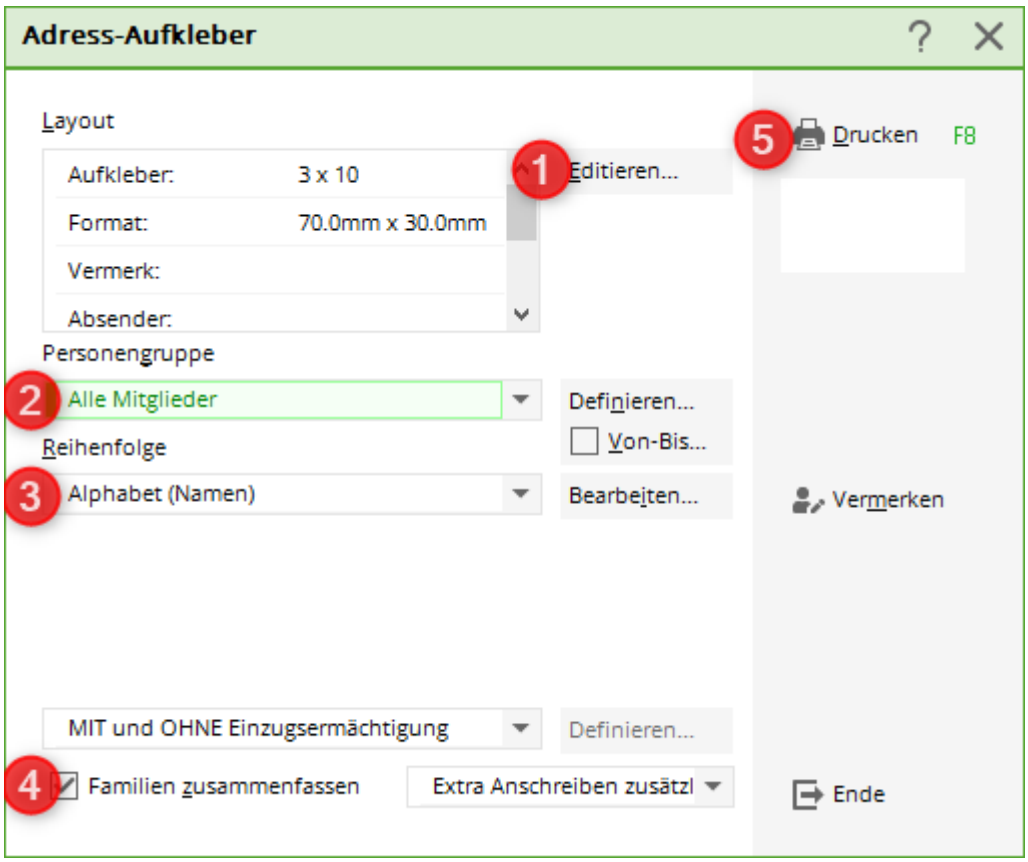
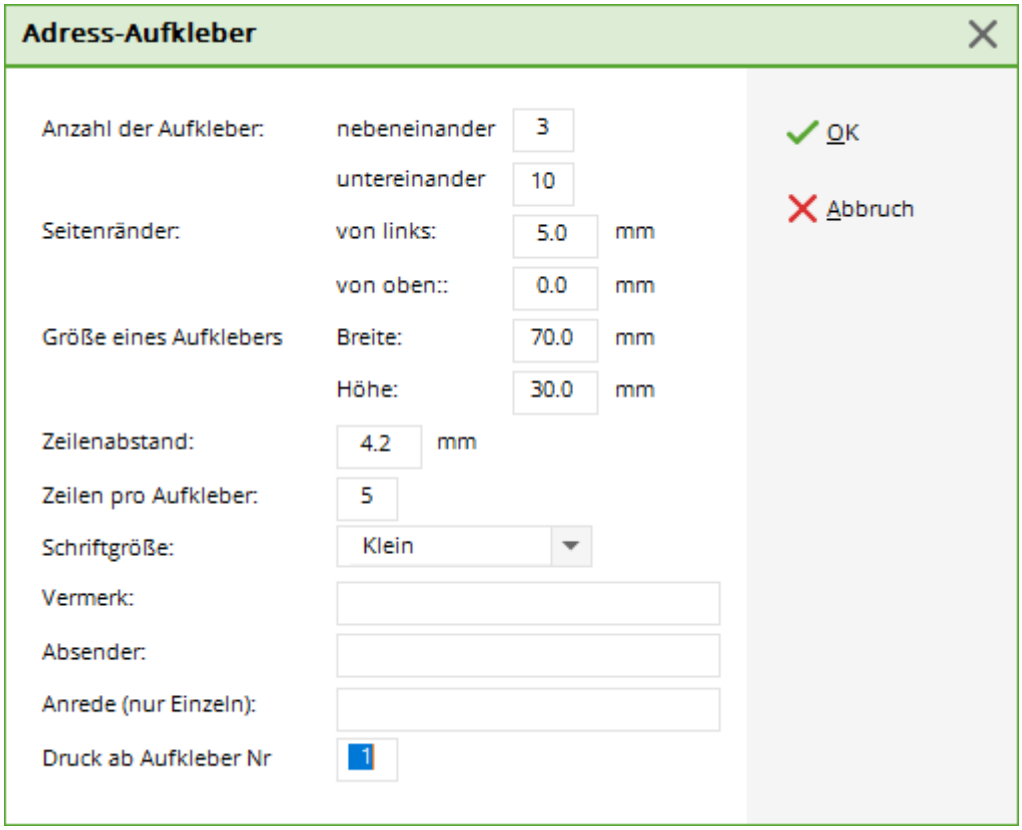
Address label

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):



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.