Envelope numbers to the Printer:

1. Do a Search to narrow the scope down to parishioners with Envelope Numbers. This search was for Active parishioners:



1. Click on the Download Button and create a csv file:



1. Eliminate the fields that the printer does not need:



1. Sort the spreadsheet by Has Envelopes (True or False):



1. Delete the parishioners that have False:



1. Eliminate the column Has Envelopes:



Your Excel spreadsheet is ready to email to the Printer.