

Author: Kristenson, Joel
Last Updated: 2016-10-20

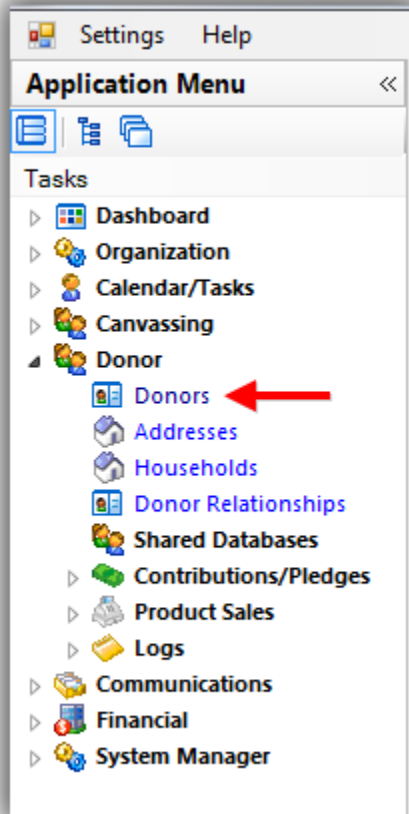
Overview

This article walks through the steps to create **labels** for **households**, instead of each individual. This works whether you've [householded](#) your database or not which can be beneficial if you have a very large database and haven't had time to household it yet.

 **Tip:** You may want to instead export your data as householded records if it's a very large list, to send it to your mail house, [here's how](#).

Steps

Navigate to the **Donors (Voters/Contacts)** list under the **Application Menu**.



Build and run your [search query](#). *In my example I searched for all donors who gave last year and have a household of more than 3 people which produced **151** results.*

Build and run your search query.

Search Reset + New [Icons] File Edit Include Other Donors

Favorites General Address Household Attribute Canvass Relation Contribute Pledge Event Sales Log Admin SQL

Contribute Marketing Notion

Committees

- Pandamonium 501(c)4
- Pandamonium!!

Date Range: Last year
 1/ 1/2015 <> 12/31/2015

Cycle: <ignore>

Event: <ignore>

Amount Range: minimum to maximum

Awaiting Thank-You Letters

Awaiting Thank-You Phone Call

Payment Method: <ignore>

Single Contribution

Allocation Fund: <ignore>

Edit Sort Format Wrap Export Print Pivot

Donors [151 records found]

<input checked="" type="checkbox"/>	ID	Last Name	First Name	MI	Address Type	Street	City	State	Zip Code	Home Phone	Email
<input checked="" type="checkbox"/>	9143	Younghans	Todd	Richard	Home	6066 Zealand Ave N	New Hope	CT	06500	(763) 536-8221	Todd@Younghans.com
<input checked="" type="checkbox"/>	9139	Young	Paul	Thomas	Home	6705 159th St E	Hastings	MN	55033	(651) 438-8624	Paul.Young670@gmail.com
<input checked="" type="checkbox"/>	9140	Young	Thomas	Paul	Home	6705 159th St E	Hastings	MN	55033	(651) 438-8624	Thomas@Young.com
<input checked="" type="checkbox"/>	8751	Watkins	David	H	Home	1801 Jefferson Rd	Northfield	MN	55057	(507) 645-7637	
<input checked="" type="checkbox"/>	8752	Watkins	Patricia	Ann	Home	1801 Jefferson Rd	Northfield	MN	55057	(507) 645-7637	Patricia@Watkins.com
<input checked="" type="checkbox"/>	8742	Warzecha	Julie	Ann	Home	31928 Fifth Lake Rd	Avon	MN	56310	(320) 845-7436	
<input checked="" type="checkbox"/>	8690	Wallace	Linda	J	Home	19746 150th St NW	Elk River	MN	55330	(763) 441-7933	Linda@Wallace.com
<input checked="" type="checkbox"/>	8666	Waldoch	Roberta	Emma	Home	6776 Highway 238	Royalton	MN	56373	(320) 632-8729	Roberta@Waldoch.com
<input checked="" type="checkbox"/>	8478	Uppal	Aarti		Home	8334 Virginia Ave S	Bloomington	MN	55438	(952) 942-7136	
<input checked="" type="checkbox"/>	8469	Underdahl	Steven	G	Home	2302 Green Dr	Faribault	MN	55021	(507) 332-8222	Steven@Underdahl.com
<input checked="" type="checkbox"/>	8330	Thovson	Bruce	Alan	Home	3349 Wisconsin Ave N	Crystal	CT	06500	(763) 545-7539	Bruce@Thovson.com
<input checked="" type="checkbox"/>	8333	Thovson	Ted	James	Home	3349 Wisconsin Ave N	Crystal	CT	06500	(763) 545-7539	Ted@Thovson.com
<input checked="" type="checkbox"/>	8296	Thompson	James	Lloyd	Home	1017 Poppy Ct	Northfield	MN	55057	(507) 645-7836	James@Thompson.com
<input checked="" type="checkbox"/>	8270	Thomas	Corenne	Rae	Home	1530 Charles Ave	Saint Paul	MN	55104	(651) 644-7532	
<input checked="" type="checkbox"/>	8276	Thomas	Jim	Franklin	Home	1530 Charles Ave	Saint Paul	MN	55104	(651) 644-7532	Jim@Thomas.com
<input checked="" type="checkbox"/>	8246	Theis	Gerard	Arthur	Home	657 Menke Ave	Shakopee	MN	55379	(952) 445-7134	Gerard@Theis.com
<input checked="" type="checkbox"/>	8247	Theis	Nathan	A	Home	657 Menke Ave	Shakopee	MN	55379	(952) 445-7134	
<input checked="" type="checkbox"/>	13207	Swanson	Ashley	Marie	Home	1304 Matteson St	Faribault	MN	55021	(507) 332-7223	Ashley@Swanson.com
<input checked="" type="checkbox"/>	13208	Swanson	Jeremiah	Nathaniel	Home	1304 Matteson St	Faribault	MN	55021	(507) 332-7223	Jeremiah@Swanson.com
<input checked="" type="checkbox"/>	13209	Swanson	Maria	Terese	Home	1304 Matteson St	Faribault	MN	55021	(507) 332-7223	Maria@Swanson.com
<input checked="" type="checkbox"/>	8006	Stewart	Joann	Marie	Home	18290 Ogden St NW	Elk River	MN	55330	(763) 441-7839	Joann@Stewart.com
<input checked="" type="checkbox"/>	8009	Stewart	Steven	Maxwell	Home	18290 Ogden St NW	Elk River	MN	55330	(763) 441-7839	
<input checked="" type="checkbox"/>	21060	Spackman	Hal		Home	157 Bull Moose Rd	Sitka	AK	99835		hal@gmail.com
<input checked="" type="checkbox"/>	7748	Smith	Ashley	Ann	Home	7 Macabi Dr	Virginia	MN	55792	(218) 741-7027	

Click the **[Reports]** button in the bottom-right of the screen.

Search Reset New [Icons] File Edit Include Other Donors

Favorites General Address Household Attribute Canvass Relation Contribute Pledge Event Sales Log Admin SQL

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Awaiting Thank-You Letters
 Awaiting Thank-You Phone Call
 Payment Method: <ignore>
 Single Contribution
 Allocation Fund: <ignore>

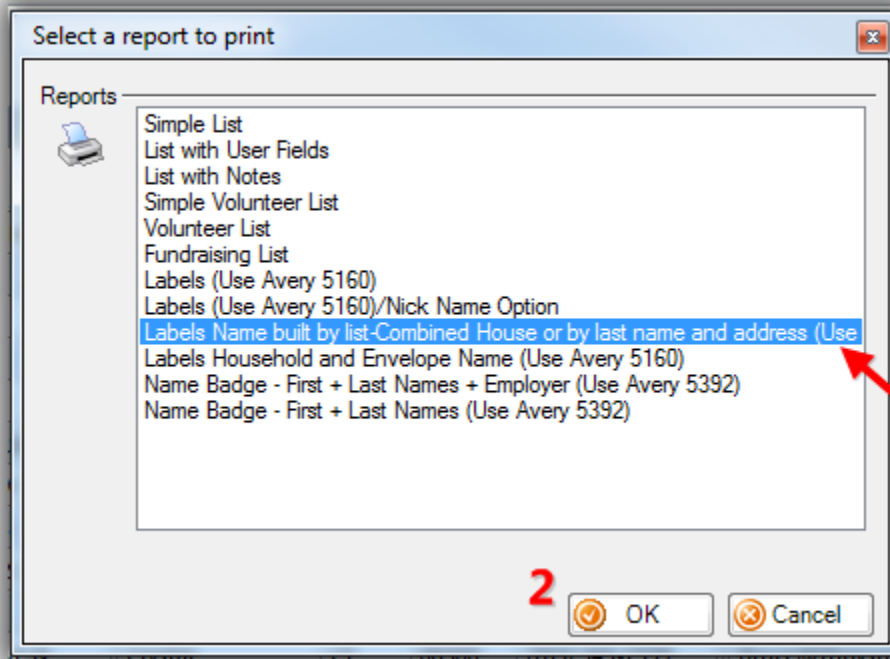
Edit Sort Format Wrap Export Print Pivot

Donors [151 records found]

<input checked="" type="checkbox"/>	ID	Last Name	First Name	MI	State	Zip Code	Home Phone	Email
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<input checked="" type="checkbox"/>	9140	Young	Thomas	Paul	ngs	MN	55033 (651) 438-8624	Thomas@Young.com
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<input checked="" type="checkbox"/>	8742	Warzecha	Julie	Ann		MN	56310 (320) 845-7436	
<input checked="" type="checkbox"/>	8690	Wallace	Linda	J	ver	MN	55330 (763) 441-7933	Linda@Wallace.com
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<input checked="" type="checkbox"/>	8478	Uppal	Aarti		nington	MN	55438 (952) 942-7136	
<input checked="" type="checkbox"/>	8469	Underdahl	Steven	G	ult	MN	55021 (507) 332-8222	Steven@Underdahl.com
<input checked="" type="checkbox"/>	8330	Thovson	Bruce	Alan	l	CT	06500 (763) 545-7539	Bruce@Thovson.com
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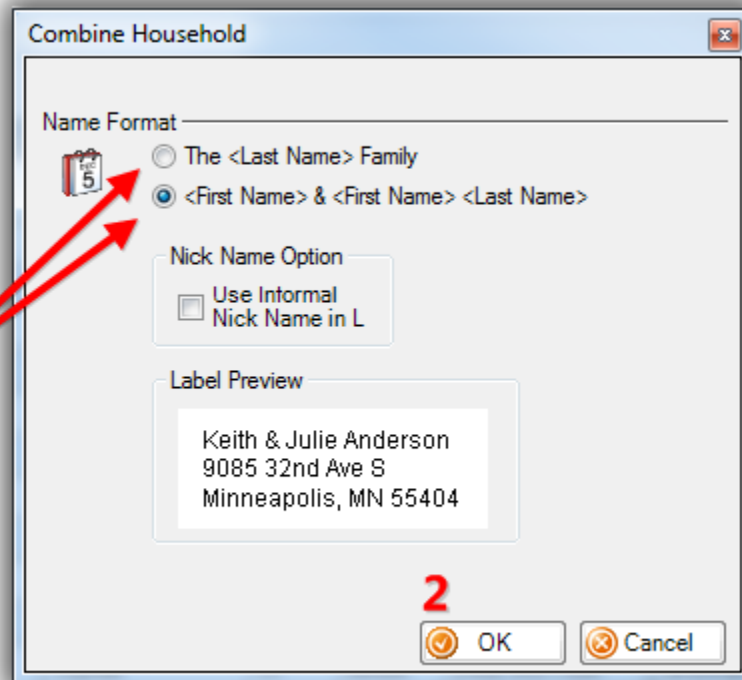
Save Save and Close Reports New Cancel

Select the option for **'Labels Name built by list-Combined House or by last name and address (Use Avery 5160)** and click **[OK]**.

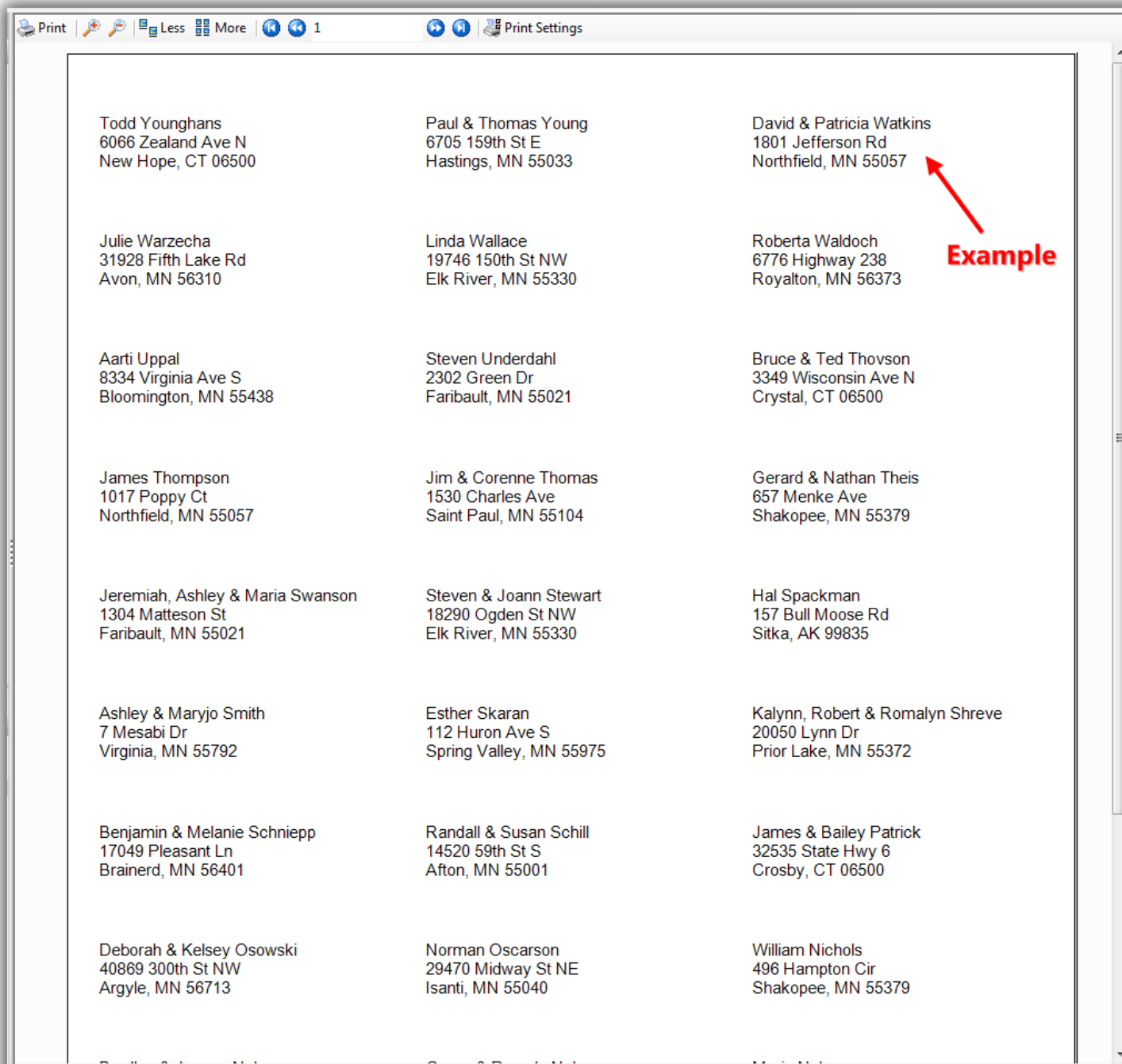


Select your preference and click **[OK]**. *In my example I chose the option for '<First Name> & <First Name> <Last Name>'.*

1. Select your preference.



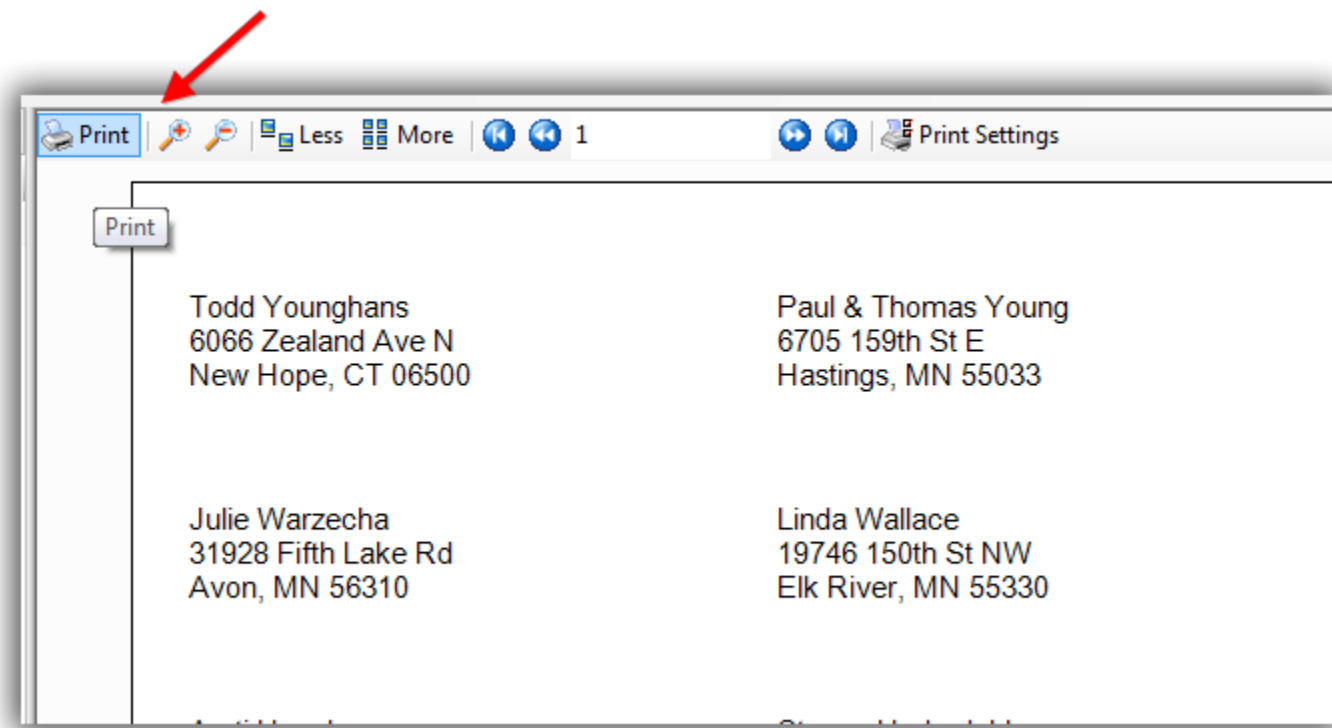
The system will generate a **print preview**. *My example is below.*



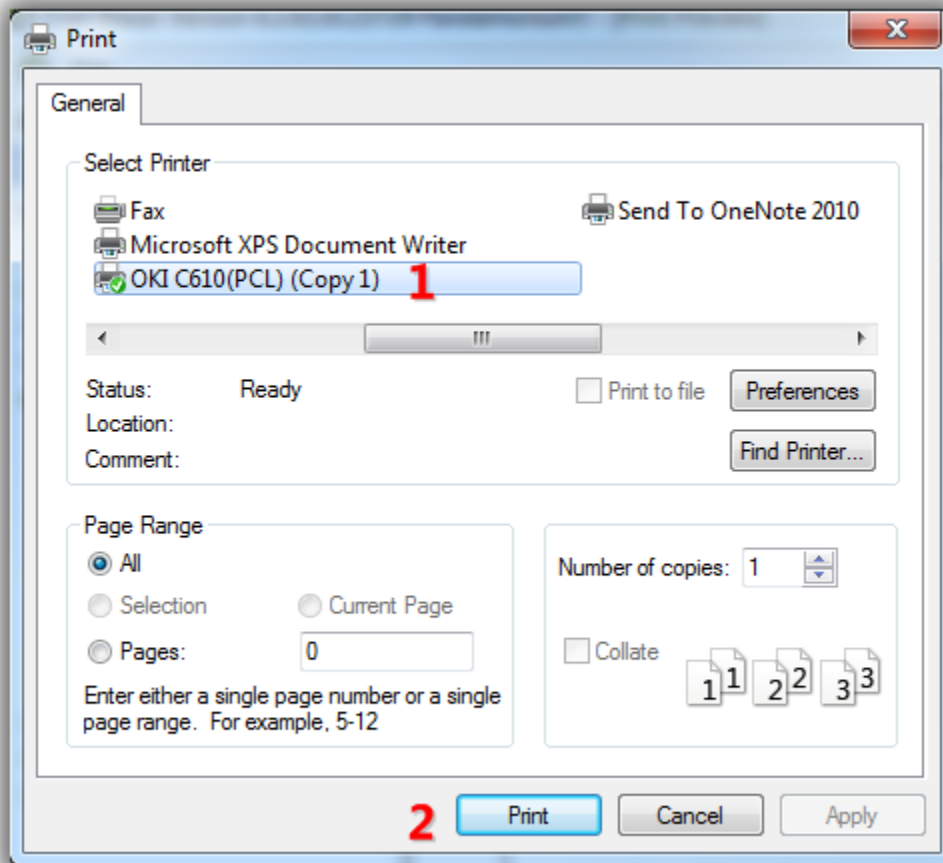
The screenshot shows a print preview window with a toolbar at the top containing icons for Print, Less, More, and Print Settings. The main content area displays a grid of 24 household address labels arranged in 8 rows and 3 columns. A red arrow points to the label for David & Patricia Watkins, which is labeled "Example".


Todd Younghans 6066 Zealand Ave N New Hope, CT 06500	Paul & Thomas Young 6705 159th St E Hastings, MN 55033	David & Patricia Watkins 1801 Jefferson Rd Northfield, MN 55057
Julie Warzecha 31928 Fifth Lake Rd Avon, MN 56310	Linda Wallace 19746 150th St NW Elk River, MN 55330	Roberta Waldoch 6776 Highway 238 Royalton, MN 56373
Aarti Uppal 8334 Virginia Ave S Bloomington, MN 55438	Steven Underdahl 2302 Green Dr Faribault, MN 55021	Bruce & Ted Thovson 3349 Wisconsin Ave N Crystal, CT 06500
James Thompson 1017 Poppy Ct Northfield, MN 55057	Jim & Corenne Thomas 1530 Charles Ave Saint Paul, MN 55104	Gerard & Nathan Theis 657 Menke Ave Shakopee, MN 55379
Jeremiah, Ashley & Maria Swanson 1304 Matteson St Faribault, MN 55021	Steven & Joann Stewart 18290 Ogden St NW Elk River, MN 55330	Hal Spackman 157 Bull Moose Rd Sitka, AK 99835
Ashley & Maryjo Smith 7 Mesabi Dr Virginia, MN 55792	Esther Skaran 112 Huron Ave S Spring Valley, MN 55975	Kalynn, Robert & Romalyn Shreve 20050 Lynn Dr Prior Lake, MN 55372
Benjamin & Melanie Schniepp 17049 Pleasant Ln Brainerd, MN 56401	Randall & Susan Schill 14520 59th St S Afton, MN 55001	James & Bailey Patrick 32535 State Hwy 6 Crosby, CT 06500
Deborah & Kelsey Osowski 40869 300th St NW Argyle, MN 56713	Norman Oscarson 29470 Midway St NE Isanti, MN 55040	William Nichols 496 Hampton Cir Shakopee, MN 55379

Once you're satisfied click **[Print]**.



Select your printer and click **[Print]** again.



 **Tip:** If you're printing a lot of pages you may want to set a range of just a few pages to make sure your margins and everything are aligned correctly.

The **related resources** below have links to other videos and articles related to householding and printing from your database.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Managing Households – Creating, Deleting and Re-Creating](#)

Article: [Splitting ‘Couples’ into Separate Records En Masse using the Built-In Utility](#)

Article: [How to Split a Single Contact Record into a Duplicate Contact Record for Householding a Couple](#)

Article: [How to Create a Year-End Tax Letter Addressed to Individuals for the Entire Household using Merge Fields – Nonprofit Only](#)

Article: [Household Export](#)

Article: [How to Set an Attribute for All Members of a Household en masse](#)

Article: [How to Print Mail-Merge Address Labels](#)

Article: [Printing Envelopes](#)

Article: [\(Mail-Merge\) – How to Write a Letter, and Save it as a Template](#)

Article: [Mail Merge – Write a Letter](#)

Video: [Households – What To Do B4 Householding!!](#)

Video: [Households – Delete and Recreate](#)

Video: [Households – Combine More Than 5 Members](#)

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[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

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** This service is included in your contract.*