

# Generate Envelope Labels or List - Diocese of Sioux Falls

**Campaign Preview**

HTML Source

Plain-Text Email

Details

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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*Catholic Diocese of Sioux Falls*



Family Suite

## Generate Envelope Labels or List

In a few short steps you can download a list of envelopes to send to your envelope printing company or generate labels for your own envelope distribution.



3.

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address
<input type="checkbox"/> Aaland, Thomas			555-2222	2516 Aldringham
<input type="checkbox"/> Aasen, Kathy			555-2222	- No Address-Te
<input type="checkbox"/> Aasen, Nancy			555-2222	- No Address-Te
<input type="checkbox"/> Aberg, JudyAnn			555-2222	- No Address-Te
<input type="checkbox"/> Abler, Jason and Tracey	6491	demo@parishsoft.com	555-2222	5048 Rudgate Bl
<input type="checkbox"/> Abney, Greg and Barb	2901		555-2222	4632 Wyndwood
<input type="checkbox"/> Abramovicz, Tom and Jane	4995	demo@parishsoft.com	555-2222	4952 Highpoint D
<input type="checkbox"/> Abrams, Angela			555-2222	81 Fox Run
<input type="checkbox"/> Abt, Shirley			555-2222	- No Address-Te
<input type="checkbox"/> Achterberg, Dean and Marci	1125		555-2222	4041 W Central A

Page 1 of 724 (7240 Records) < 1 2 3 4 5 6 7 8 9 10 ... 720 721 722 723 724 >

1. Click on Family Directory
2. Click on Family List
3. Click on Filter icon.

On your filter, select Both for registrations and Envelopes for Send Envelopes. Some parishes do send envelopes to non-registered families is requested. This pulls all records with Send Envelopes box checked on the Family Details OR Member Details screen.

1.

2.

**Filter**

Please enter and or select the criteria for searching. Only entered and selected values will be applied to by the 'Filter search' box, or change the 'Filter' dropdowns if you do not want these additional constraints.

Membership: Both

Family Group: All Groups

Send Envelopes: Envelopes

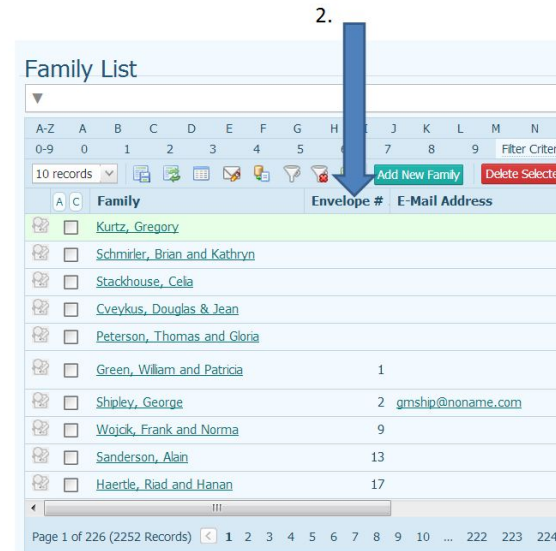
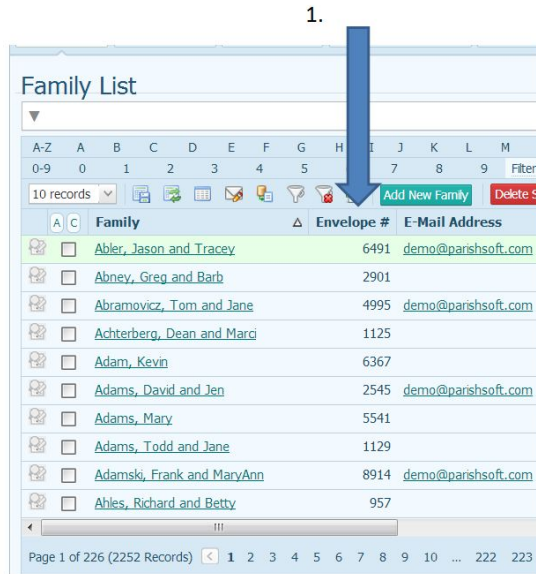
Family Work Groups

- CK Alumni
- Dynamic Workflow Group
- Family Workflow Groups
- Pastoral Director

Advanced Options ▾

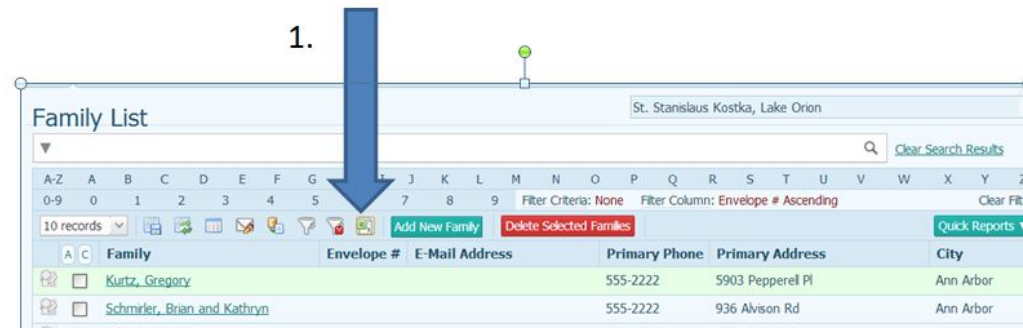


1. Membership to Both.
2. Send Envelopes to Envelopes.
3. Click Apply.



1. Review list of names returned.
2. Click on the Envelope # column to sort by Envelope Number.

Note the names with Send Envelopes checked but no number assigned. Be sure to correct or remove these records before final mailing.



2.

1. Click the Excel icon to download the file in CSV format.  
 2. File will appear in the bottom left hand corner of your screen.

Note: downloads are specific to the browser you are using. Google Chrome drops the file to the lower left hand corner of the screen.

Double Click on the file to open in excel.

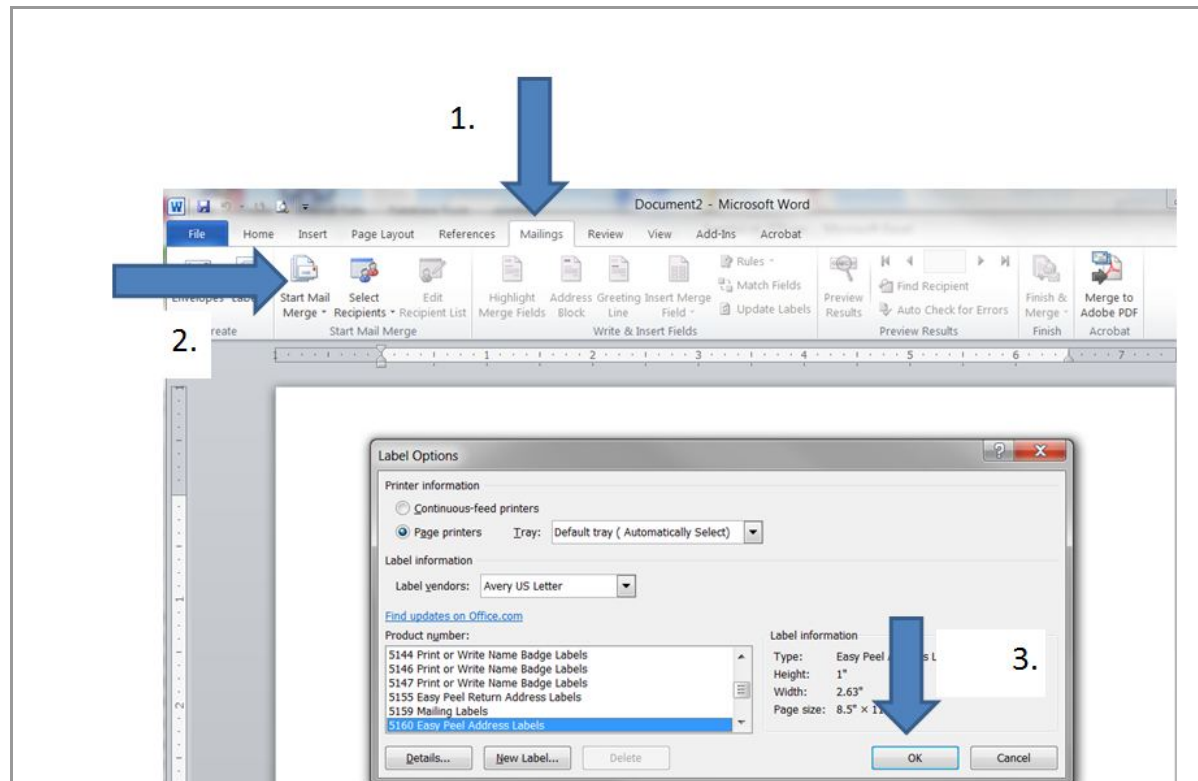
1. Select the column heading of A, D and E to delete this column.  
 2. Select all columns to the right of the Postal Code Plus 4 and Delete these columns.  
 3. Save this spreadsheet to a folder on your computer of all envelope list files by month.

	A	B	C	D	E	F	G
1	Mailing Name	Envelope #	Primary Ac	City	State/Regi	Postal Code	
2	Mr and Mrs Curt	1	PO Box 30	Aurora	SD	57002	
3	Mr and Mrs Rola	2	1030 17th	Brookings	SD	57006	
4	Mr and Mrs Craig	3	1519 Wind	Brookings	SD	57006	
5	Mr and Mrs Glen	4	405 1st Av	Brookings	SD	57006	
6	Mr and Mrs Tyle	5	20717 471	Brookings	SD	57006	
7	Mr and Mrs Mich	6	47158 203	Brookings	SD	57006	
8	Mrs Mercedes A	7	131 Sunris	Brookings	SD	57006	

Final spreadsheet should have Mailing Name, Envelope # and Address.

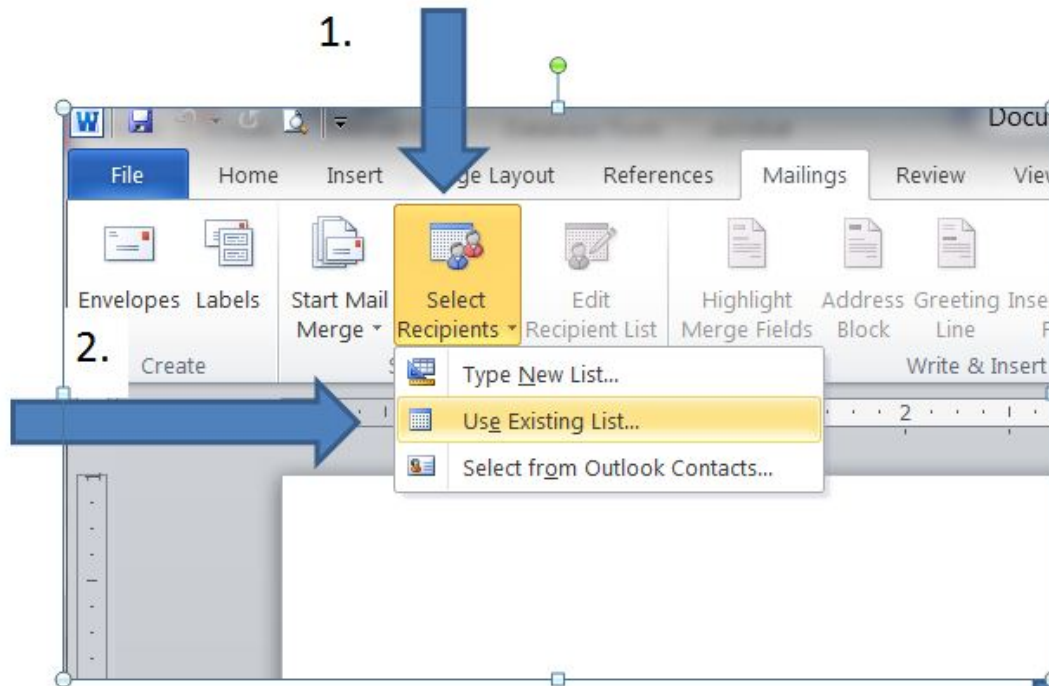
This file can be sent to OSV or any other envelope printing company to generate your envelopes.

To Generate Labels from this SPREADSHEET, use Microsoft WORD Mail Merge.



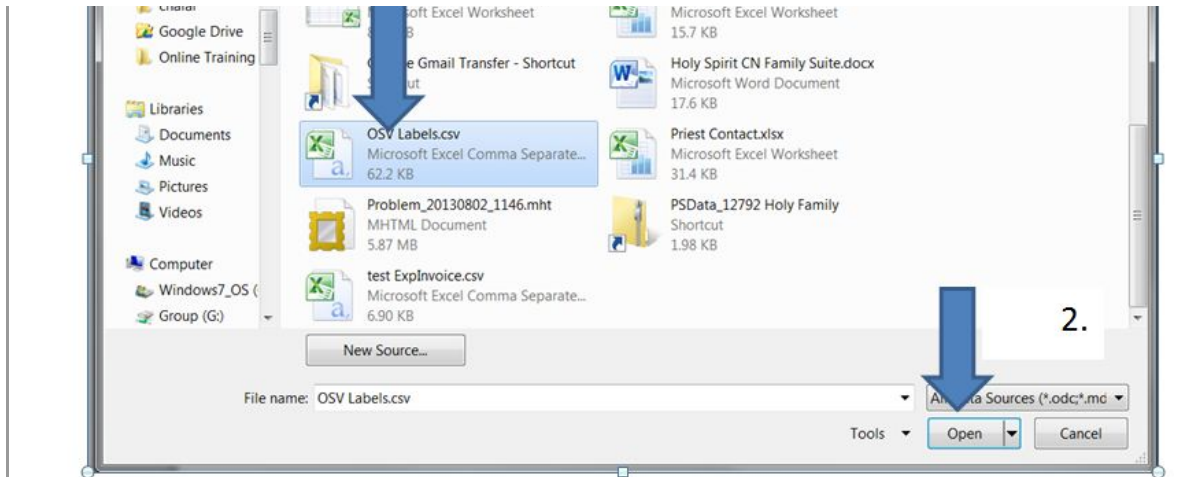
Open Microsoft Office Word

1. Click Mailings
2. Click Start Mail Merge, Select Labels
3. Locate your Label, standard is 5160, click OK.

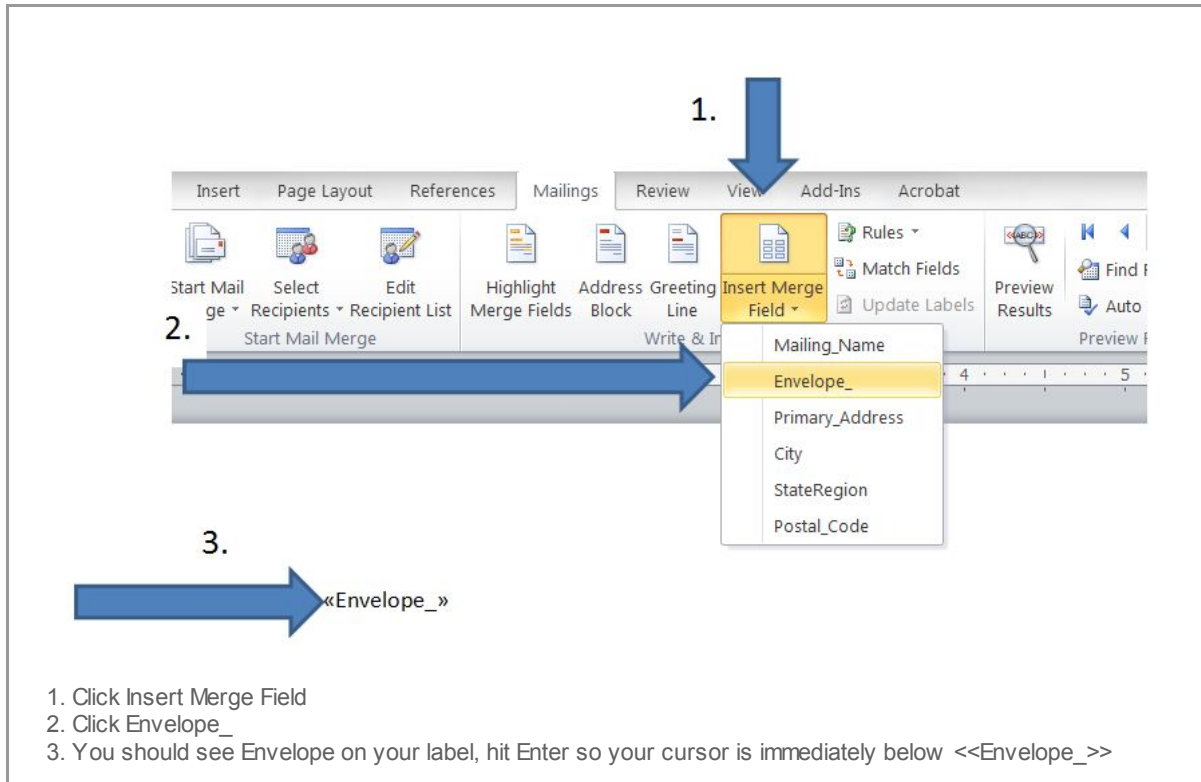


1. Click Select Mail Recipients
2. Click Use Existing List

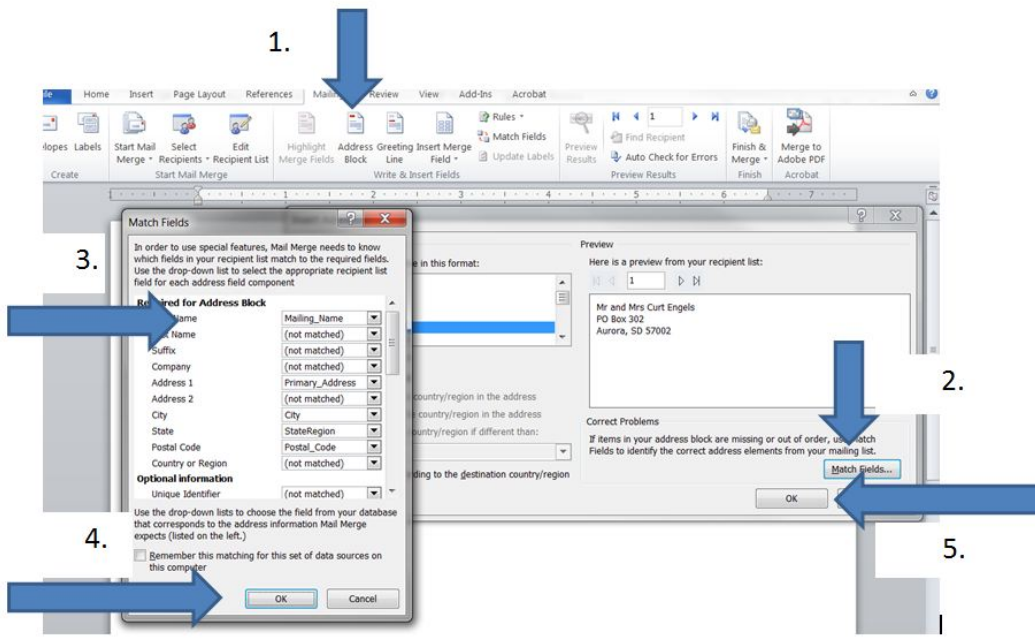




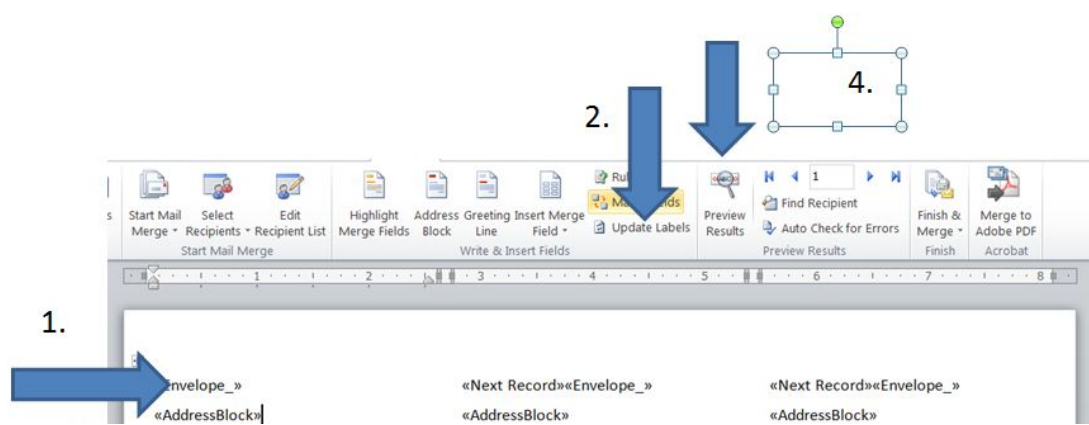
1. Browse to your desired folder location and click on the CSV file.
2. Click Open



1. Click Insert Merge Field
2. Click Envelope\_
3. You should see Envelope on your label, hit Enter so your cursor is immediately below <<Envelope\_>>



1. Click Address Block
2. Click Match Fields
3. Click on First Name and select Mailing Name in drop down.
4. Click on Address1 and select Primary\_Address in drop down.
5. Click State and select StateRegion from drop down.
6. Click Postal Code and select Postal\_Code from drop down.
7. Click OK.
8. Click OK.



1. «AddressBlock»

2. «Next Record»«Envelope\_»

4. «Next Record»«Envelope\_»

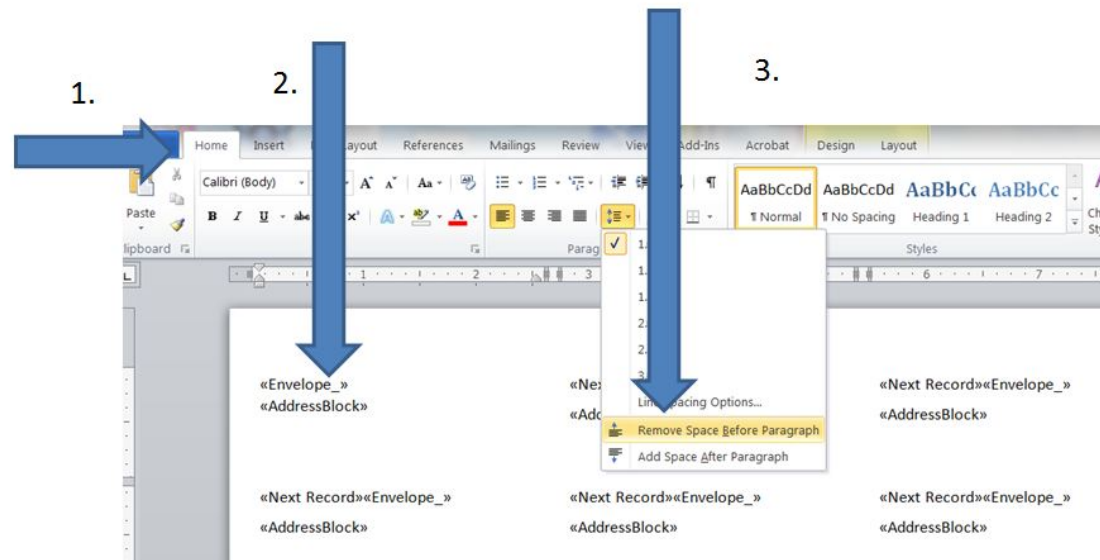
«AddressBlock»

«AddressBlock»



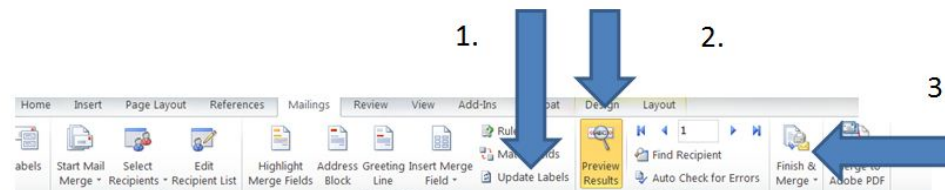


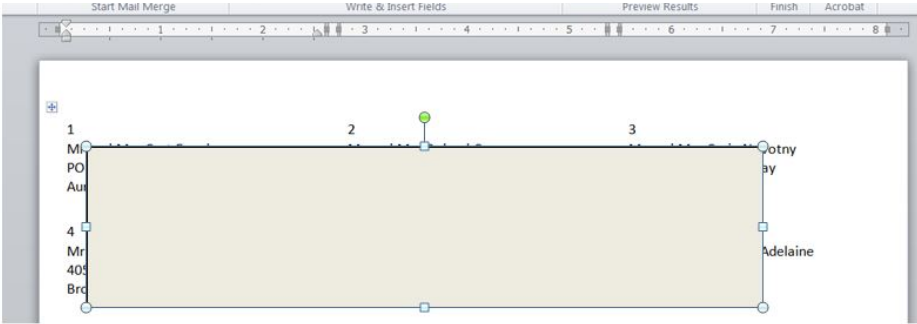
1. You should see <<Envelope\_>> w ith <<AddressBlock>> directly below .
2. Click on Update Labels
3. You will see you labels form populated w ith Next Record
4. Click Preview Results



Many times the labels are too spread out to fit on this 5160 label. So let's remove the extra vertical space.

1. Click Home
2. Select your Text, Envelope\_ and AddressBlock
3. Click on Paragraph, line spacing icon, Remove Space Before Paragraph.





The screenshot shows the Microsoft Word Mail Merge interface. The ribbon at the top includes 'Start Mail Merge', 'Write & Insert Fields', 'Preview Results', 'Finish', and 'Acrobat'. A ruler is visible at the top. The main area shows a label template with a beige background. On the left side, there are labels for 'Mr', 'PO', 'Aur', '4', 'Mr', '403', and 'Brd'. On the right side, there are labels for 'otny', 'ay', and 'Adelaine'. Three numbered steps are overlaid on the template: 1. A green circle is placed on the 'Mr' label. 2. A green circle is placed on the '4' label. 3. A green circle is placed on the 'Adelaine' label.

1. Be sure to go back to Mailings, Update Labels to apply to ALL labels on this page.
2. Click Preview results to see how your labels look.
3. Click Finish and Merge, Print Documents

You have created a WORD Label template that can be used for ANY label downloaded from CN Family Suite. Be sure to save this WORD document within an OSV folder and just change your Select Recipients whenever you need to update your labels.

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