



Logos II Software Export

File Export Steps

- 1) Open Logos II
- 2) Select **Reports/Labels**.
- 3) This opens a series of setup windows. Check appropriate settings in each window and click **Next**. Below are settings to check.
 - a) First Window:
 - **Mailing Option:** None
 - **Label per Family:** Select appropriate
 - **Label per Individual:** Select appropriate
 - **Label Text Options:** Select appropriate
 - b) Second Window
 - **Format Options:**
 - Uncheck **Include Carrier Route**
 - Check other options if desired
 - **If Children Only:** Select if appropriate
 - Label Options:
 - Check **Envelope#**
 - Uncheck **Barcode** and **Phone #**
 - Click **Next**
 - c) Third Window
 - Search Criteria: Select appropriate
 - Click **Next**
 - d) Fourth Window
 - Sort Options: Select Name or Envelope #
 - Click **Next**
 - e) Fifth Window
 - Output Options:
 - Output Destination
 - Select **Export To: AND Delimited With Comma**
 - Click **Run**
 - File Save Window
 - In the File Name box, enter your **File Number**.
 - If you do not specify a directory, Logos will create the file in the **C:\Logoswin\Logos\Export** directory.
- 4) Attach the file to an e-mail, **and e-mail it to lists@envelopecenter.com** .

All instructions have been provided by Logos Management Software. For additional assistance, please contact Logos Technical Support at the appropriate office.

A+ Contract 1-866-229-8772

Other Contracts 1-800-325-7085

No Contract 1-805-392-1602