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Labels

You print labels in the same way you print mailings, that is, from the address list that results from a search using the *Organisation* and *Contact Search and List* capabilities. This allows you to use the same list for both purposes.

Printing Labels

To print labels proceed as follows:

✓ **Prerequisite:**

You have opened an *Organisation* or *Contact Search and List window* and have prepared the list of addresses you wish to print and have placed enough sheets of labels into the printer.

To learn how to create an address list see [section entitled "Mailing Lists", Chapter 11, "Mailings", page 11-7](#). For the printing of labels, it does not matter whether the address list is being created from the Organisation or the Contact Search and List window. For more information on the subject of address lists see the [section entitled "Working with Lists", Chapter 6, "Lists", page 6-5](#).

1. Click on the "label" icon located above the list.

The following window will open:



Fig. 12-1: Print Labels Window

In the header, to the above left of the window, is a drop down list with a choice of label sizes. The most standard format is already selected.

The formatted addresses are shown below as they would appear once printed on a sheet of labels. The addresses are *not editable*.

2. Select the appropriate label size from the drop down list to match the labels you placed in your printer.

The addresses are re-formatted to adjust to the new label size.

3. If necessary, you may adjust the default selections entered in the various fields available in the header.

They have the following meaning:

- Label width and height in mm,
- Space between label edge and writing in mm,

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- Font size in pts. (3 pts equal approx. 1 mm),
 - Space between label border and printing edge. Your selection should not be under 5mm.
 - You can select to print the labels at 100% (full-size) or 50% (for labels half the size of regular labels).
 - You can choose to print your labels in landscape or portrait format.
- **Tip:**
Times New Roman has been selected as the default font in this version of PRIMO. Other fonts are not available for labels at this time.
- Any formatting modifications you enter in the header are immediately visible in the label formatting below.
- For further tips on how to modify and alter labels, read [section entitled "Working with Labels", Chapter 15, "Administration", page 15-28.](#)
- **Tip:**
If several modifications need to be brought to the label format then we suggest that the Program Administrator create a new label format or adapt the existing one.
4. Click on the Print icon located to the above left of the window.
The labels are printed.