



Church Windows Software Export Envelope File

File Export Steps

- 1) Open Church Windows
- 2) Select **Membership**
- 3) Select **Reports**
- 4) Select **Lists/Labels**
- 5) This opens a series of setup windows. Check appropriate settings in each window and click **Next**. Below are suggested settings.
 - a) Report/Label Selection Window
 - i) If you have already performed through Step **5.b.i.(3)**, select **Active** from the **Saved Selections** box, click **Next**, and proceed to Step **5.b**.
 - ii) Select **Member File**
 - iii) Select one of the following: **All Persons, All Members, or All Households**
 - iv) You may limit the list to certain members in the **Select From Following Fields** section (i.e., set **Status, Equal To, Full Member**)
 - (1) Set additional limitations by selecting limitations, then click **And**
 - v) Click **Next**
 - b) Confirm Selection Window
 - i) **Sort By** options:
 - (1) Set **Sort By** to **Envelope # or Name**
 - (2) Enter **Active** in the **Save As** field
 - (3) Click **Next**
 - c) Report Format Window
 - i) Check **Mail Merge/Export**
 - (1) If you have already performed through **Step 5.c.i.(3).(ii)**, select **Envelope Service** from the **Mail Merge/Export** name and proceed to step **5.c.ii**, otherwise click **New** (this section is a one-time operation)
 - (2) Enter a **Title of Envelope Service**
 - (a) Enter the **File Name** as your Envelope Service **File Number**
 - (3) Set **Separate Fields With** to **Comma**
 - (i) Leave **Separate Records With** as the default (**{13}, {10}**)
 - (ii) In **Select From Following**, highlight each of the following and click **Add**:
 1. **Envelope #**
 2. **Mailing Label**
 3. **Address 1**
 4. **Address 2**
 5. **City State**
 6. **Zip Code**
 - ii) Click **Next**
 - iii) Click **Close** to close the **Merge/Export** preview window
 - iv) Click **Cancel** to close the **Report Format** window
 - 6) Attach the export to an email, and e-mail it to lists@envelopecenter.com

For additional assistance, please contact **Church Windows** at 1-800-533-5227.