Labels for some Families you did not email to

There will be some times when you need only labels for families in your parish in which you don’t have their email, because you already reached out to most of the families electronically.

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

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

3. Click on the Filter icon (white funnel) and select the correct parameters so you only view the families that do NOT have an email. First selecting Registered and Active so select the currently registered families in your parish.
4. To select the families without an email address, click the arrow to the left of the **Advanced Options** and in the bottom right side, select “Without E-mail” as seen in the screen below:

5. After clicking **Apply**, the main screen will show only those Registered/Active families that ALSO do not have an email listed in ParishSOFT.
6. Click on the Quick Reports button and then select Family Mailing Labels, as seen below.

7. In the label report, as seen below, after clicking on the Print icon, if you do NOT see the option to select Actual Size in the print preferences, exit out of the Print Preview.
8. Instead, click the **Save** icon on the right side of the header, as indicated below, and open the label in Adobe Reader.

9. Within the Adobe Reader program, when you click to Print, you should see the **Actual Size** options.