

Author: Joel Kristenson Last Updated: 2015-04-29

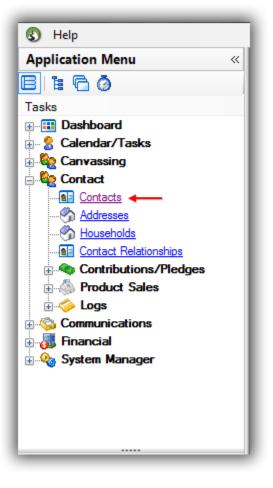
Overview

This article walks through the steps to generate labels for a list of contacts. Currently we require that you use <u>Avery 5160</u> mailing labels. If you use something else you may opt to generate the list in your database, and then <u>export</u> it to run the merge via <u>Microsoft Excel</u>.

Steps

Navigate to the list you want to print labels from. In my example I used my Contacts (*Donor/Voter*) list, but you can also run this process from the Contributions list, and the Thank You Letter list.





Run your <u>search query</u> for the list of contacts you want to print labels for. *In my example I queried for everyone who's given over \$10,000 at one time, which provided a record count of 16.*



Run a search query for the list of contacts you want to print labels for.

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			<u>10699</u>	Mr.	<u>Gordon</u>	Scott		1	78911 Hampton Dr N		Edmore	MI	48829



You can whittle down the list further by unchecking contacts in the **Incl** column if you don't want to print labels for them:



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Remove certain recipients from your mailing by unchecking these boxes in the Include column.



Once you're finished constructing the list of recipients, click the **[Reports]** button in the bottom-right.



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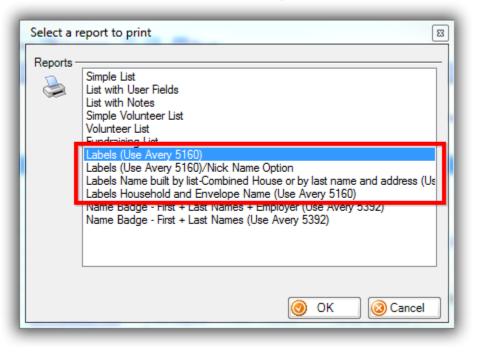


From the next screen you currently have four options for printing labels:

- Labels (Use Avery 5160)
- Labels (Use Avery 5160)/Nick Name Option
- Labels Name built by list-Combined House or by last name and address (Use Avery 5160)
- Labels Household and Envelope Name (Use Avery 5160)

I chose to use the first option:

Select 1 of the 4 label printing options.

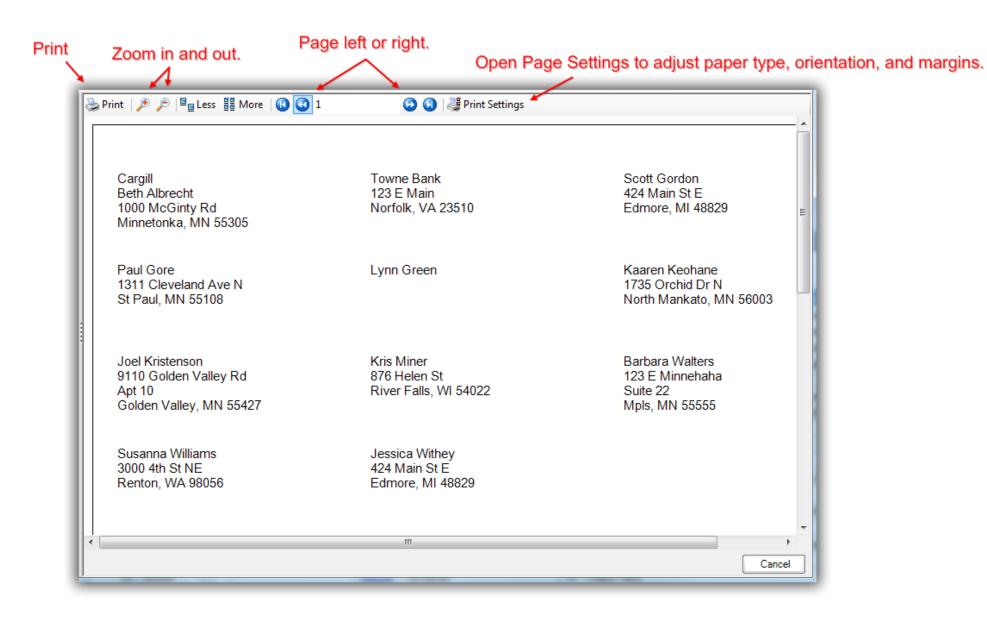




This is going to generate a print preview of your labels. You'll quickly be able to tell if certain recipients are missing info such as Name and/or Address.

Below is a screenshot of my finished labels, with some details on the different tasks you can perform from this screen such as adjusting margins:





When everything is how you need it, click [Print].



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	Joel Kristenson 9110 Golden Valley Rd	Kris Miner 876 Helen St

This will open another screen where you can further adjust printer settings, and select which printer to use. When everything is ready click [Print].



Select your printer, printer preferences, and click [Print].

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Tip: If printing a very large list, it's good practice to set a range of just a few pages, and the run a test print before wasting any paper.



How to Print Mail-Merge Address Labels



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

Related Resources

Article: <u>Mail-Merge Write a Letter</u> Article: <u>Household Export</u> Video: <u>Getting Started 102 – Quick Reports and Export</u> Video: <u>Getting Started 107 – Writing Contribution Thank You Letters</u> 3rd Party Resource (Material): <u>Purchase Avery 5160 Label Paper</u>

KNOWLEDGE BASE www.trailblz.com/kb



- 3rd Party Resource (Tool): <u>Purchase Microsoft Excel</u>
- 3rd Party Resource (Video): <u>YouTube Print Labels via Microsoft Excel</u>

Trail Blazer Live Support

- **(C)** Phone: 1-866-909-8700
- Email: <u>support@trailblz.com</u>
- **Facebook:** <u>https://www.facebook.com/pages/Trail-Blazer-Software/64872951180</u>
- Twitter: <u>https://twitter.com/trailblazersoft</u>

* As a policy we require that you have taken our intro training class before calling or emailing our live support team.

<u>*Click here*</u> to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

* After registering you'll receive a confirmation email with the instructions for how to log into the <u>GoToMeeting</u> session where we host our live interactive trainings.

* This service *is* included in your contract.

