

Use the *Labels* feature to generate special labels. Examples of labels with Giver Numbers and labels to the Parents of...

To begin, go to *Membership > Labels* (using the Portal at the center of the screen). OR go to *Reports/Export > Reports & Labels > Labels*

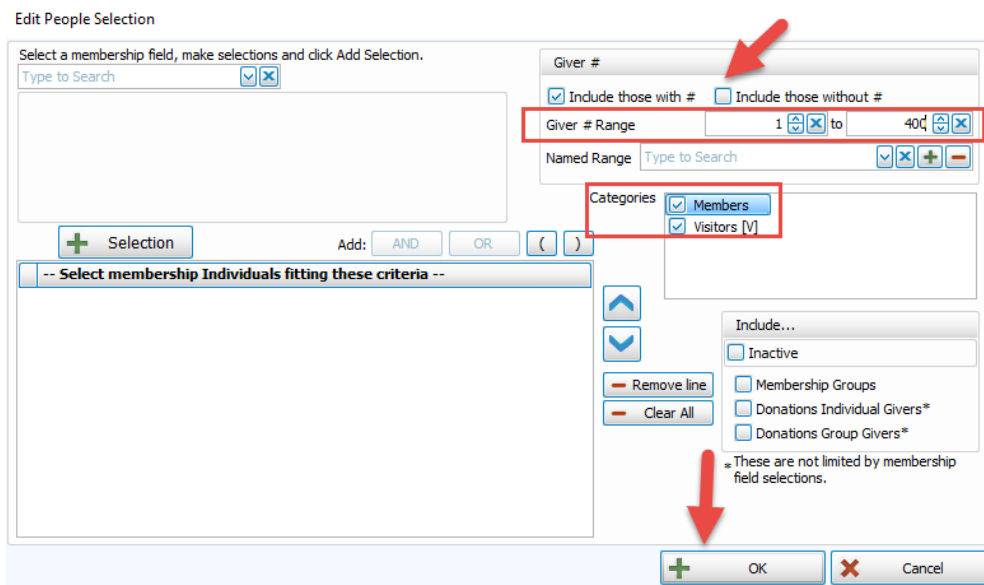
On the *Step 1 – Select who should have labels printed*;- choose the criteria for who will print on your labels.

First Example: labels for people that have a *Giver #*.

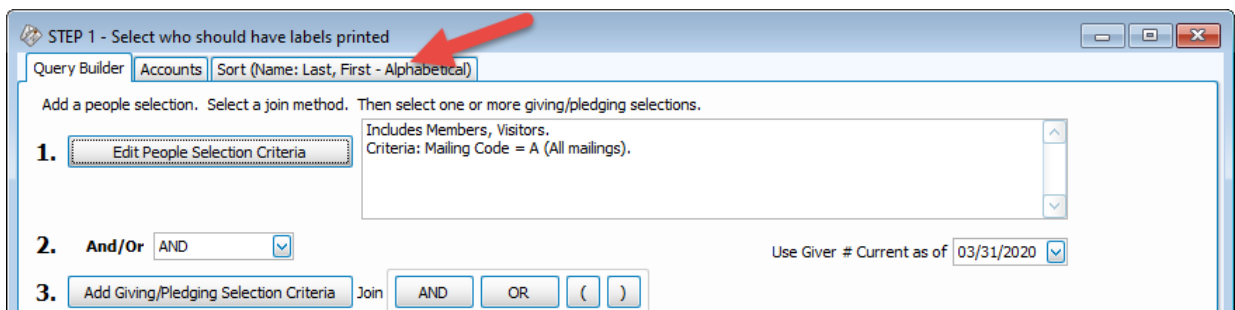
Click #1 Edit People Selection Criteria

On *Edit People Selection*

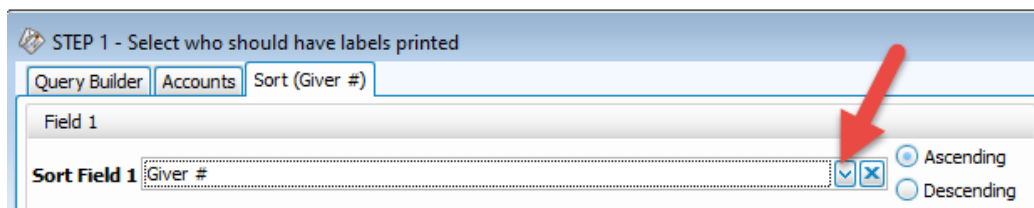
1. Uncheck *Include those without #*
2. Fill in *Giver # Range* 1 to 400
4. Select Categories *Members & Visitors*
5. Click OK.



At *Step 1* - click on the *Sort* tab.



At *Sort Field 1* click the drop arrow to change the sort to *Giver #*, if you would like a *Giver # Sort*.



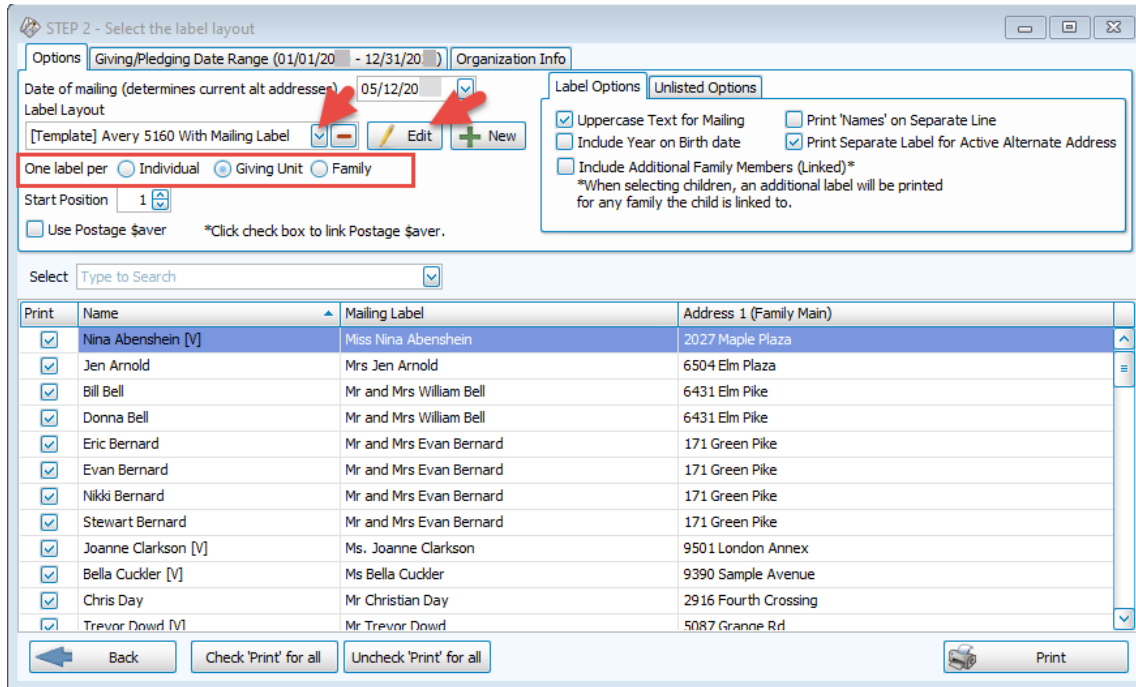
Click Next.

On Step 2 – Select the label layout

Choose the *Label Layout* [Template] Avery 5160 With Mailing Label which uses the Mailing Label from the Family record

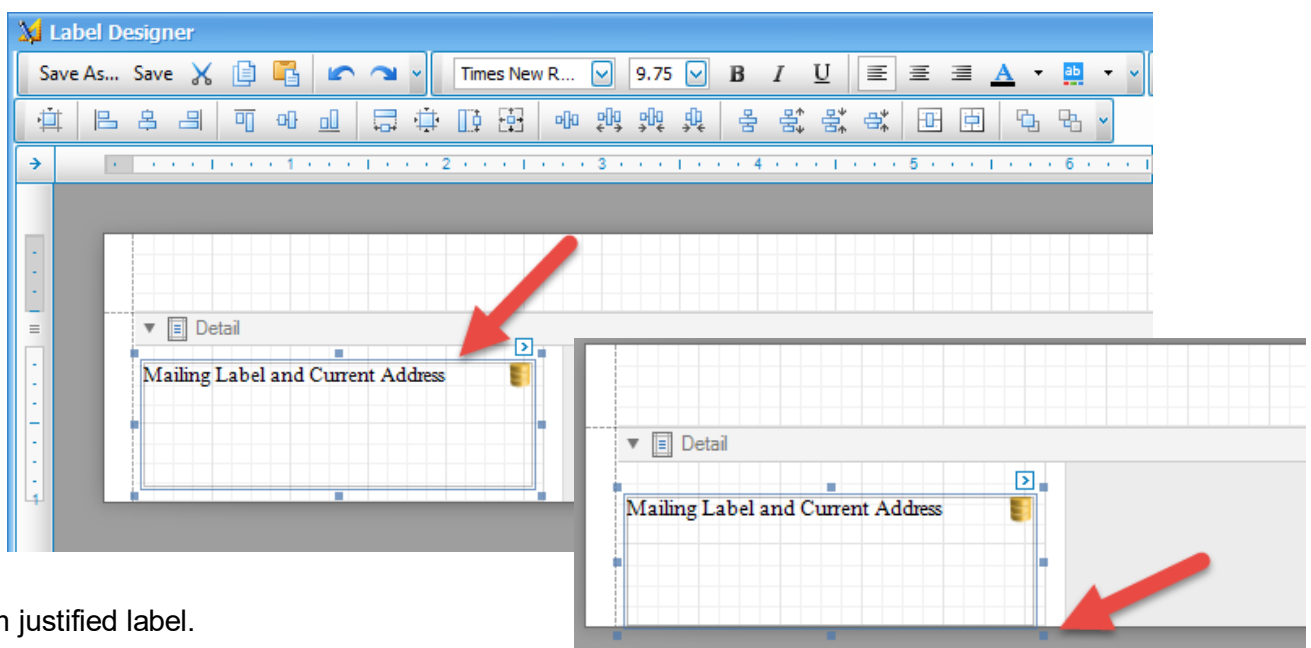
One label per, choose the *Giving Unit*.

To *Edit* the label to add the *Giver #* to the label. Click on *Edit*.



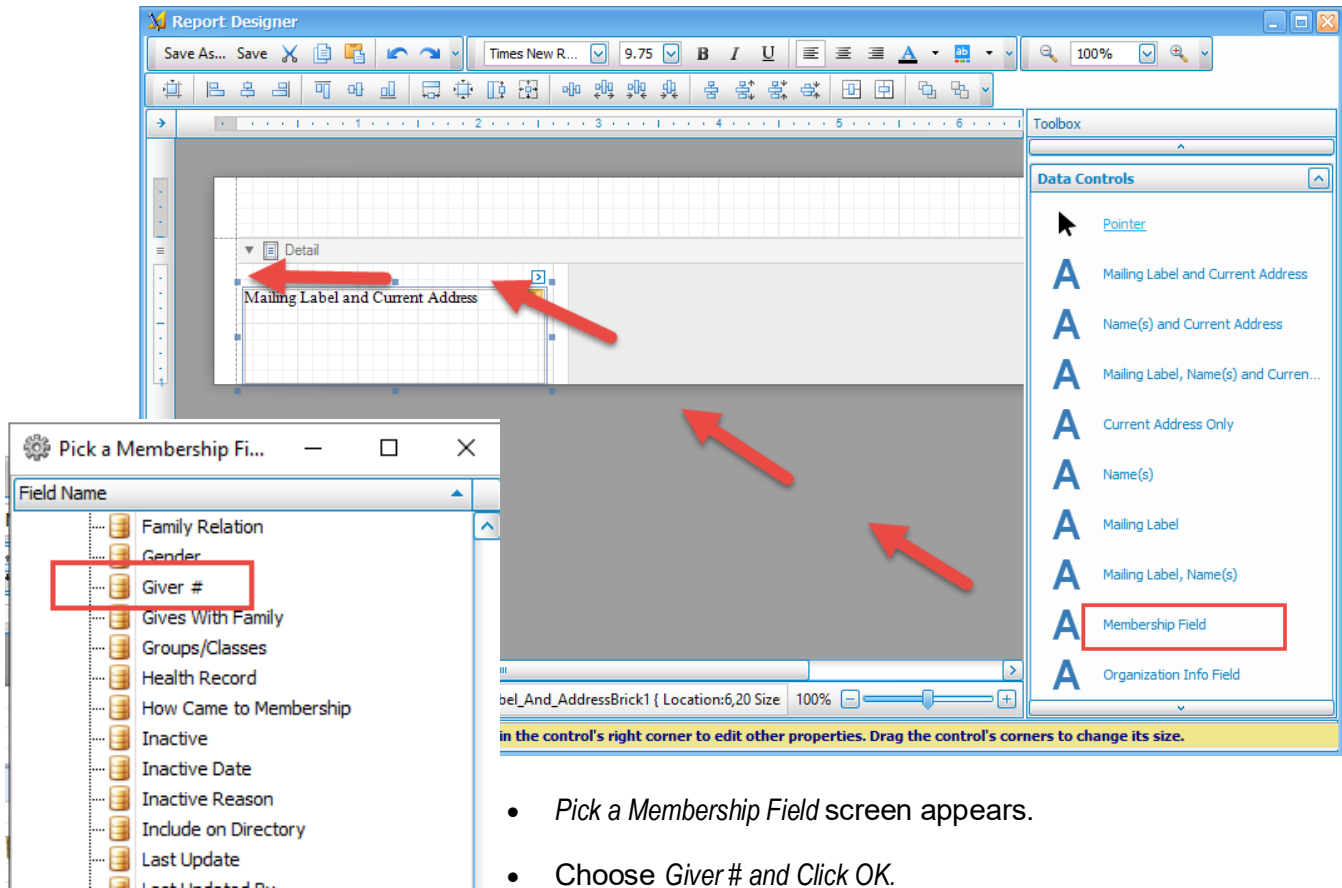
The *Label Designer* appears.

- Click on the Mailing label once and blue squares appear around it. Move the label down to bottom justify it. You may use the down facing arrow on your keyboard.



- Bottom justified label.

At the right under *Data Controls*, drag the *Membership field* above the *Mailing Label and Current Address* label.



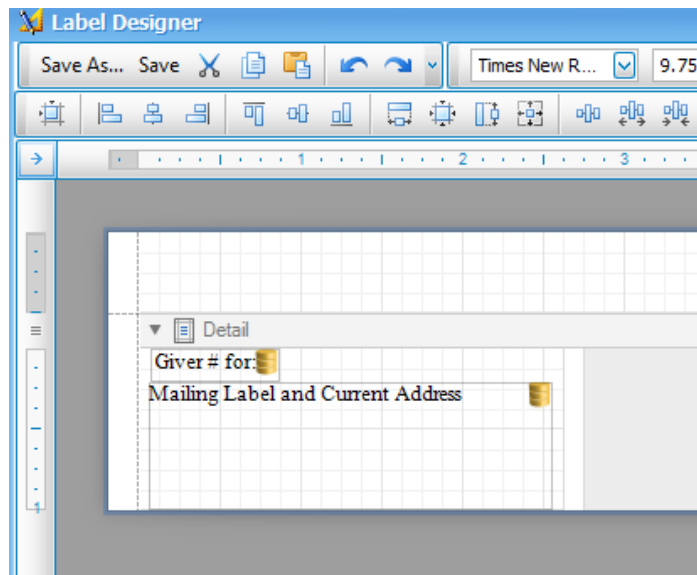
- *Pick a Membership Field* screen appears.
- Choose *Giver #* and *Click OK*.

Screen should display as shown at the right.

Click *Save As* and enter a Name for the Layout and click *OK*.

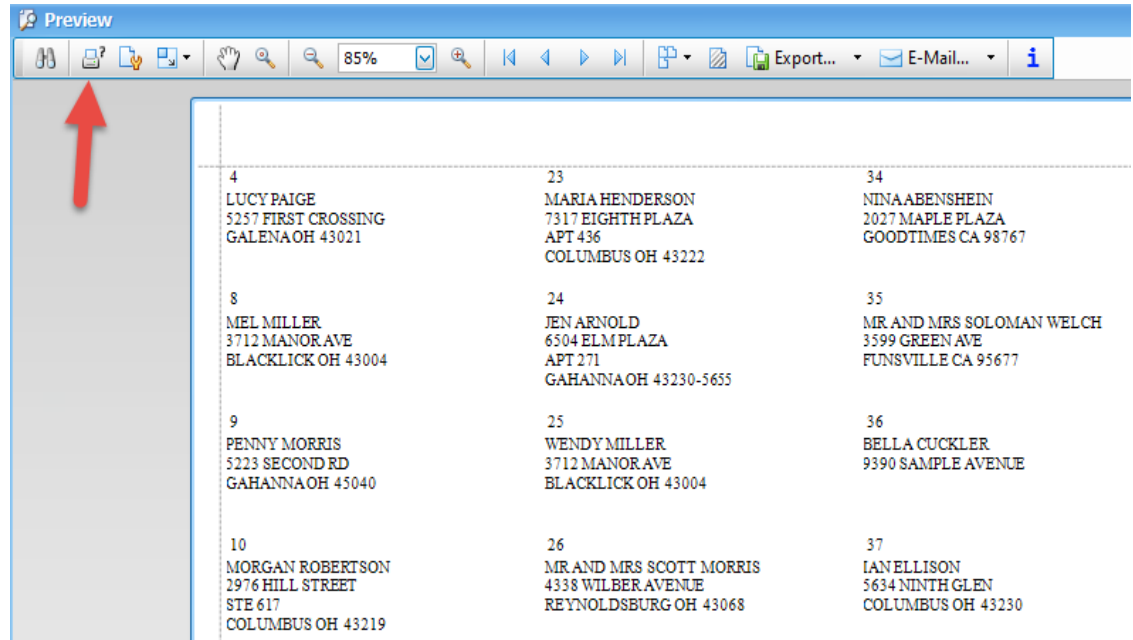
Click to close the screen.

Click *Print*.



The *Preview* shows labels with *Giver #s* by Family.

Click the *Printer* icon to *Print*.



Second Example: labels for *the Parent of...* children in *School Grade - 1st and 2nd Grades*.

Go to *Membership>Labels>Click #1 Edit People Selection Criteria>Edit People Selection*

- At *Select a Membership field...* choose *School Grade* and check *Grade 1 and 2*. Click *Add to Selection*.
- Click *OK*. Click *Next*.
- Click for instruction for adding criteria to a label.

On Step 2 – Select the label layout Choose the *Label Layout [Template] Avery 5160 With Mailing Label* which uses the *Mailing Label* from the *Family record*

- *One label per*, choose *Individual*.
- Click to *Edit the label*.
- On the *Label Designer*, click on the *Mailing label* once and blue squares appear around it. Move the label down to bottom justify it. You may use the down facing arrow on your keyboard.
- At the right under *Standard Controls*, drag the *Label* above the *Mailing Label and Current Address* label.
- Click to *Expand*
- Double click on the *Label* field to add *To the Parents of...*
- Click *Save As*.
- Enter the name for the *Layout*, perhaps *To the Parents of label*.
- Close the screen.

