

Print Individual or Family Directories

Members and attendees can print both individual and family directories in Access ACS.

Printing Family Directories

You can print a family directory or a family pictorial directory. You must have [rights](#) to photos to view pictorial directories.

1. From the list of individuals, select the families you want to include in the directory. To print the family directory for all search results, select the check box next to the **Name** column.
2. In the **I want to** drop-down list, select **Print Directory**.
3. Click **Go**.
4. On the Directories page, select **Print a Family Directory**.
5. Click **View Directory**.
6. On the preview page, click **Print**.

1. From the list of individuals, select the families you want to include in the directory. To print the family directory for all search results, select the check box next to the **Name** column.
2. In the **I want to** drop-down list, select **Print Directory**.
3. Click **Go**.
4. On the Directories page, select **Print a Family Directory with Photos**.
5. Click **View Directory**.
6. On the preview page, click **Print**.

Printing Individual Directories

You can print an individual directory or an individual pictorial directory by selecting the individuals from group rosters. You must have [rights](#) to photos to view pictorial directories.

1. Select the individuals you want to include in the individual directory. To include all individuals, select the check box next to the **Name** column.
2. In the **I want to** drop-down list, select **Print Directory**, then click **Go**.
3. On the Directories page, select **Print an Individual Directory**.
4. Click **View Directory**.
5. On the preview page, click **Print**.

1. Select the individuals you want to include in the Pictorial Directory. To include all individuals, select the check box next to the **Name** column.
2. In the **I want to** drop-down list, select **Print Directory**, then click **Go**.
3. On the Directories page, select **Print an Individual Directory with Photos**.
4. Click **View Directory**.
5. On the preview page, click **Print**.

Related Topics

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