

Mailing Labels from REARS

Generating mailing labels from REARS is an easy and efficient way to prospect and market to property owners. In this tutorial, we will take you through the process of generating mailing labels for your selected property records.

Step 1: Generate Your Data

Use the PIRS search criteria to generate the data results based your specific requirements. You can refine your data results by sorting column headers or deleting unwanted records. Once you're satisfied with the data results proceed to step 2.

Step 2: Select the Data Property Records

From the data results being displayed in Table-View format, you have two options for printing. You can either:

- Print All Records - print a mailing label for every property owner from your data search results. For this option, you can skip the instructions in this step and proceed to Step 3.
- Print Selected Records - print mailing labels for selected owner records only. For this option, follow the procedure below:

To Select Individual Records:

- 1) Mouse click on any ownership record to select the record. The background color of the record will change to blue – this means the record is highlighted or selected.
- 2) You can add additional records by holding the '**Ctrl**' key and **clicking** on the record.

To Select a Range of Records:

- 3) Click on the first ownership record. The background color of the record will change to blue – this means the record is highlighted or selected.
- 4) Move your mouse pointer to the last record in the range and hold down the '**Shift**' key while **clicking** the mouse. All records between the first and last selected transaction will now be highlighted.

Note: The following example shows selection of both a range of records and individual records.

TaxID/ParcelID	Ref/Ma	Subdivision/Location	Lot	Block	Unit	Phase	Sec/Twn/Rng	
033280050	321S3C	ABB		PT OF A			03101S30W	622
132619551	000S0C	ARAGON	13	A		REPLA	02202S30W	572
132619625	000S0C	ARAGON	6	F			02202S30W	6 FL
132619625	000S0C	ARAGON	6	F			02202S30W	6 FL
090240060	031S31	ASHBURY HILLS	30				00301S31W	302
090240068	031S31	ASHBURY HILLS	34 & F				00301S31W	301
013956520	051S3C	AUTUMN CHASE	4				00501S30W	100
170032000	282S2E	BAHIA PAZ TOWNHOMES	22				02802S26W	155
170024000	282S2E	BAHIA PAZ TOWNHOMES	14				02802S26W	151
012647351	161S2S	BAY CLIFF ESTATES	21	C	2		01601S29W	399
012323002	131S2S	BAY OAKS	2	A	2		01201S29W	465
012313120	121S2S	BAY OAKS	22				01201S29W	570
104229542	153S3E	BAY POINTE VISTA	21 & F				01503S32W	955
094705260	332S31	BAYOU GRANDE LANDING	5				00403S31W	724
095015540	332S31	BAYOU GRANDE VILLA	PT OF				00403S31W	GUL
102838306	013S3E	BAYOU TARKILN PLANTATION	3 LES B			1	00103S32W	336
010090640	031S2S	BAYWALK	8				00301S29W	452
170010602	282S2E	BAYWATCH CONDOMINIUM			E3	5	02802S26W	115
170010534	282S2E	BAYWATCH CONDOMINIUM			B5 BLDG	2	02802S26W	115
104645145	014S3E	BEACH & YACHT CLUB CONDO			801A	2	00104S33W	167
		BEACH COLONY TOWER CONI			T8C		03503S32W	

Figure 1

Step 3: Select to Print the Mailing Labels

From the top toolbar menu, select **Print -> Print Mailing Labels**. Two options will display:

Option1: Print All Records – With this option, all records in your search result will be used for the printing mailing labels.

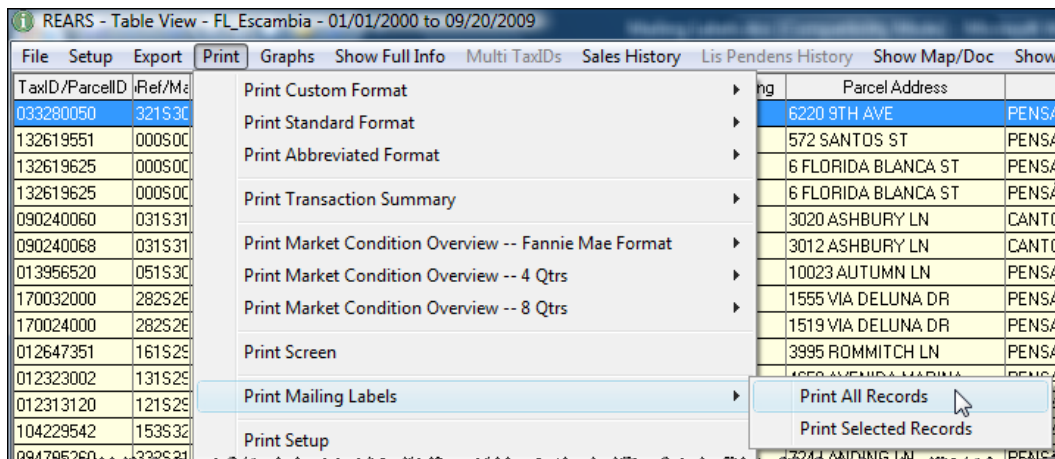


Figure 2

Option 2: Print Selected Records – With this option, only the highlighted records will be used to generate mailing labels.

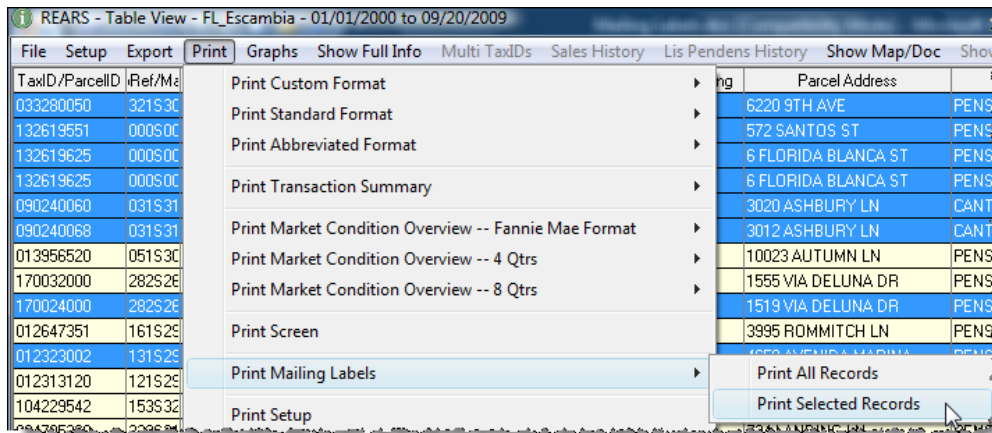


Figure 3

Step 4: Print Label Options

The next screen to display, is the Print Labels dialog box, with various options for your mailing labels.

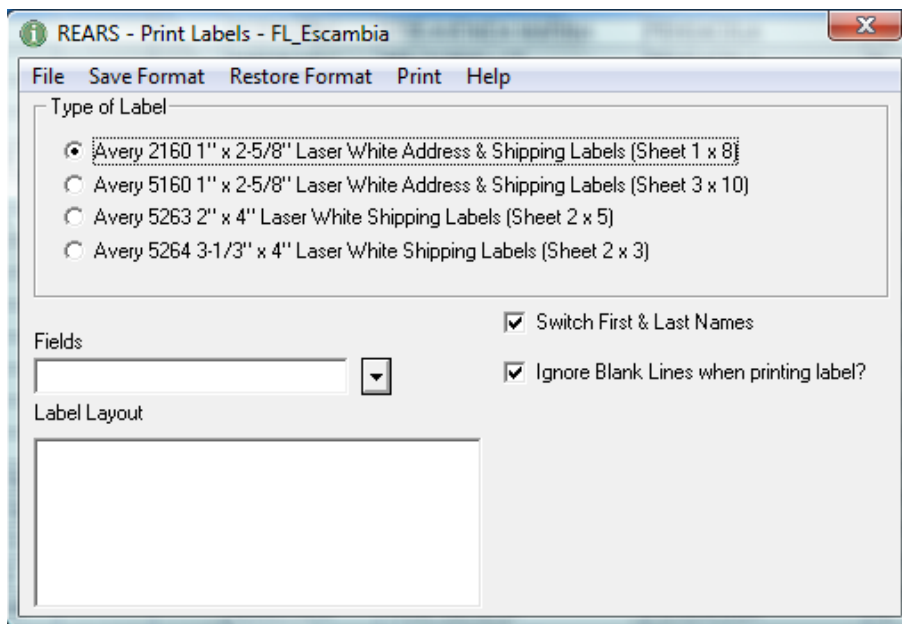


Figure 4

Type of Label – this option refers to the type of blank label stock you will be using in your printer. Various sizes of Avery mailing labels can be found at most office supply stores. Once you have your label stock, there is an Avery number on the front of the box that should correspond to one of the options listed on this dialog box.

Note: you can use generic label stock and simply match the individual label dimensions to one of these options – i.e. a generic stock that has ten rows and 3 columns of labels, and each label measures 1” by 2 5/8” – would correspond to Avery 5160.

Switch First & Last Names – by default, in Table-View format, the owner name appears last name first so you can easily sort this column based on last names. When printing labels, however, you may want to switch the order so that the first name appears before the last name. Simply select this box to switch first & last names.

Ignore Blank Lines when Printing Label – in the step below, you will see how to layout the fields of information you want printed on the mailing label. Since every data record may not have information for each field (i.e. a 2nd address line), you can check this box to prevent blank lines in your labels.

Fields – this option is used in conjunction with the Label Layout below. Click on the drop-down arrow to the right of the Fields box to display the data record field names. You may need to use the scroll bar to see all the names. Select, one at a time, each field you want on the mailing label, in the order you want the fields to appear.

Label Layout – The Label Layout box is where you design the order in which the fields will appear on the mailing labels. To move to the next line, simply press the **‘Enter’** key. You must enter all punctuation you want to appear on the labels, (i.e. a comma after a “City” field or extra space before the “Zip” field). **Note:** if you chose “Resident” instead of “Owner Name” you need to add a “Full Name” field to the Label Layout box wherever you want the name “Resident” to appear.

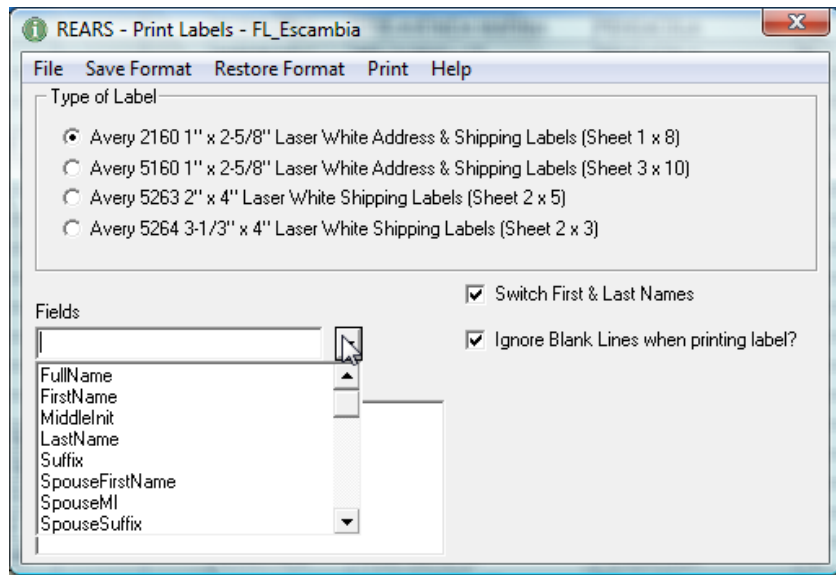


Figure 5

Select the first field you want printed on the mailing label. For this example, we’ll choose “Full Name” and press **‘Enter’** to move the cursor to the next line.

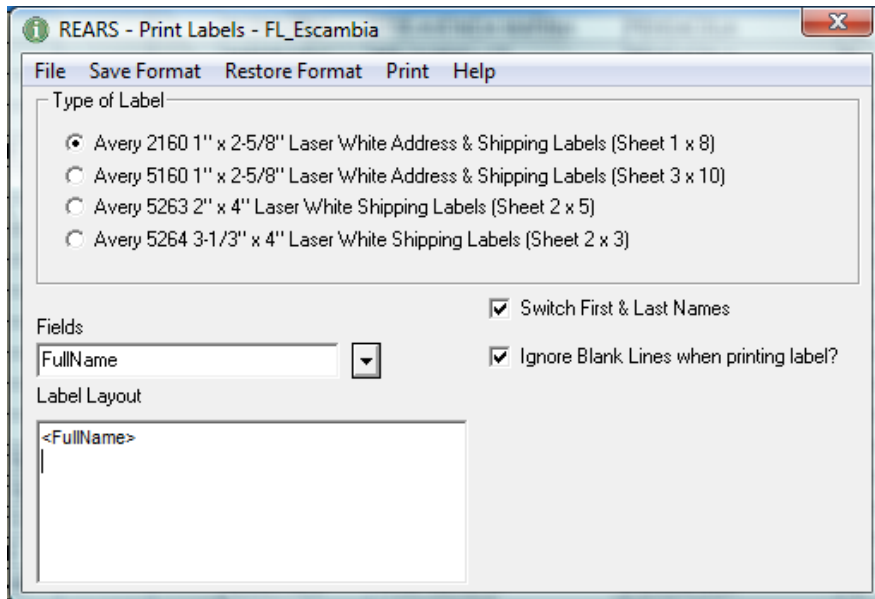


Figure 6

Note: To delete a selected field from the layout box, simply use your mouse pointer to highlight the field name, then press the 'Delete' key.

Once you've added all the fields for your labels into the Label Layout box, you're ready to print the mailing labels.

Note: From the top toolbar menu, you can select "Save Format" to save the label layout format for future use. If you wish to use the same mailing label format on future labels, simply select "Restore Format". From the top toolbar menu, select **Print -> Print Labels**.

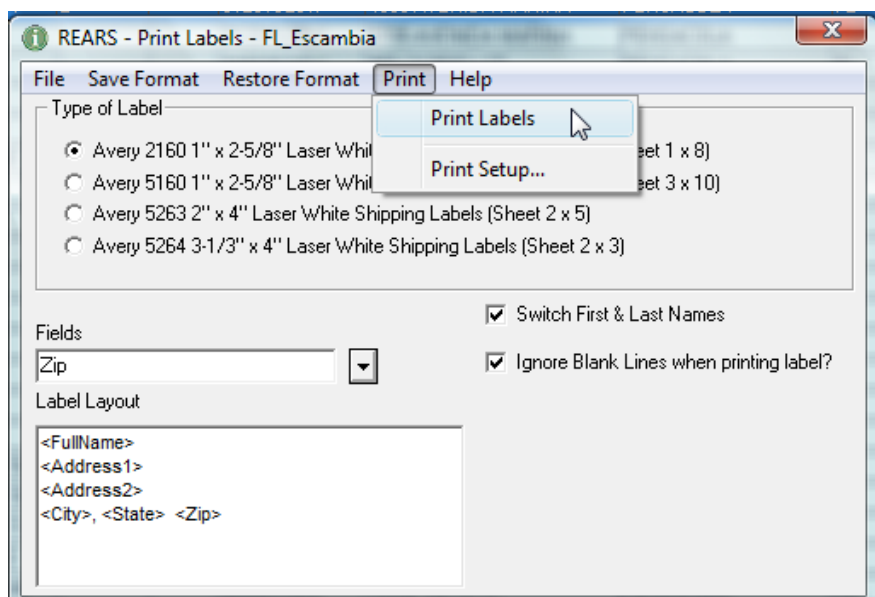


Figure 7

The next screen that displays provides the option to select:

- A specific printer
- Number of copies
- Printer options including print preview

Note: You can choose “Preview Output Only” to see the formatted mailing labels on-screen before selecting the option to “Print Output without Previewing”.

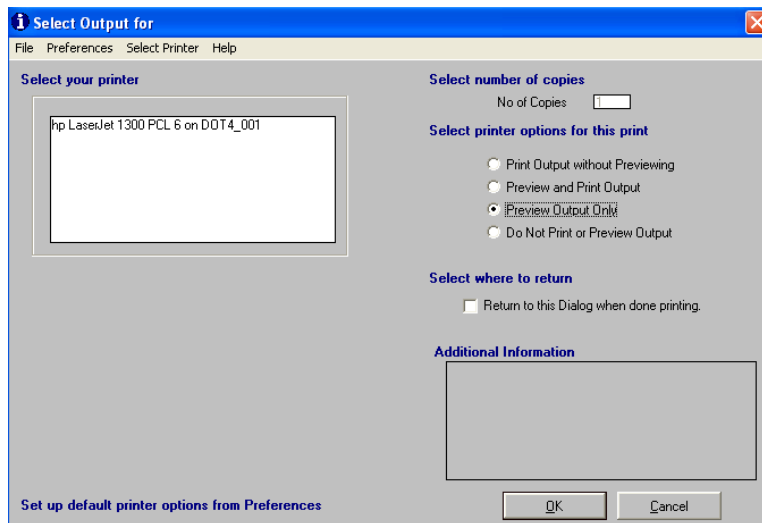


Figure 8