

Print Baptismal Certificates in CN Family Suite

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Diocese of Sioux Falls is utilizing ParishSOFT for parish management. This new sletter w ill be sent periodically to assist in your transition. Please encourage other ParishSOFT Users in your organization to subscribe. Thank you! Carla Haiar

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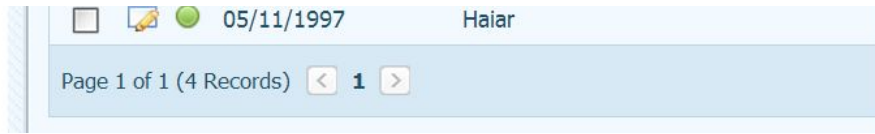
Baptismal Certificates

Printing Baptismal Certificates in CN Family Suite utilizes the mail merge feature. This process can be applied to ANY letter you wish to generate.

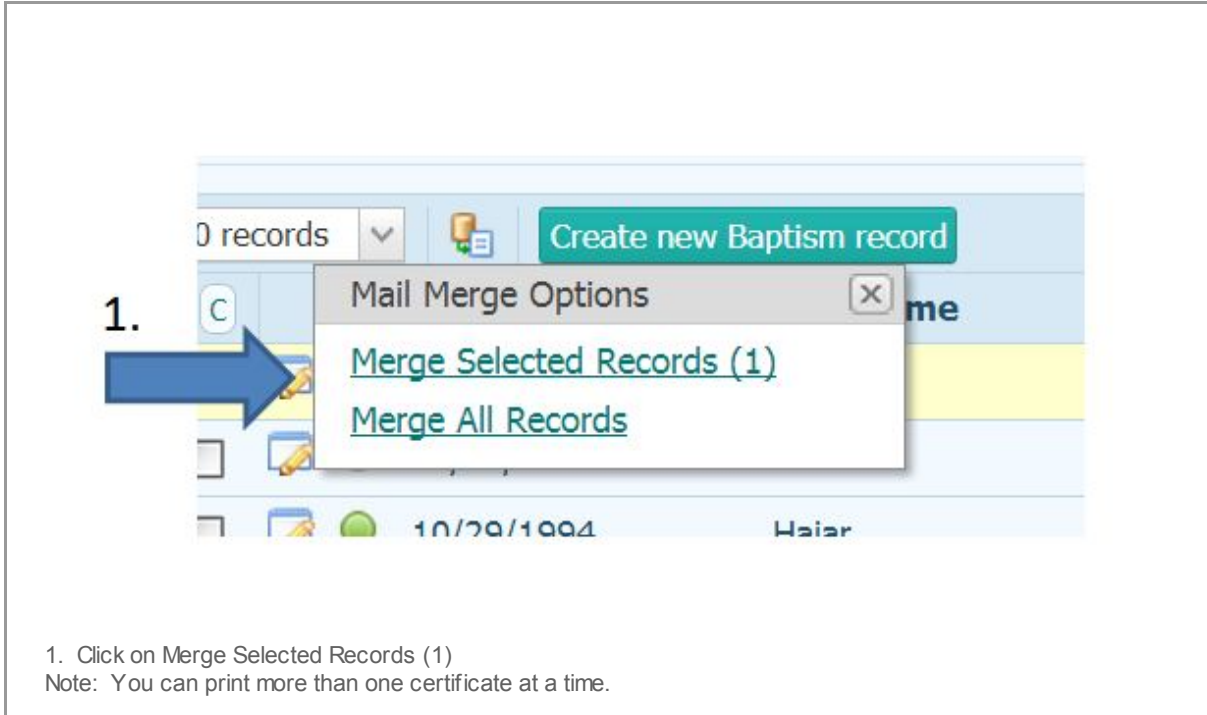
The screenshot shows the "Sacraments" interface in the software. At the top, there are tabs for "Family List", "Member List", "Sacraments", and "Family Workgroups". The "Sacraments" tab is selected. Below the tabs, the title "Sacraments" is displayed, followed by the instruction: "Before adding new sacrament records you must do a search to make sure it does". There are four numbered steps with blue arrows pointing to specific elements:

- 1. Points to the "Sacraments" tab.
- 2. Points to the "Sacrament" dropdown menu, which is currently set to "Baptism".
- 3. Points to the "Completed On" column header in the table below.
- 4. Points to the "Print" icon (a printer) in the table's toolbar.

	Completed On	Last Name	Maiden N
<input checked="" type="checkbox"/>	02/15/1992	Haiar	
<input type="checkbox"/>	09/22/1990	Haiar	
<input type="checkbox"/>	10/29/1994	Haiar	

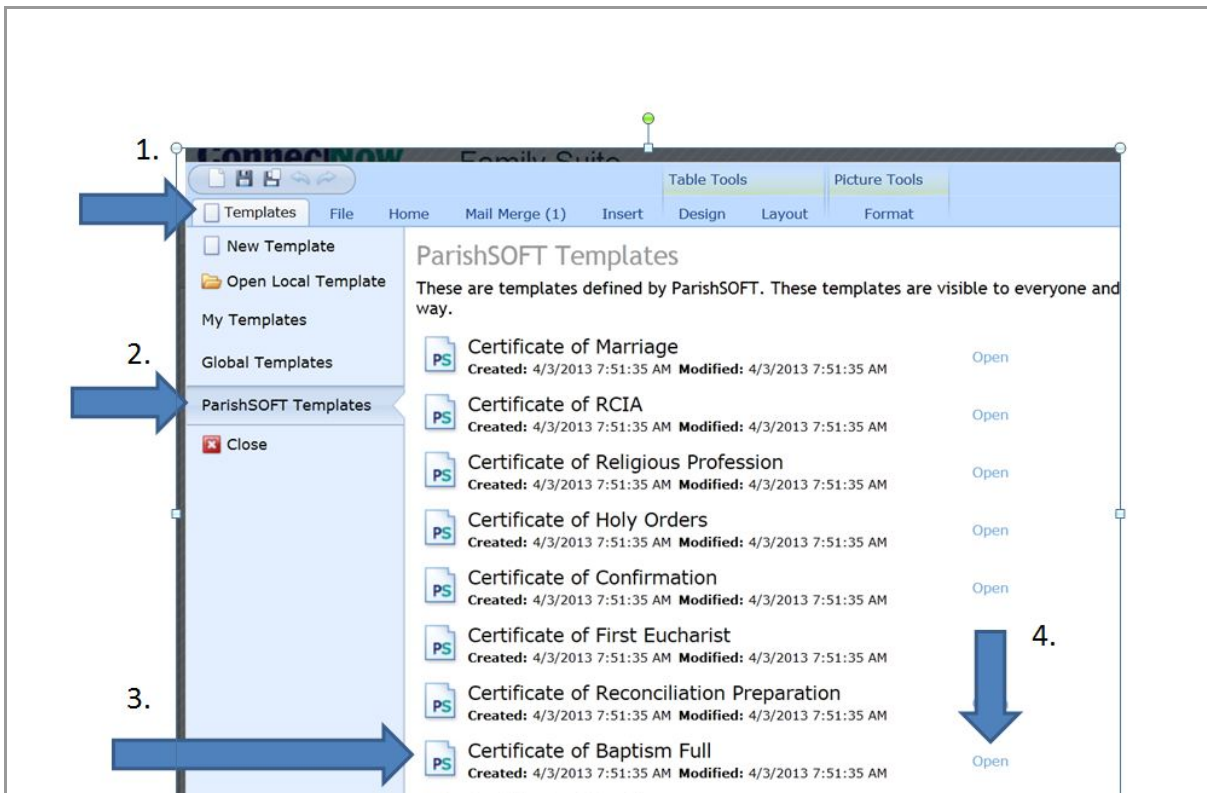


1. Click on Family Directory, Sacraments
2. Locate the record you wish to print the certificate for.
3. Select the record by checking the box.
4. Click on the Mail Merge Icon.



1. Click on Merge Selected Records (1)
- Note: You can print more than one certificate at a time.

A content box will appear asking you to wait while content is being loaded. Once loaded, you will see a Word mail merge screen.

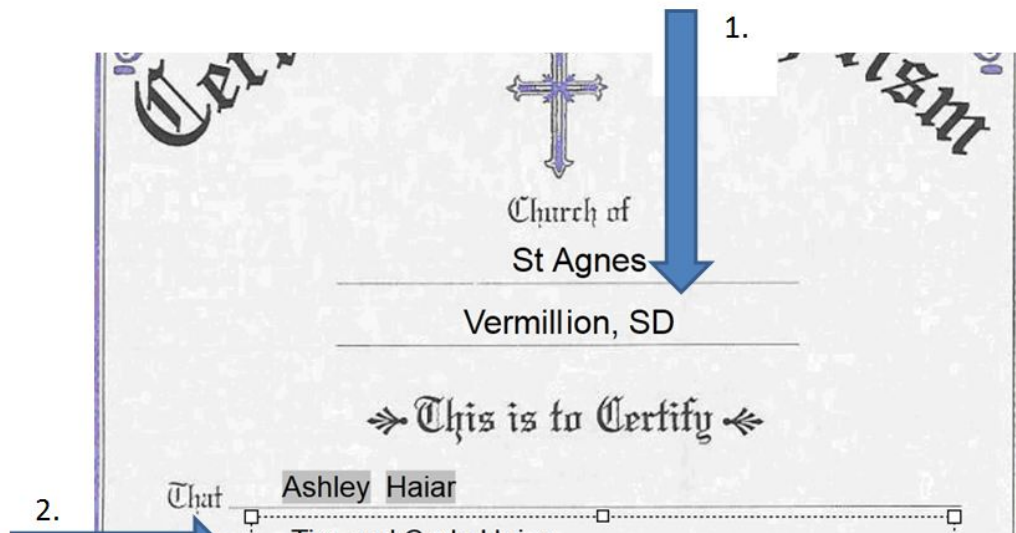


1. Click on Templates.
2. Click on ParishSOFT Templates.
3. Locate the desired Certificate.
4. Click on Open after Certificates of Baptism Full.



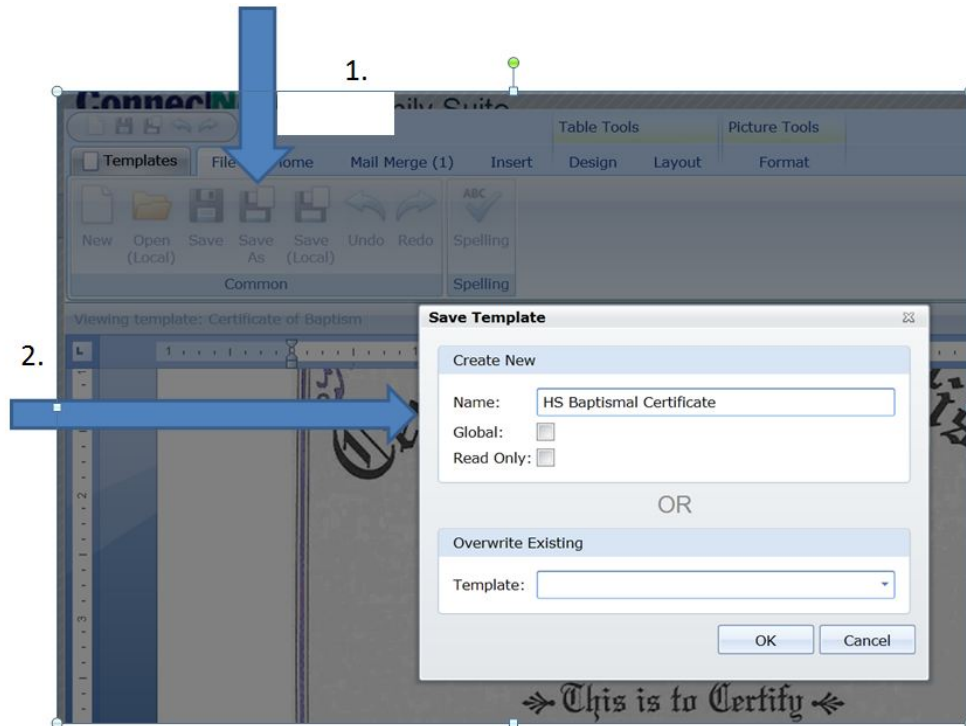
1. Click on View Merged Data
2. Click on Merge to Printer

You may update the certificate in the WORD document as needed.

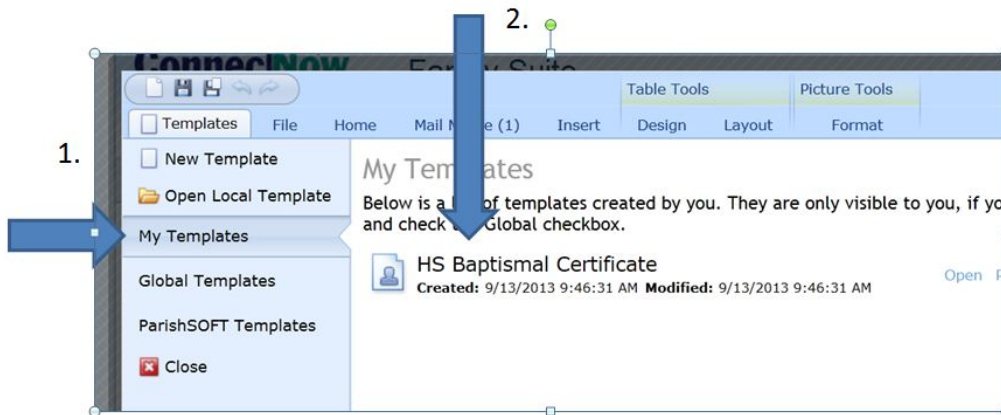




1. Click on the location and simply type in the provide text box.
 2. Enter any data here that may not be in the system.
- Note: Data will NOT be updated in your ParishSOFT database.



- You may save this Template for future use if you have made modifications.
1. Click on File, Save As
 2. Enter a unique Name.



1. You will find your Template under My Templates.
2. Click on Open to the right to open this certificate.

The screenshot shows the Microsoft Word interface with the 'Mail Merge (1)' ribbon selected. A blue arrow labeled '1.' points to the 'Insert Merge Fields' button. A second blue arrow labeled '2.' points to the dropdown menu that appears, listing various baptism-related fields such as 'Baptism Celebrant', 'Baptism Date', 'Baptism Day', 'Baptism Month', 'Baptism Parish', 'Baptism Parish Address 1', 'Baptism Parish Address 2', and 'Baptism Parish City'. The background shows a document template with a decorative border.

1. Click on insert Merge Fields to see available fields to use for merge.
2. List of available fields will change depending on the ParishSOFT screen you click Mail Merge from.

The processing of templates and merges applies to more than Certificates. You can merge a letter from ANY ParishSOFT screen. More extensive merges to come!

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