

PDF Letters and Mailings

Find Contacts

▼ Edit Search Criteria

Name or Email

is...

in

with



PDF Letters and Mailings

Find Contacts

▸ Edit Search Criteria

175 Contacts Contacts IN Current Members in Congregations

Select Records: All 175 records Selected records only

Print - actions - **Go**

Next >

A B C L M N O P Q R S

Reset all selections

- actions -
- actions -
- Add Contacts to Event
- Add Contacts to Group
- Add Contacts to Household
- Add Contacts to Organization
- Batch Update via Profile
- Delete Contacts
- Delete Permanently
- Export Contacts
- Mailing Labels
- Map Contacts
- Merge Contacts
- New Smart Group
- Print PDF Letter for Contacts**
- Record Activity for Contacts
- Remove Contacts from Group
- Restore Contacts
- Schedule/Send a Mass Mailing
- Send Email to Contacts
- Send SMS to Contacts

			City	State
<input type="checkbox"/>			Youngstown	Ohio
<input type="checkbox"/>		Rm 308	Youngstown	Ohio
<input type="checkbox"/>		Ave	Youngstown	Ohio
<input type="checkbox"/>		Ave	Youngstown	Ohio
<input type="checkbox"/>		Ave	Youngstown	Ohio
<input type="checkbox"/>		Dr	Youngstown	Ohio
<input type="checkbox"/>		he St	Youngstown	Ohio
<input type="checkbox"/>		Babbano Kathleen	3510 Glenmere Dr	Youngstown Ohio

PDF Letters and Mailings

Create Printable Letters (PDF)

Number of selected contacts: 175

Select Template:

Page Format

Your Letter

[Insert Tokens](#)

Select Token

Begin typing to filter list of tokens

- Additional Address 1
- Additional Address 2
- Addressee
- Address Name
- Amount of most recent contribution

Done

Dear

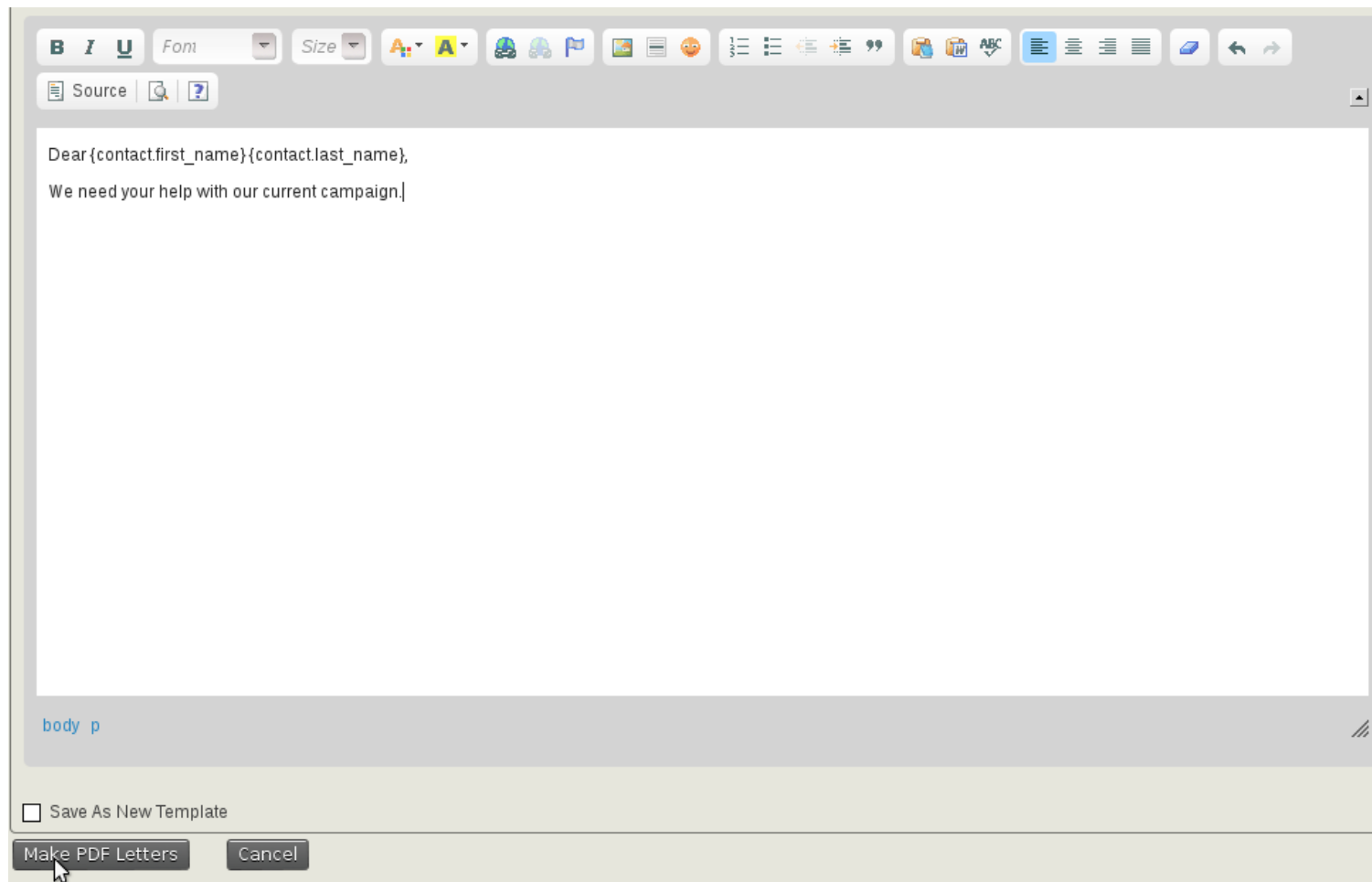
Source

Font Size

ABC

Navigation icons

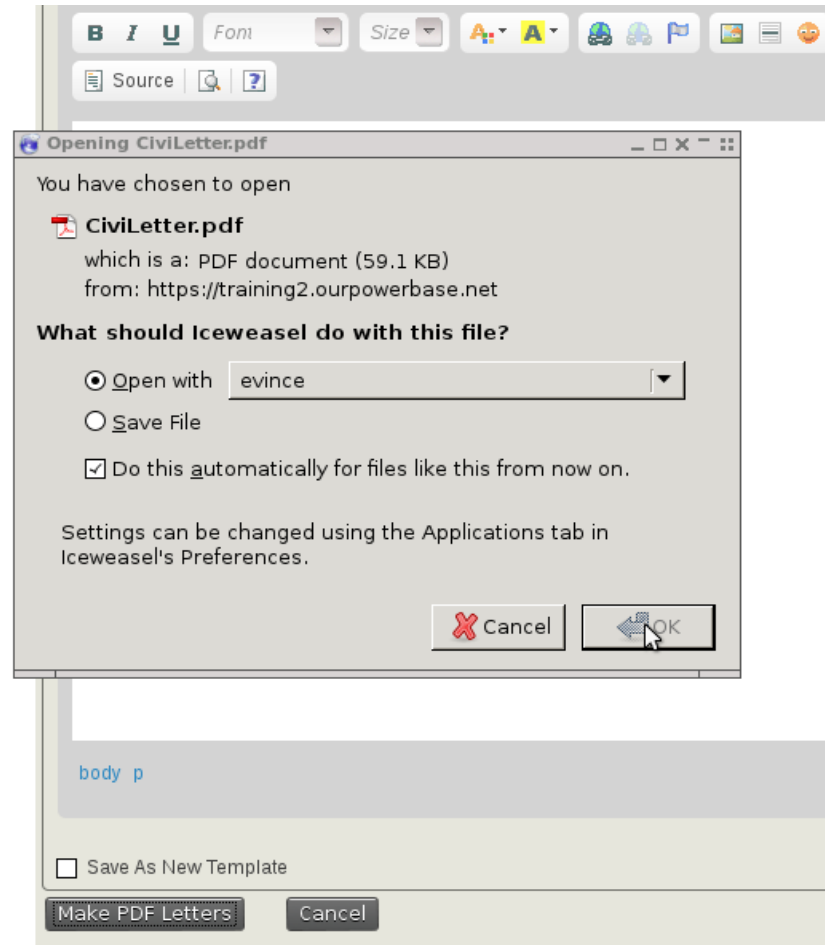
PDF Letters and Mailings

A screenshot of a rich text editor interface. The top toolbar includes buttons for Bold (B), Italic (I), Underline (U), Font color, Size, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Quote, Table, Link, and Unlink. Below the toolbar is a 'Source' tab with a search icon and a help icon. The main text area contains the following text:

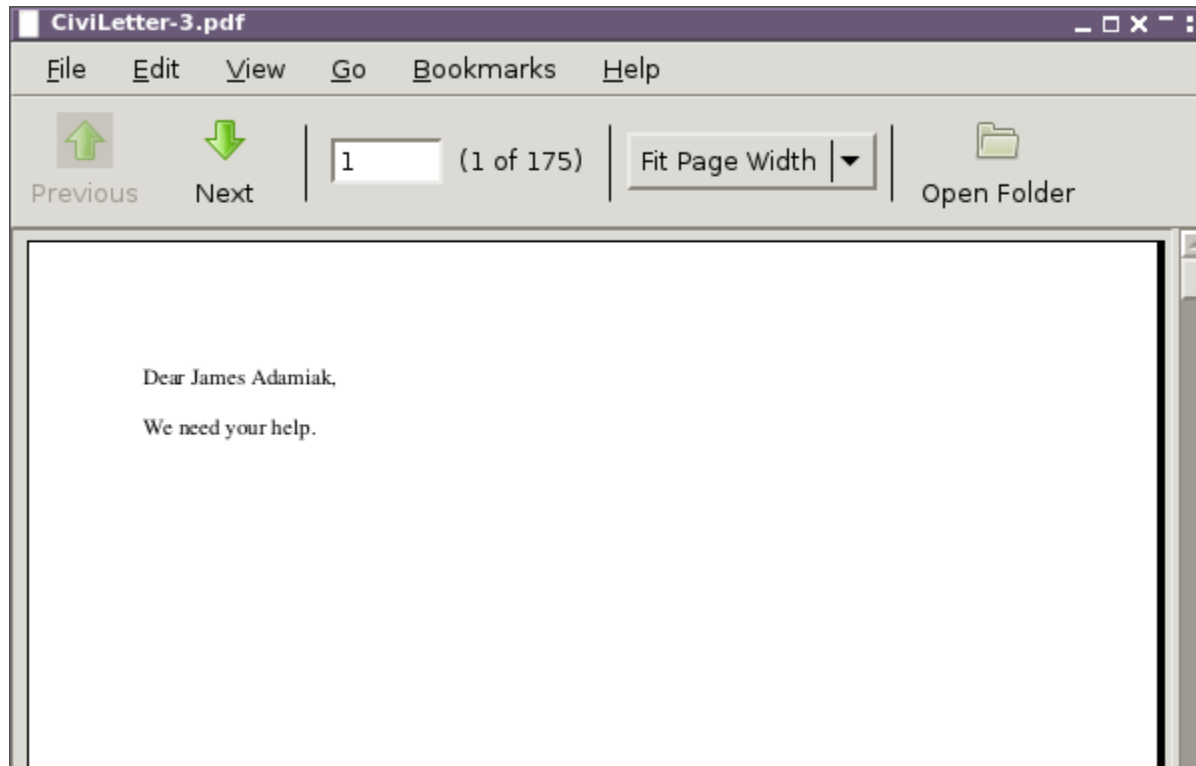
Dear {contact.first_name}{contact.last_name},
We need your help with our current campaign.

At the bottom left of the text area, the text 'body p' is visible. Below the text area is a checkbox labeled 'Save As New Template'. At the bottom of the window are two buttons: 'Make PDF Letters' and 'Cancel'. A mouse cursor is pointing at the 'Make PDF Letters' button.

PDF Letters and Mailings



PDF Letters and Mailings



PDF Letters and Mailings

Find Contacts

▸ Edit Search Criteria

175 Contacts Contacts IN Current Members in Congregations

Select Records: All 175 records Selected records only

Print Mailing Labels **Go**

Next >

A B C M N

Reset all selections

<input type="checkbox"/>		A		
<input type="checkbox"/>		A		Rm 308
<input type="checkbox"/>		A		Ave
<input type="checkbox"/>		A		Ave
<input type="checkbox"/>		A		Ave
<input type="checkbox"/>		A		Dr
<input type="checkbox"/>		A		he St
<input type="checkbox"/>			Babbaro, Kathleen	3510 Glenmere Dr

Mailing Labels

- actions -

- Add Contacts to Event
- Add Contacts to Group
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- Add Contacts to Organization
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- Delete Contacts
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PDF Letters and Mailings

Make Mailing Labels

Number of selected contacts: 175

Select Label *

Select Location

- select label -
- Avery 3475
- Avery 5160
- Avery 5161**
- Avery 5162
- Avery 5163
- Avery 5164
- Avery 8600
- Avery L7160
- Avery L7161
- Avery L7162
- Avery L7163

Powered by Civ

PDF Letters and Mailings

Make Mailing Labels

Number of selected contacts: 175

Select Label *

Select Location

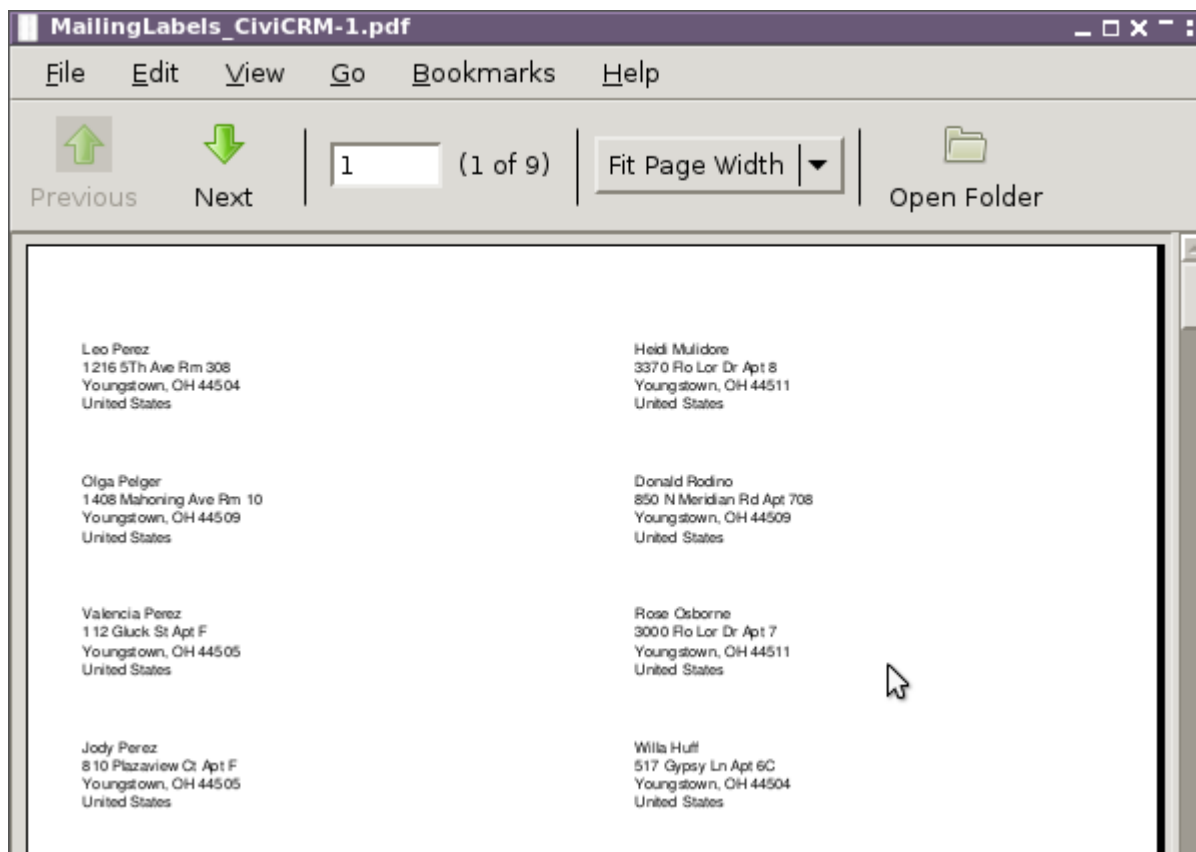
- Primary labels for cor
- Billing is for contacts
- Home is for contacts
- Main is for contacts
- Other
- Work

PDF Letters and Mailings

- Do not print labels for contacts with "Do Not Mail" privacy option checked
- Merge labels for contacts with the same address
- Merge labels for contacts belonging to the same household



PDF Letters and Mailings



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