

SELECT SPECIFIC FIELDS AND EXPORT CONTENTS FROM SOS AND MAIL MERGE WITH MICROSOFT WORD

- 1: Click on Reports, then Reports and Labels (or use the F4 Hot key)
- 2: Select Entire Membership (in the Print What Option)
- 3: Select Grid format (in the Print How Option)
- 4: Click on the **Search options Tab**.
- 5: Click on **Member Types** and select Active (This may vary depending on your situation)
- 6: Click **Zip Code** and enter from 02000 to 02200
- 7: Click on **Family Status** and select A1
- 8: Click on Grid Format tab
- 9: Under Field name, select the following Fields
 First Name, Last Name, IndividualMailLabel, Status, Addr1, City, State, Zip, Salutation, MemType, then click Run and the Excel Type grid will populate.

Select Fields

Click on Run, to display Results

Click Here to Export Results.

Member#	Firstname	LastName	Indivmaila	Status	Addr1	City
BAKER	Irvin	Baker	Mr. Irvin	A1	33 Bernard	Allston
BAKER	Cynthia	Baker	Cynthia	A2	33 Bernard	Allston
BAKERST	Stephen	Baker		A1	45 East	Boston
BAKERST	Susan	Baker		A2	45 East	Boston
BERGERC	Chaim	Berger		A1	222	Allston
BERGERC	Rachel	Berger		A2	222	Allston
BERRYR	Ronda	Berry		A1	57 East	BOSTO
BERRYR	Steven	Berry		A2	57 East	BOSTO
BETA	Julie	Goldberg		A1	1551 West	Baltimc
BRAUN_E	Phyllis	Burdette	None	A1	68 East	Chicag
BURDETT	Phyllis	Burdette		A1	30 Main	Baltimc
BYRON	John	Byron	John Byron	A1	205	Chicag
BYRON	Paula	Byron	Paula	A2	205	Chicag
CAPLHYL	Harry	Caplan	Harry	A1	59 Joes	Baltimc
CAPLHYL	Joanna	Caplan	Joanna	A2	59 Joes	Baltimc
CAPLHYL	Bryan	Lazero	Bryan	C	59 Joes	Baltimc
CARAME	Eliz	Carey	Ms. Eliz	A1	67A Shore	Portlan
CARAME	Howard	Frank	Mr.	A2	67A Shore	Portlan
CARAME	Jesse	Carey	Jesse	C	67A Shore	Portlan
CHANGEN	Samuel	Changenu		A1	main	Boston
CIONPHI	Philip	Cioni	Mr. Philip	A1	586 Falls	Philade

Total Found: 117

- 10: You now have a file, based on your query, that you can Mail Merge with Microsoft Word, Import to Excel or import to Access or most other Windows based programs.