

Author: Joel Kristenson

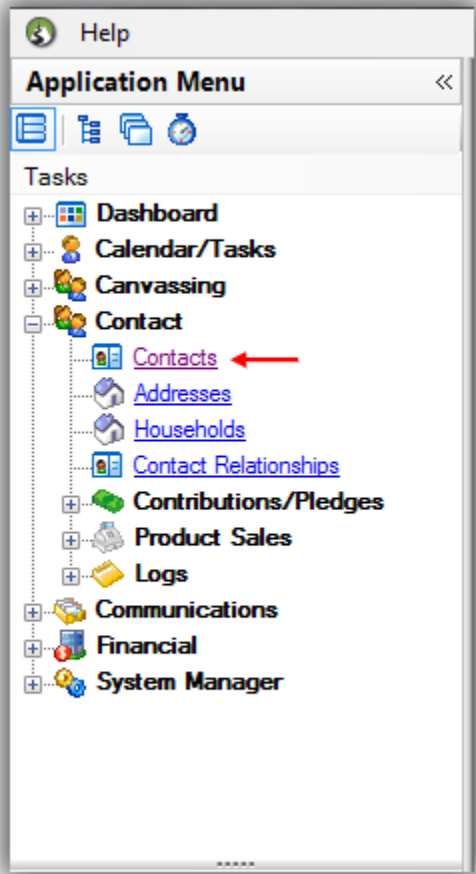
Last Updated: 2015-04-29

Overview

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

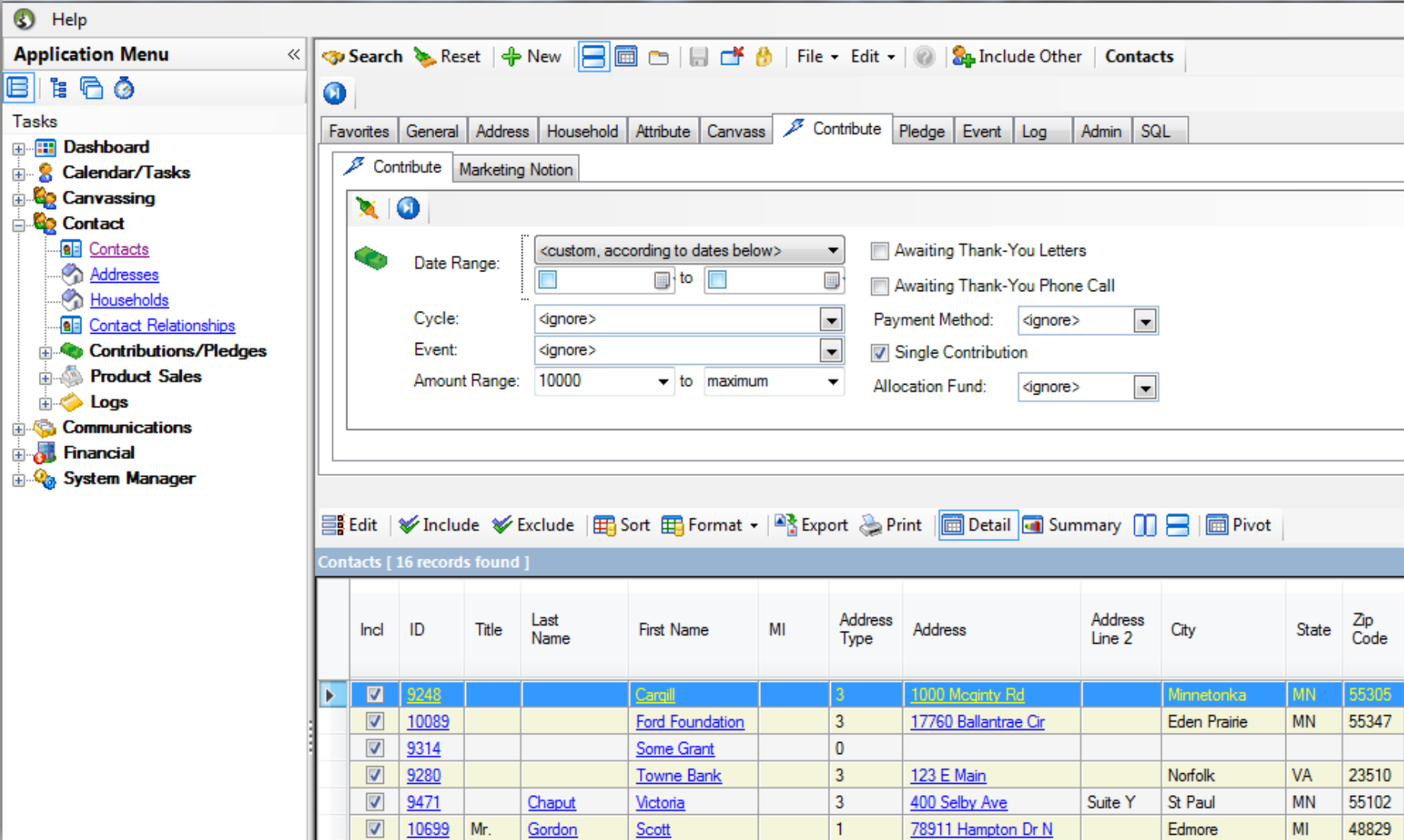
Steps

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 [search query](#) 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.



The screenshot shows the TrailBlazer software interface. On the left is an 'Application Menu' with a tree view containing sections like 'Dashboard', 'Calendar/Tasks', 'Canvassing', 'Contact', 'Contributions/Pledges', 'Product Sales', 'Logs', 'Communications', 'Financial', and 'System Manager'. The 'Contact' section is expanded to show 'Contacts', 'Addresses', 'Households', and 'Contact Relationships'. The main window is titled 'Contribute' and has a 'Marketing Notion' sub-tab. It contains several form fields: 'Date Range' (set to '<custom, according to dates below>'), 'Cycle' (set to '<ignore>'), 'Event' (set to '<ignore>'), 'Amount Range' (set to '10000 to maximum'), 'Awaiting Thank-You Letters' (checkbox), 'Awaiting Thank-You Phone Call' (checkbox), 'Payment Method' (set to '<ignore>'), 'Single Contribution' (checked checkbox), and 'Allocation Fund' (set to '<ignore>'). Below the form is a toolbar with options like 'Edit', 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. A status bar indicates 'Contacts [16 records found]'. Below this is a table with 13 columns: 'Incl', 'ID', 'Title', 'Last Name', 'First Name', 'MI', 'Address Type', 'Address', 'Address Line 2', 'City', 'State', and 'Zip Code'. The table contains 6 rows of data, all with the 'Incl' checkbox checked.

Incl	ID	Title	Last Name	First Name	MI	Address Type	Address	Address Line 2	City	State	Zip Code
<input checked="" type="checkbox"/>	9248			Cargill		3	1000 Mcginty Rd		Minnetonka	MN	55305
<input checked="" type="checkbox"/>	10089			Ford Foundation		3	17760 Ballantrae Cir		Eden Prairie	MN	55347
<input checked="" type="checkbox"/>	9314			Some Grant		0					
<input checked="" type="checkbox"/>	9280			Towne Bank		3	123 E Main		Norfolk	VA	23510
<input checked="" type="checkbox"/>	9471		Chaput	Victoria		3	400 Selby Ave	Suite Y	St Paul	MN	55102
<input checked="" type="checkbox"/>	10699	Mr.	Gordon	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:

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

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

Contribute Marketing Notion

Date Range: <custom, according to dates below> [] to [] Awaiting Thank-You Letters

Cycle: <ignore> Awaiting Thank-You Phone Call

Event: <ignore> Payment Method: <ignore>

Amount Range: 10000 to maximum Single Contribution Allocation Fund: <ignore>

Edit Include Exclude Sort Format Export Print Detail Summary Pivot

Contacts [16 records found]

Incl	ID	Title	Last Name	First Name	MI	Address Type	Address	City	State	Zip Code	Home Phone
<input checked="" type="checkbox"/>	9248			Cargill		3	1000 Mcginty Rd	Minnetonka	MN	55305	
<input type="checkbox"/>	10089			Ford Foundation		3	17760 Ballantrae Cir	Eden Prairie	MN	55347	
<input type="checkbox"/>	9314			Some Grant		0					
<input checked="" type="checkbox"/>	9280			Towne Bank		3	123 E Main	Norfolk	VA	23510	
<input type="checkbox"/>	9471		Chaput	Victoria		3	400 Selby Ave	St Paul	MN	55102	
<input checked="" type="checkbox"/>	10699	Mr.	Gordon	Scott		1	78911 Hampton Dr N	Edmore	MI	48829	
<input checked="" type="checkbox"/>	9260		Gore	Paul	M...	1	1311 Cleveland Ave N	St Paul	MN	55108	(651) 646-8894
<input checked="" type="checkbox"/>	9263		Green	Lynn		0					
<input type="checkbox"/>	9429		Heneqar	Takara	I	1	2610 Emerson Ave	Minneapolis	MN	55408	(612) 123-9999
<input checked="" type="checkbox"/>	9253		Keohane	Kaaren	E...	1	1735 Orchid Dr N	North Mankato	MN	56003	
<input checked="" type="checkbox"/>	12796	Mr.	Kristenson	Joel		1	9110 Golden Valley ...	Golden Valley	MN	55427	
<input type="checkbox"/>	10964		McSpadden	Laur	M...	1	604 College Ave	New Paris	IN	46553	
<input checked="" type="checkbox"/>	9378	Ms.	Miner	Kris	A...	1	876 Helen St	River Falls	WI	54022	(715) 220-5658
<input checked="" type="checkbox"/>	9473		Walters	Barbara		1	6876 Monroe St	Minneapolis	MN	55432	(123) 454-6666
<input checked="" type="checkbox"/>	12823		Williams	Susanna		1	3000 4th St NE	Renton	WA	98056	(425) 333-4123
<input checked="" type="checkbox"/>	9468	Ms.	Withey	Jessica		3	424 Main St E	Edmore	MI	48829	(155) 555-5555

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.

Search Reset + New [Icons] File Edit Include Other **Contacts**

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

Contribute Marketing Notion

Date Range: <custom, according to dates below> [Calendar] to [Calendar] Awaiting Thank-You Letters

Cycle: <ignore> Awaiting Thank-You Phone Call

Event: <ignore> Payment Method: <ignore>

Amount Range: 10000 to maximum Single Contribution Allocation Fund: <ignore>

Edit Include Exclude Sort Format Export Print **Detail** Summary Pivot

Contacts [16 records found]

Incl	ID	Title	Last Name	First Name	MI	Address Type	Address	City	State
<input checked="" type="checkbox"/>	9248			Cargill		3	1000 Meqinty Rd	Minnetonka	MN
<input type="checkbox"/>	10089			Ford Foundation		3	17760 Ballantrae Cir	Eden Prairie	MN
<input type="checkbox"/>	9314			Some Grant		0			
<input checked="" type="checkbox"/>	9280			Towne Bank		3	123 E Main	Norfolk	VA
<input type="checkbox"/>	9471		Chaput	Victoria		3	400 Selby Ave	St Paul	MN
<input checked="" type="checkbox"/>	10699	Mr.	Gordon	Scott		1	78911 Hampton Dr N	Edmore	MI

11

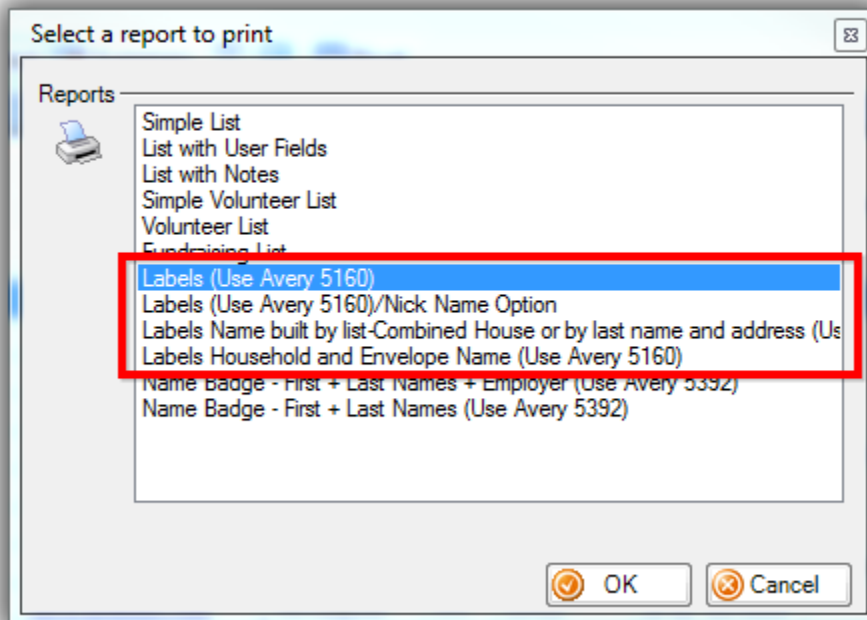
Logon = [Joel Kristenson](#) Save Save and Close **Reports** + New Cancel

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)

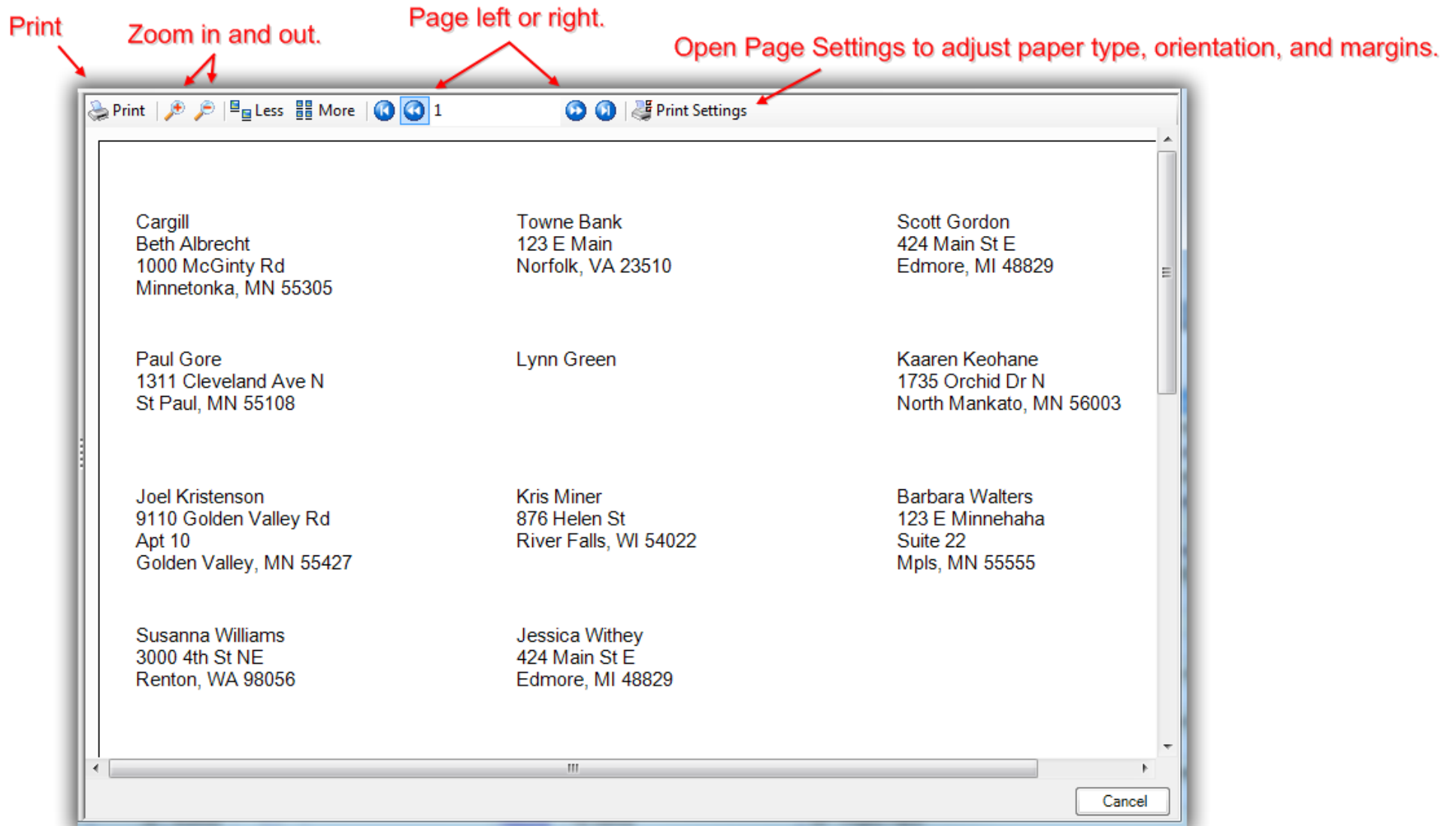
I chose to use the first option:

Select 1 of the 4 label printing options.

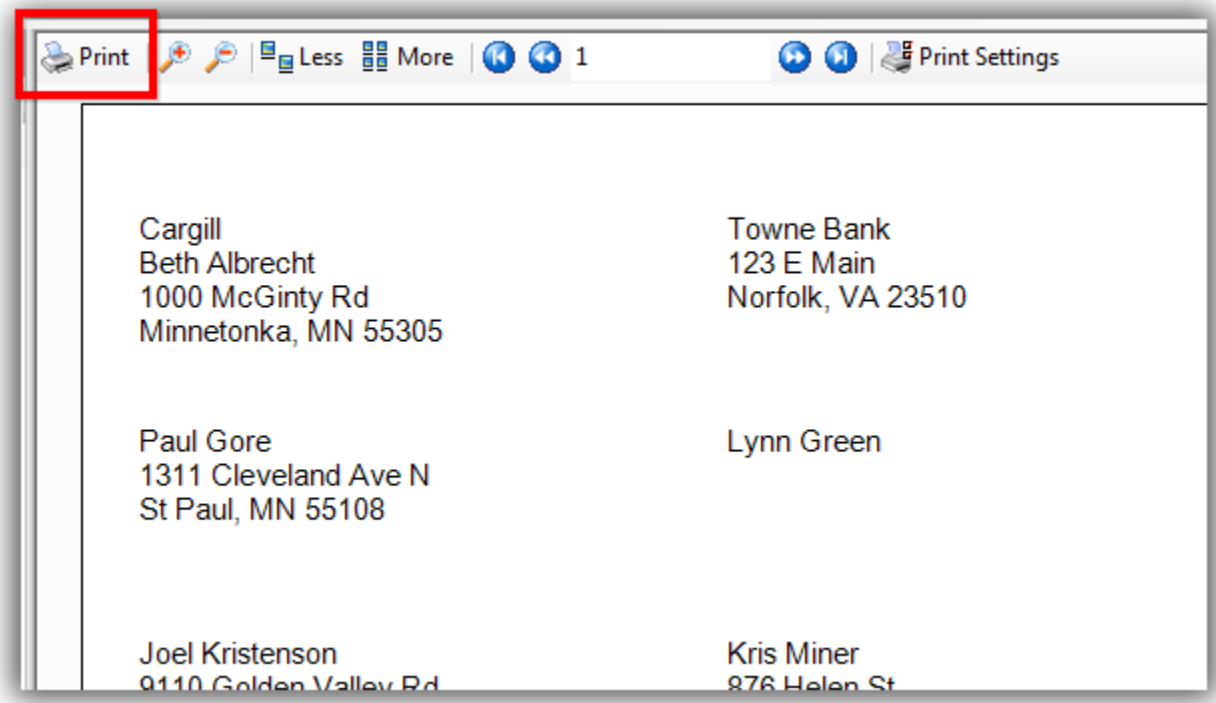


This is going to generate a print preview of your labels. You'll quickly be able to tell if certain recipients are missing info such as Name and/or Address.

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:

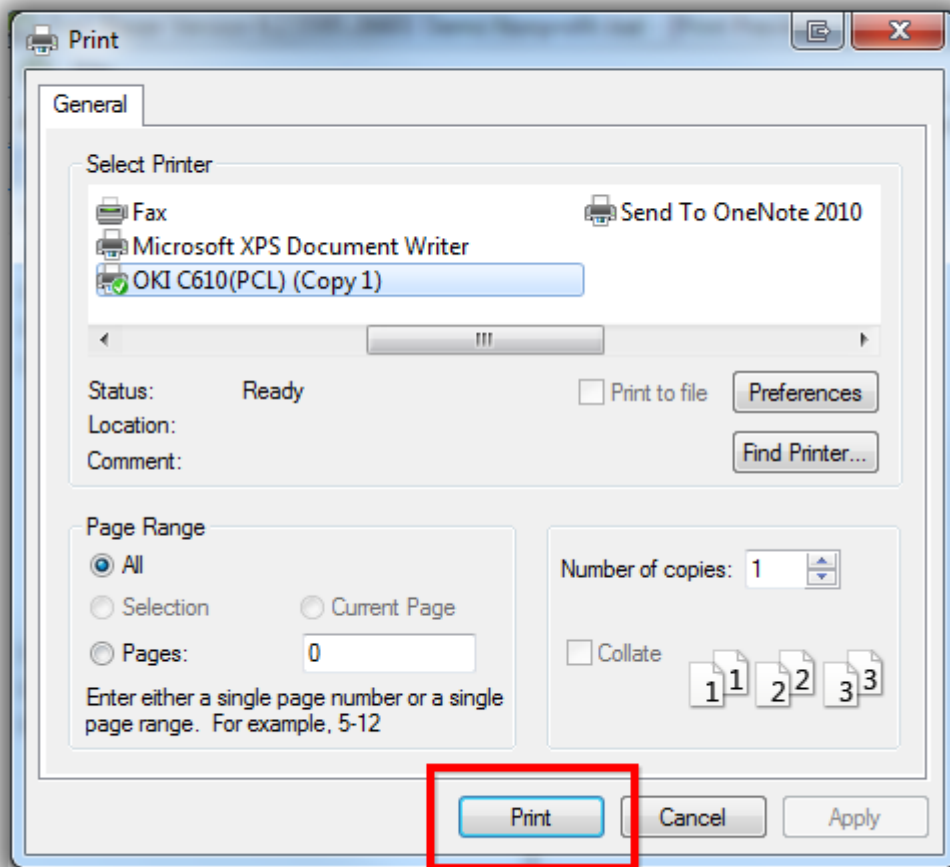



When everything is how you need it, click **[Print]**.



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].



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



Trail Blazer™

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

Related Resources

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

Article: [Household Export](#)

Video: [Getting Started 102 – Quick Reports and Export](#)


Video: [Getting Started 107 – Writing Contribution Thank You Letters](#)

3rd Party Resource (Material): [Purchase Avery 5160 Label Paper](#)

3rd Party Resource (Tool): [Purchase Microsoft Excel](#)

3rd Party Resource (Video): [YouTube – Print Labels via Microsoft Excel](#)

Trail Blazer Live Support

 **Phone:** 1-866-909-8700

 **Email:** support@trailblz.com

 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

 **Twitter:** <https://twitter.com/trailblazersoft>

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

[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.

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*

