

Objective: Printing Mailing Labels From a List

Scenario: You have created a list of People and you want to print Mailing Labels from this list.

Note: The Tutorial Selecting People from multiple Registrations to make a list will guide you in creating your list.

Step 1: Click on the People tab. Click on the yellow List Manager Icon. Find the List Name that you already created from the drop down. Click to check the box next to View List. Click on OK. (Fig. A)

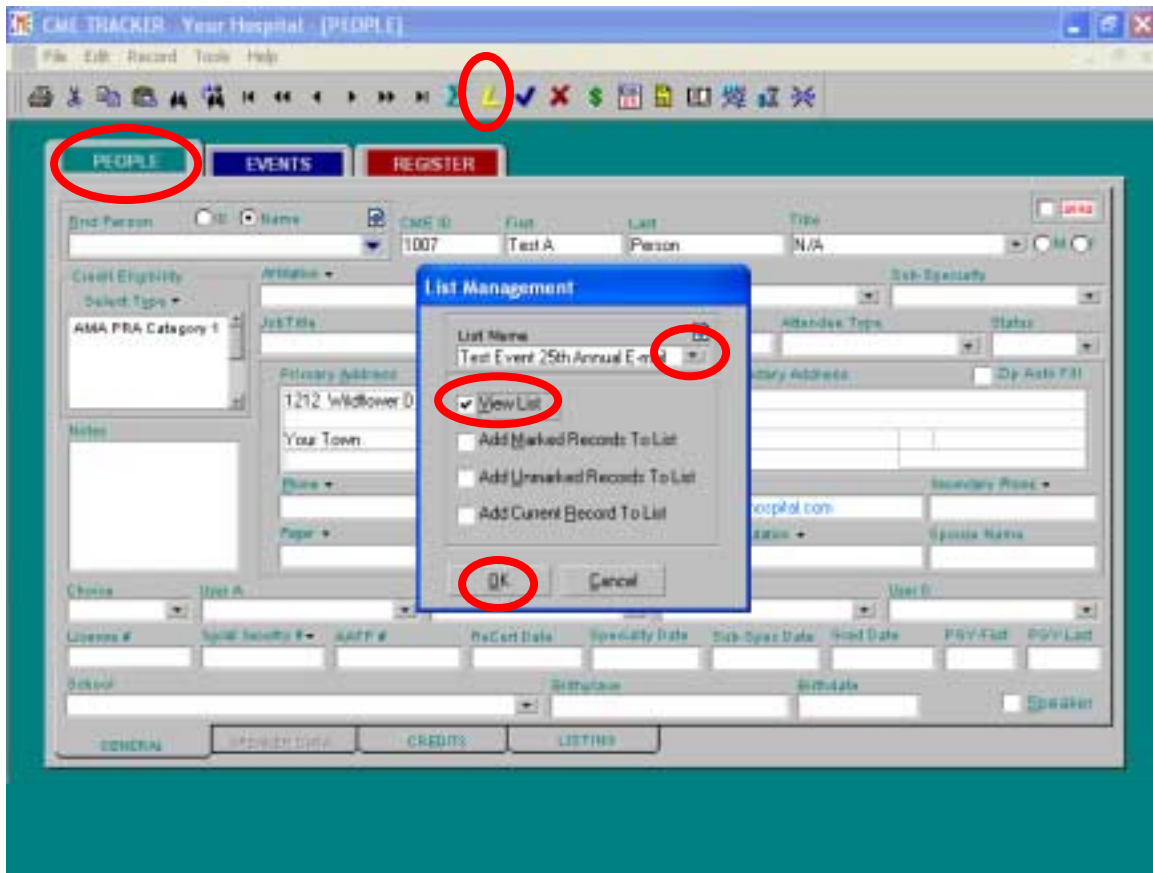
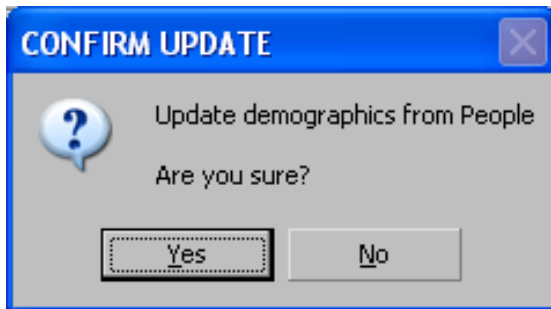


Fig. A

Step 2: The CONFIRM UPDATE popup appears. If you click on Yes, this will update any new information that you may have entered for the People on your list. Click on No if you have not made updates for the People on your list. ([Fig. B](#))

Note: Depending on the size of your list, Updating may take several minutes.



[Fig. B](#)

Step 3: The View List screen appears, showing the number of People on your List. Click on the Printer Icon to choose a REPORT. (Fig. C)

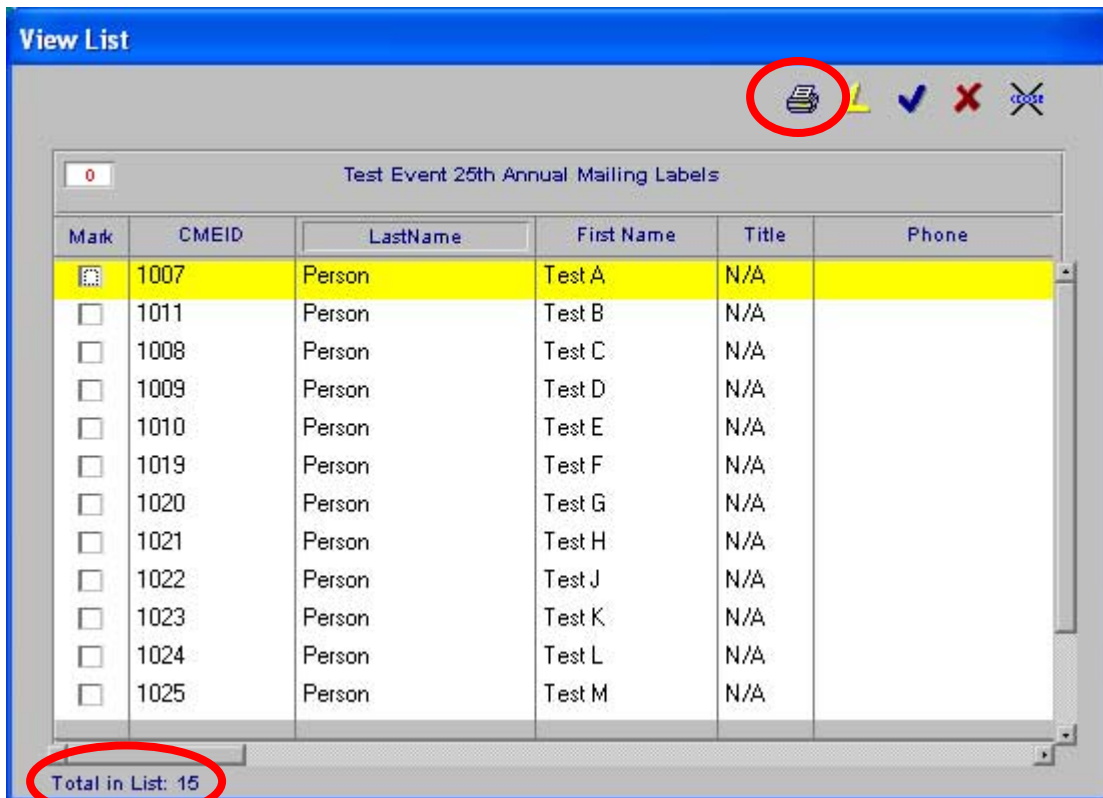


Fig. C

Step 4: Click on Mailing Labels Office to highlight. Click on the Magnifying glass icon to preview the labels. (Fig. D)

Note: When entering the Report Listing from the List Manager, you can select a list from the List Name dropdown.

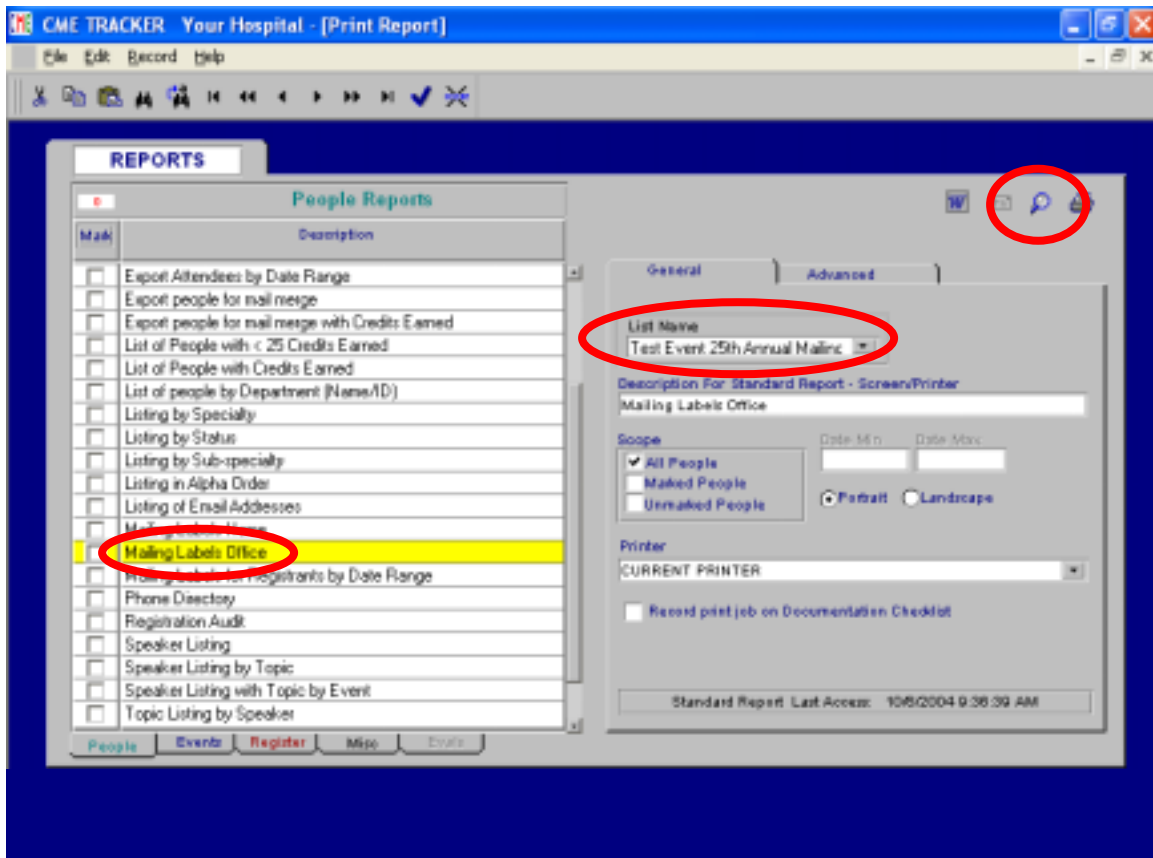
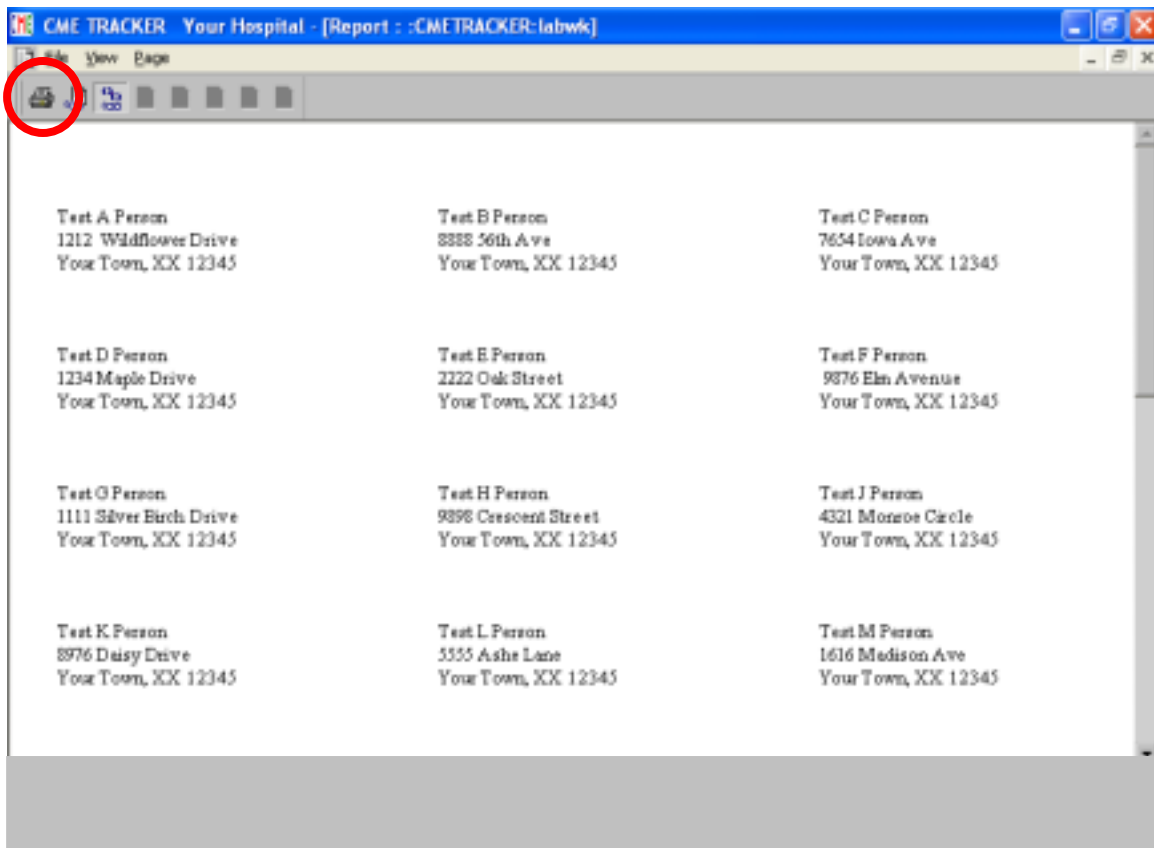


Fig. D

Result: You now have Labels from a list that you created that are ready to print. Click on the Printer Icon to print your Labels. ([Fig. E](#))



[Fig. E](#)