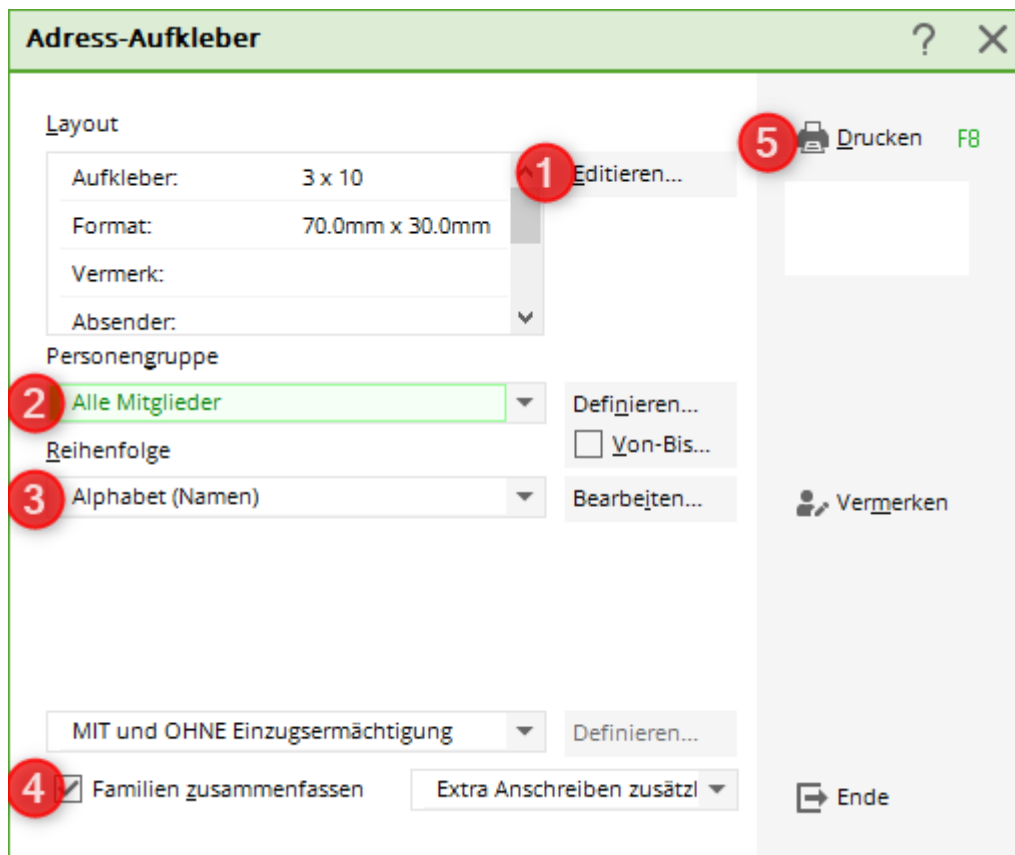


Address label

If you want to print address labels, go to the menu and select **People/Print: Adress-Aufkleber:**



Please note the following 5 steps:

To design and position the stickers, please click on the button **Edit** (1):

Adress-Aufkleber
✕

| | | | | |
|------------------------|----------------------|------------------------------------|----|---|
| Anzahl der Aufkleber: | nebeneinander | <input type="text" value="3"/> | | ✓ <u>OK</u> |
| | untereinander | <input type="text" value="10"/> | | |
| Seitenränder: | von links: | <input type="text" value="5.0"/> | mm | ✕ <u>Abbruch</u> |
| | von oben:: | <input type="text" value="0.0"/> | mm | |
| Größe eines Aufklebers | Breite: | <input type="text" value="70.0"/> | mm | |
| | Höhe: | <input type="text" value="30.0"/> | mm | |
| Zeilenabstand: | | <input type="text" value="4.2"/> | mm | |
| Zeilen pro Aufkleber: | | <input type="text" value="5"/> | | |
| Schriftgröße: | | <input type="text" value="Klein"/> | ▼ | |
| Vermerk: | <input type="text"/> | | | |
| Absender: | <input type="text"/> | | | |
| Anrede (nur Einzel): | <input type="text"/> | | | |
| Druck ab Aufkleber Nr | | <input type="text" value="1"/> | | |

Any setting is possible here, depending on which labels you use. Normally the **number of labels** and the **size of a sticker** are already noted on the packaging.

| | |
|-------------------------------|---|
| Margins | The printout can still be positioned exactly on the sticker sheet here. |
| Lines per sticker | The example shows 9 lines per sticker. |
| Font size | A different font size can be selected here as required. You can choose between „Small“, „Medium“ and „Normal“. |
| Note | The note is printed on the label above the sender. If it is an express mail item or a Christmas letter, for example, this can be noted perfectly. |
| Sender | Here it is important to check in advance whether the sender really fits completely on the label. The sender is often very long and may protrude beyond the printable area. |
| Print from sticker no. | This function allows you to reuse partially printed sticker sheets. It counts from left to right and from top to bottom. If the first (top) two rows of stickers on a sheet of three-lane stickers have already been used, a „7“ must be entered here. Printer manufacturers generally warn against reusing stickers that have already been printed, as they can wrap around the drum of the laser printer. |

In the second step, the group of people (2) should be defined. You can find a little help here: [Group of people](#).

The **sequence** (3) allows you to select different sequences. For example, it may be useful to sort by postcode.



You should also tick the „Combine families“ box (4) before printing. If a membership letter were really sent to every member, this tick should be removed.

TIP Before the stickers are printed (5), it makes sense to make a test print; it may also be helpful to

view the test print on the screen. Then nothing stands in the way of your dispatch.