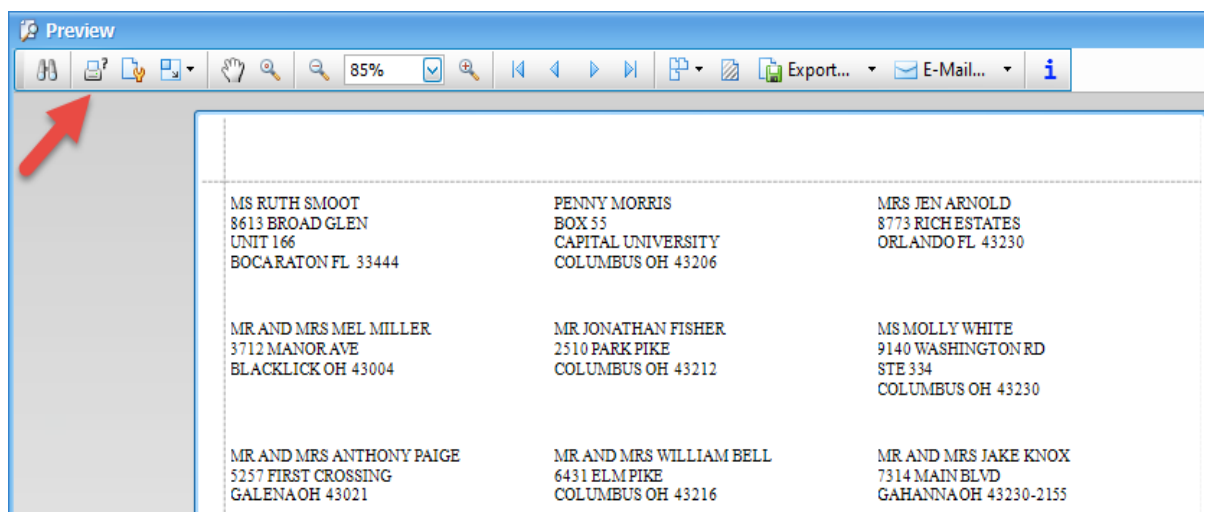
Print	Name	Mailing Label	Address 1 (Family Main)
<input checked="" type="checkbox"/>	Jen Arnold [M]	Mr Christian Day	2916 Fourth Crossing
<input checked="" type="checkbox"/>	Richard Arnold [V]	Mrs Jen Arnold	6504 Elm Plaza
<input checked="" type="checkbox"/>	Bill Bell [M]	Mr and Mrs William Bell	6431 Elm Pike
<input checked="" type="checkbox"/>	Donna Bell [M]	Mr and Mrs William Bell	6431 Elm Pike
<input checked="" type="checkbox"/>	Eric Bernard [M]	Mr and Mrs Evan Bernard	171 Green Pike
<input checked="" type="checkbox"/>	Evan Bernard [M]	Mr and Mrs Evan Bernard	171 Green Pike
<input checked="" type="checkbox"/>	Nikki Bernard [M]	Mr and Mrs Evan Bernard	171 Green Pike
<input checked="" type="checkbox"/>	Stewart Bernard [M]	Mr and Mrs Evan Bernard	171 Green Pike
<input checked="" type="checkbox"/>	Chris Day [M]	Mr Christian Day	2916 Fourth Crossing
<input checked="" type="checkbox"/>	Jonathan Fisher [M]	Mr Jonathan Fisher	2510 Park Pike
<input checked="" type="checkbox"/>	Nicole Frey [M]	Mrs Nicole Frey	2123 Third Center St.
<input checked="" type="checkbox"/>	Victoria Frey [M]	Mrs Nicole Frey	2123 Third Center St.

Back Check 'Print' for all Uncheck 'Print' for all Print

Click *Print*.

Label Preview appears.

Click on the *Printer icon* at the top left of the *Preview* Screen to *Print*.



Preview

85%

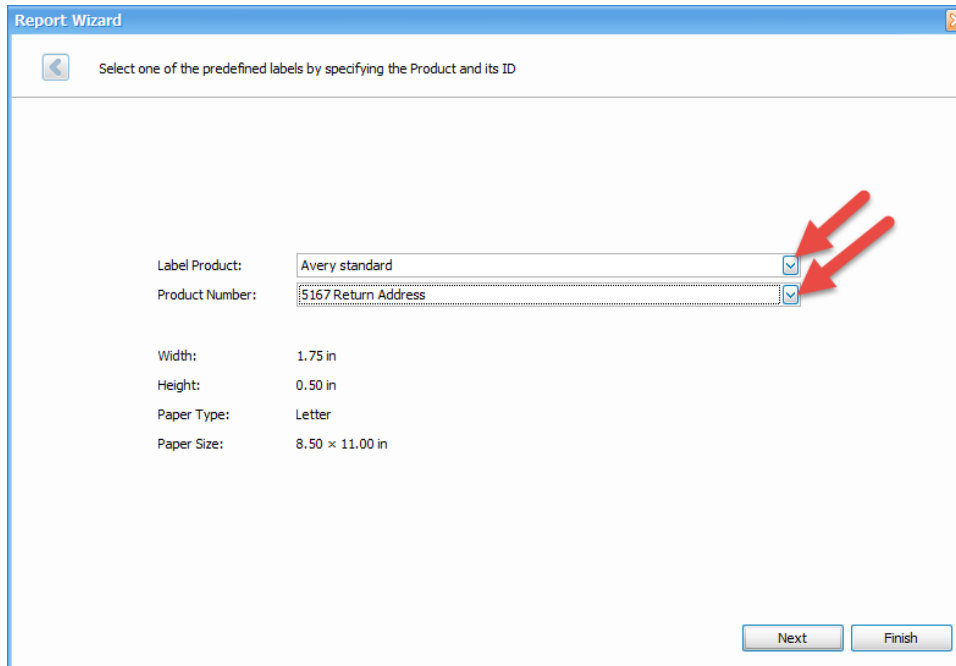
Export... E-Mail...

MS RUTH SMOOT 8613 BROAD GLEN UNIT 166 BOCARATON FL 33444	PENNY MORRIS BOX 55 CAPITAL UNIVERSITY COLUMBUS OH 43206	MRS JEN ARNOLD 8773 RICH ESTATES ORLANDO FL 43230
MR AND MRS MEL MILLER 3712 MANOR AVE BLACKLICK OH 43004	MR JONATHAN FISHER 2510 PARK PIKE COLUMBUS OH 43212	MS MOLLY WHITE 9140 WASHINGTON RD STE 334 COLUMBUS OH 43230
MR AND MRS ANTHONY PAIGE 5257 FIRST CROSSING GALENA OH 43021	MR AND MRS WILLIAM BELL 6431 ELM PIKE COLUMBUS OH 43216	MR AND MRS JAKE KNOX 7314 MAIN BLVD GAHANNA OH 43230-2155

If you are using a label other than Avery 5160, you will need to create a *New* label. This is done by clicking on the *+New* button to the right of the *Label Layout* field

- Choose the *Label Product* and *Product Number*. Click *Finish*.

NOTE: If the label you are using is not listed under the *Product Number* drop down, click *Next*, which allows you to enter the label's parameters.



- The *Report Designer* appears with the *Mailing Label* and *Current Address*. Click *Save*.
- The label you just created will now appear in the *Label Layout* drop down list.