

Print Parameters

No one print parameter affects all reports. The two main print parameters that cause the most confusion are the Combine Family and List Family parameters. The combine parameter does not impact some reports while the list family parameter does not impact some other reports. Some reports are impacted by neither and others are impacted by both. Hopefully this chart will help you to understand how they work.

Refer to the “Mr. & Mrs. If?” chart on the following page to see how the combine features works for the reports that are impacted.

Combine Parameter

List Family Parameter

The table below lists the reports that are impacted by these two parameters. The “X” indicates impacted reports.

Report Name	Combine Parameter	List Family Parameter
Address List		
Attendance Rolls		
Attendance to Date		
Build Presort	X	X
Class Cards		
Directory		X
Envelopes	X	X
Export to PhoneTree		
Formatted	X	X
Full List		X
Group E-mail		
Individual Information		X
Labels	X	X
Name List		
One Line Report		X
Outreach		
ShelbyCommunicator	X	
Standard Cards		X
Streets on a Disk		
Telephone List		X
Visitation Card		X
Word Processing Interface	X	X

Note: List Family But Only Once impacts some reports by eliminating the spouse or children.

Mr. & Mrs. If?

When printing labels and creating word processing interfaces, you are confronted by the same problem: how to print Mr. & Mrs. There are eight options that affect printing Mr. & Mrs. which can be a little daunting until you understand how they work. The table below illustrates the results when using one of the three scenarios listed below.

We will look at how names print when the last names are the same and when they are different. If that were not enough, there are a couple of added pieces to the puzzle that provide a little more complexity, yet more customization: "Print One Label Per Family" and "Greetings" which are especially good for handling addresses for widows and couples who have specific title needs, such as "Dr. John Smith & Dr. Mary Smith."

Scenario #1 Only the married male Head of Household is selected

Greeting: Dr. John Smith & Dr. Mary Smith (Same Last Name) or Dr. John Smith & Dr. Mary Smithmore (Different Last Name)

Scenario #2 Both husband & wife are selected

Scenario #3 Only a married woman is selected

It helps to put the statement "Print Mr. & Mrs. if a certain option is true" before each option (e.g. Print Mr. & Mrs. if the person selected is a married man and his wife is on file. Or Print Mr. & Mrs. if the person selected is married and their spouse is on file. You must look at each scenario independently of the others. You must look at each record selected and apply the "Print Mr. & Mrs. If" statement to really understand the results.

Selection Options	Same Last Name	Different Last Name	One Label Per Family	Greeting
Combine Children or Spouse If Selected				
Scenario # 1 Male Head of Household	Dr. John Smith	Dr. John Smith	Dr. John Smith	Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith
Scenario #2 Husband & Wife	Dr. & Dr. John Smith	Dr. John Smith & Dr. Mary Smithmore	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different)	
Scenario #3 Married Woman	Mrs. Betty Jones	Mrs. Betty Jones	Mrs. Betty Jones	

Print Separate if Both Spouses Selected				
Scenario # 1 Male Head of Household	Dr. John Smith	Dr. John Smith	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different)	Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith
Scenario #2 Husband & Wife ¹	Dr. John Smith Dr. Mary Smith	Dr. John Smith Dr. Mary Smithmore	Dr. John Smith Dr. Mary Smithmore	
Scenario #3 Married Woman	Mrs. Betty Jones	Mrs. Betty Jones	Mr. & Mrs. Jones	

¹ Prints two labels unless choosing "One Label Per Family"

Combine If Married Male				
Scenario # 1 Male Head of Household ¹	Dr. & Dr. John Smith	Dr. John Smith & Dr. Mary Smithmore	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different)	Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith
Scenario # 1 Male Head of Household ²	Dr. & Mrs. John Smith	Dr. & Mrs. John Smith	Dr. & Mrs. John Smith	
Scenario #2 Husband & Wife ³	Dr. & Dr. John Smith Dr. Mary Smith	Dr. John Smith & Dr. Mary Smithmore Dr. Mary Smithmore	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different)	
Scenario #3 Married Woman	Mrs. Betty Jones	Mrs. Betty Jones	Mrs. Betty Jones	

¹ John Smith is married and his wife is in the computer

² John Smith is married and his wife is NOT in the computer (Notice the title change)

³ Prints two labels unless choosing "One Label Per Family"

Combine if Married Male With Wife on File				
Scenario # 1 Male Head of Household ¹	Dr. & Dr. John Smith	Dr. John Smith & Dr. Mary Smithmore	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different)	Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith
Scenario # 1 Male Head of Household ²	Dr. John Smith	Dr. John Smith	Dr. John Smith	
Scenario #2 Husband & Wife ³	Dr. John Smith Dr. Mary Smith	Dr. John Smith & Dr. Mary Smithmore Dr. Mary Smithmore	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different)	
Scenario #3 Married Woman	Mrs. Betty Jones	Mrs. Betty Jones	Mrs. Betty Jones	

¹ John Smith is married and his wife is in the computer

² John Smith is married and his wife is NOT in the computer

³ Prints two labels unless choosing "One Label Per Family"

Selection Options	Same Last Name	Different Last Name	One Label Per Family	Greeting	
Combine If Married Male & Pledge/Spouse					
Scenario # 1 Male Head of Household ¹ Scenario # 1 Male Head of Household ² Scenario #2 Husband & Wife ^{3&5}	} Dr. & Dr. John Smith Dr. John Smith Dr. & Dr. John Smith Dr. Mary Smith Dr. John Smith Dr. Mary Smith Mrs. Betty Jones	Dr. John Smith & Dr. Mary Smithmore Dr. John Smith Dr. John Smith & Dr. Mary Smithmore Dr. Mary Smithmore Dr. John Smith Dr. Mary Smithmore Mrs. Betty Jones	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different) Dr. John Smith Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different) Dr. John Smith Mrs. Betty Jones	Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith	
Scenario #2 Husband & Wife ^{4&5}		Dr. John Smith Dr. Mary Smithmore	Dr. John Smith Mrs. Betty Jones	Dr. John Smith	Dr. John Smith & Dr. Mary Smith
Scenario #3 Married Woman					
¹ John Smith is married and has Yin Pledge/Spouse Field ² John Smith is married and has N in Pledge/Spouse Field ³ John Smith is married and has Yin Pledge/Spouse Field ⁴ John Smith is married and has N in Pledge/Spouse Field ⁵ Prints two labels unless choosing "One Label Per Family"					

Combine If Married				
Scenario # 1 Male Head of Household Scenario #2 Husband & Wife ¹	} Dr. & Dr. John Smith Dr. & Dr. John Smith Mr. & Mrs. Ralph Jones Mr. & Mrs. Jones	Dr. John Smith & Dr. Mary Smithmore Dr. John Smith & Dr. Mary Smithmore Dr. Mary Smithmore & Dr. John Smith Mrs. Betty Jones & Mr. Ralph Johnson Mr. & Mrs. Jones	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different) Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different) Mrs. & Mrs. Ralph Jones or Mrs. Betty Jones & Mr. Ralph Johnson (if different) Mr. & Mrs. Jones	Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith
Scenario #3 Married Woman ²				
Scenario #3 Married Woman ³				
¹ Prints two labels unless choosing "One Label Per Family" ² Betty Jones is married and her husband, Ralph, is in the computer ³ Betty Jones is married and her husband is NOT in the computer				

Combine If Married and Spouse On File				
Scenario # 1 Male Head of Household ¹ Scenario # 1 Male Head of Household ² Scenario #2 Husband & Wife ³	} Dr. & Dr. John Smith Dr. John Smith Dr. & Dr. John Smith Dr. & Dr. John Smith Mr. & Mrs. Ralph Jones Mrs. Betty Jones	Dr. John Smith & Dr. Mary Smithmore Dr. John Smith Dr. John Smith & Dr. Mary Smithmore Dr. Mary Smith & Dr. John Smith Mrs. Betty Jones & Mr. Ralph Johnson Mrs. Betty Jones	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different) Dr. John Smith Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different) Mr & Mrs. Ralph Jones or Mrs. Betty Jones & Mr. Ralph Johnson (if different) Mrs. Betty Jones	Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith
Scenario #3 Married Woman ⁴				
Scenario #3 Married Woman ⁵				
¹ John Smith is married and his wife is in the computer ² John Smith is married and his wife is NOT in the computer ³ Prints two labels unless choosing "One Label Per Family" ⁴ Betty Jones is married and her husband, Ralph, is in the computer ⁵ Betty Jones is married and her husband is NOT in the computer				

Print to Parents If Selected Children				
Scenario #1 Both Spouses on File Scenario #2 One Spouse on File	Dr. & Dr. John Smith Dr. John Smith	Dr. John Smith & Dr. Mary Smithmore Dr. John Smith	Dr. & Dr. John Smith or Dr. John Smith & Dr. Mary Smithmore (if different) Dr. John Smith	Dr. John Smith & Dr. Mary Smith Dr. John Smith & Dr. Mary Smith

It should be obvious that if the person is single, either male or female, it only prints the individual's title. If no title prints, check to see if there is a title on the individual's record or if you checked to print titles in the report setup.

Print Selected Profiles & Profile Comments

Print Profiles

Print Profile Comments

Set the Selected Profiles to Print

Choose portion of Comment Info.

Report Information
File Help

Company: First Church of the City

Report Group: General
Report Name: Test Report
Password Required for: Unsecured
Password: _____

1. Criteria/Reports 2. Sort 3. Print Parameters

Address to use: Use Address Preferences
Combine Family: Combine If Married And Spouse On File
List Family: Do Not List Family, Just Selected Person
Profiles: Do Not Print Profiles
Profile Comments: Print Selected Profile Comments

Status of Individuals To Include:
 Include Active Individuals
 Include Inactive Individuals
 Include Deleted Individuals

Types of Individuals To Include:
 Include Members
 Include Prospects
 Include Misc

Set Profiles to Print

Double-click Criteria or Reports you want to add. Add Sort fields by choosing the desired sort field and clicking the right-pointing hand. Remove sort fields by clicking the left-pointing hand. Up and down-pointing hands change the order in which the fields are sorted.

Do Not Print Profiles
 Print All Profiles
 Print All Profiles With Description
 Print Selected Profiles
 Print Selected Profiles With Description

Do Not Print Profile Comments
 Print All Profile Comments
 Print Selected Profile Comments

On the Print Parameters Tab, you can choose to print or not print profiles or profile comments on reports.

Note: Choosing to print profiles on reports that are not designed to print profiles, such as mailing labels, will not cause profiles to print on them.

Report Information
File Help

Company: First Church of the City

Report Group: General
Report Name: Test Report
Password Required for: Unsecured
Password: _____

1. Criteria/Reports 2. Sort 3. Print Parameters

Address to use: Use Address Preferences
Combine Family: Combine If Married And Spouse On File
List Family: Do Not List Family, Just Selected Person
Profiles: Do Not Print Profiles
Profile Comments: Print Selected Profile Comments

Status of Individuals To Include:
 Include Active Individuals
 Include Inactive Individuals
 Include Deleted Individuals

Types of Individuals To Include:
 Include Members
 Include Prospects
 Include Misc

Set Profiles to Print

Double-click Criteria or Reports you want to add. Add Sort fields by choosing the desired sort field and clicking the right-pointing hand. Remove sort fields by clicking the left-pointing hand. Up and down-pointing hands change the order in which the fields are sorted.

You can see in the example above that you can choose to print profiles with or without description and either all or selected profiles and profile comments.

Note: Your **selection** does not have to include profiles or profile comments to be able to use this option.

In the example at left, you can click the pick button next to the Profile Comment field to choose what portion of the profile comment will print on the report.

Note: The pick button will display only if you have chosen to print selected profiles.

Profile Information to Print

Please check the information that you want to print for a profile comment. Profile and/or description must be selected.

Profile
 Description
 Start Date
 End Date
 Comment

OK Cancel

Set Selected Profiles & Profile Comments to Print

Click the “Set Profiles to Print” button as shown on the previous page to open the screen to list the profiles you wish to print.

	Profile	Begin From Date	Begin To Date	End From Date	End To Date	Comment
▶	CMBLDG					
	CMCHPROM					
*						

Date Range Format
 MM/DD/YYYY MM/DD

Specific Selection?

OK Cancel Delete

In this example, there are two committee profiles. You could enter CM* on the first line only and still print only the two profiles shown since the actual selection was only on these same two profiles.

If your **selection** had been CM*, you could print only these two by listing them as shown here. Notice the “Specific Selection” box at the bottom. While it makes a selection specific when multiple profiles are selected, it does nothing here.