


Parent Mailing Labels

A *new screen* has been added for easy printing of mailing labels strictly from the parent file.



The screenshot shows a dialog box titled "Parent Mailing Labels" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Select Report Parameters**: A header section.
- Range**: Contains four radio button options: Complete List, Parent ID, Zip Code, and County Code.
- Sort Order**: Contains four radio button options: Parent Name (Alpha), Parent ID (Numeric), Zip Code, and County Code.
- Report Type**: Contains two radio button options: Mailing Labels and ASCII File.
- Special Options**: Contains three checkbox options: Print All Caps, Print County Code, and Print Parent Code.
- Font Size**: Contains two radio button options: Large Fonts and Small Fonts.
- Buttons**: At the bottom, there are three buttons: "Preview" (with a magnifying glass icon), "Print" (with a printer icon), and "Cancel" (with a red X icon).

Go to **Special|Parent Mailing labels** and choose from the following report parameters.
Note: The total number of labels prints on the last page.

Range

Choose the appropriate group you wish the labels to print for.

Complete List – Prints labels for the complete parent file.

Parent ID – Prints labels for a single or range of parents by their ParentID.

Zip Code – Prints labels for a single or range of zip codes.

County Code – Prints labels for a single or range of county codes.

Sort Order

There are various options:

Parent Name (Alpha) – Prints labels alphabetically by parent's last name.

Parent ID (Numeric) – Prints labels numerically by parentID.

Zip Code – Prints labels by numeric zip code order.

County Code – Prints labels by numeric County Code order.



Report Type (Label Style)

The report type prints in one style or can be saved as an Ascii file.

Mailing label – prints only on Laser labels, printing three across and will print on either a laser or ink-jet printer.

Ascii file – this option creates a comma, quotation delimited file containing all addresses selected according to the above parameters chosen. This file can be used as a mail merge file in word processors or merged with other mail lists to create a large combined list.

Special Options

Special options are 'optional'. They let you develop variations for your labels. You can print different options, i.e.: All Caps and Parent Code, All Caps and County Code, All Caps only, County Code only, or Parent Code only.

Print All Caps – Prints your labels in ALL CAPITAL LETTERS.

Print County Code – Prints your county code above the Name & Address.

Print Parent Code – Prints the parent ID code above the Name & Address.

Font Size

Font Size gives you the option to print in Large Fonts – Arial size 12; or Small Fonts – Arial size 10.