



## 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](mailto:lists@envelopecenter.com)

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