



Mailing Labels

- Create new Mailing label
 1. From home Screen *Select*: Letters/e-mails
 2. *Select*: Basic Mailing Labels with Custom filters
 3. *Insert* the following
 - a. *Letter Type – Size of Label*
 - b. *Font*
 - c. *Size*
 4. *Add*: filters for the people you would like to create a label for
 - a. Filters can include: athlete, volunteer, people on a list, all other filter items
 5. *Select*: Print