

Mailing Labels and Envelopes

Print Customer Mailing Labels

1. To print customer mailing labels click the Mailing List icon along the top toolbar.



2. You can also select Browse – Mailing List.
3. Click the Marking box (the box at the bottom of the window with the 6 blue boxes).



4. Click the Mark All button now displayed at the bottom left.



5. This will mark all your customers with a red arrow.



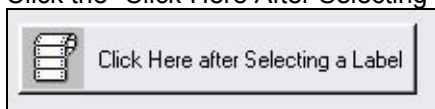
6. You can unmark or mark customers individually as well to add or remove customers from this mailing list.
7. Once your customers are tagged/marked click the Customer Label button at the bottom of the window.



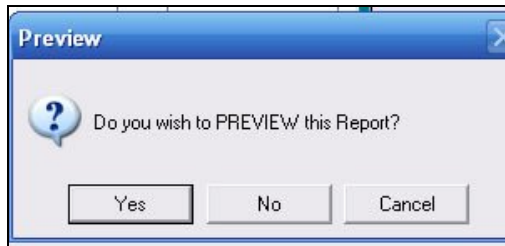
8. In the Browse Label window which opens, you will need to select the type of label you are using. There are included default templates already included, but you may find you will need adjust some settings to correct basic issues of alignment, spacing, etc.

Label Name(s)		Laser	Dot Matrix	Browse Label Window					
Label Name	Type	Paper Name	Paper Width	Paper Height	Label Width	Label Height	Top Margin	Left Margin	
12-294/295 Avery Tag	Laser	1 8.5x11	8.500	11.000	4.000	2.250	0.000	0.000	
12-296/297 Avery Tag	Laser	1 8.5x11	8.500	11.000	6.250	3.000	0.000	0.000	
2160 Avery Address	Laser	256 Custom	5.000	4.250	2.630	1.000	0.000	0.000	
2162 Avery Address	Laser	256 Custom	8.500	11.000	4.000	1.330	0.000	0.000	
2163 Avery Address	Laser	256 Custom	5.000	4.250	4.000	2.000	0.000	0.000	
2180 FF Asst. - Half She	Laser	256 Custom	8.500	11.000	3.440	0.687	0.000	0.000	
2181 FF White - Half SH	Laser	256 Custom	5.000	4.250	3.500	1.000	0.000	0.000	
2186 Diskette - Half She	Laser	256 Custom	5.000	4.250	2.750	2.000	0.000	0.000	
2660 Avery Address-Ha	Laser	256 Custom	5.000	4.250	2.630	1.000	0.000	0.000	
2663 Shipping-Half Siz	Laser	256 Custom	5.000	4.250	4.000	2.000	0.000	0.000	
5160 Avery Address	Laser	1 8.5x11	8.500	11.000	2.625	1.000	0.050	0.125	
5660 Avery Address	Laser	1 8.5x11	8.500	11.000	2.875	1.000	0.000	0.000	
5661 Avery Address	Laser	1 8.5x11	8.500	11.000	4.250	1.000	0.000	0.000	
5662 Avery Address	Laser	1 8.5x11	8.500	11.000	4.250	1.333	0.000	0.000	
8160 Avery	Laser	1 8.5x11	8.500	11.000	2.625	1.000	0.250	0.375	

9. Highlight the label type you want to use such as 5662 Avery Address.
10. Click the "Click Here After Selecting a Label" button at the bottom of the window.



11. You will be prompted to Preview the Label report/printout.



12. It is strongly recommended to click YES. The reason for this is because due to printer settings or the mailing label settings, you want to make sure that a 3 column layout really does show as a 3 column layout and doesn't overlap causing it to be a 2 column layout.
13. Click Yes
14. If the display does not look correct, click the big red X at the top right of the preview window to cancel the printing.
15. If the display looks correct, then click the printer icon along the top.
16. NOTE: It is strongly recommended to print a test run on regular paper for the first page of the labels only. Again, because templates vary and printers vary, it is important to make sure the printing margins are aligned with the sheet of labels. You can hold the test sheet on top of the paper with the labels, hold it up to a light and make sure the printing is in alignment with the labels. If any adjustments need to be made use the Browse Label window to make any edits. This simple extra step will save you time, and labels!
17. When ready click the printer icon along the top of the preview window.
18. If you want to print more than 1 copy, adjust the copies using the up or down arrows.
19. When it is finished printing you will be brought back to the Mailing Labels window.

Edit Mailing Label Layouts or Templates

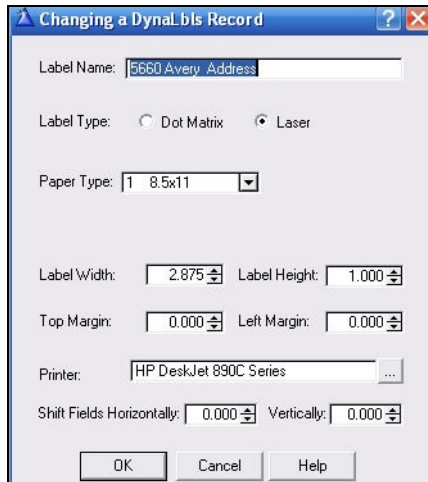
1. Click Browse – Mailing Labels.
2. The Browse Label Window will appear.

Label Name(s)		Browse Label Window						
Label Name	Type	Paper Name	Paper Width	Paper Height	Label Width	Label Height	Top Margin	Left Margin
12-294/295 Avery Tag	Laser	1 8.5x11	8.500	11.000	4.000	2.250	0.000	0.000
12-296/297 Avery Tag	Laser	1 8.5x11	8.500	11.000	6.250	3.000	0.000	0.000
2160 Avery Address	Laser	256 Custom	5.000	4.250	2.630	1.000	0.000	0.000
2162 Avery Address	Laser	256 Custom	8.500	11.000	4.000	1.330	0.000	0.000
2163 Avery Address	Laser	256 Custom	5.000	4.250	4.000	2.000	0.000	0.000
2180 FF Asst. - Half Sh	Laser	256 Custom	8.500	11.000	3.440	0.687	0.000	0.000
2181 FF White - Half Sh	Laser	256 Custom	5.000	4.250	3.500	1.000	0.000	0.000
2186 Diskette - Half Sh	Laser	256 Custom	5.000	4.250	2.750	2.000	0.000	0.000
2660 Avery Address-Hi	Laser	256 Custom	5.000	4.250	2.630	1.000	0.000	0.000
2663 Shipping-Half Siz	Laser	256 Custom	5.000	4.250	4.000	2.000	0.000	0.000
5160 Avery Address	Laser	1 8.5x11	8.500	11.000	2.625	1.000	0.050	0.125
5660 Avery Address	Laser	1 8.5x11	8.500	11.000	2.875	1.000	0.000	0.000
5661 Avery Address	Laser	1 8.5x11	8.500	11.000	4.250	1.000	0.000	0.000
5662 Avery Address	Laser	1 8.5x11	8.500	11.000	4.250	1.333	0.000	0.000
8160 Avery	Laser	1 8.5x11	8.500	11.000	2.625	1.000	0.250	0.375

3. To edit a label, highlight the label and click the Edit a Label button.



4. The Label window will appear with all the configuration settings.



5. In the label window which opens, make any adjustments you need using the following fields:
 - Label Name:** This is the name of the label.
 - Label Type:** Select Laser for laser or inkjet printers, dot matrix for dot matrix printers.
 - Paper Type:** Select the paper size using the drop down. The default is 8.5 x11. For another size select Custom and enter the width and height in the Width and Height fields which appear to the right.
 - Label Width:** This is the width of a single label
 - Label Height:** This is the height of a single label
 - Top Margin:** This is the distance from the top of a label in the top row to the top edge of the paper.
 - Left Margin:** This is the distance from the left edge of the paper to the left side of the first column of labels.
 - Printer:** Select your printer for using these labels.
 - Shift Fields:**
 - Horizontally:** Moves the printable area of a label over to the left or right. Moving the arrows up/increasing the number value, shifts them to the right, while moving the arrows down shifts them to the left.
 - Vertically:** Moves the print of a label up or down in the label area. Moving the arrows up shifts the printing down on the label, while moving the arrows down/decreasing the value shifts the printing up on the label.
6. When finished, click OK
7. Your changes are saved.

Add a New Mailing Label Layout or Template

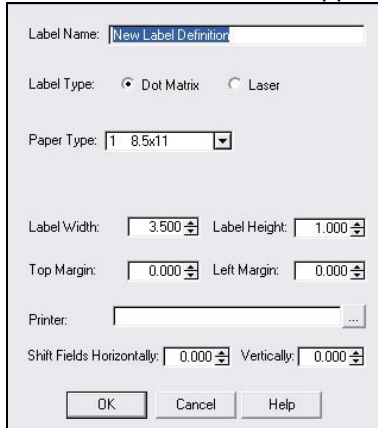
1. Click Browse – Mailing Labels.
2. The Browse Label Window will appear.

Label Name(s)		Laser Dot Matrix		Browse Label Window					
Label Name	Type	Paper Name	Paper Width	Paper Height	Label Width	Label Height	Top Margin	Left Margin	
12-294/295 Avery Tag	Laser	1 8.5x11	8.500	11.000	4.000	2.250	0.000	0.000	
12-296/297 Avery Tag	Laser	1 8.5x11	8.500	11.000	6.250	3.000	0.000	0.000	
2160 Avery Address	Laser	256 Custom	5.000	4.250	2.630	1.000	0.000	0.000	
2162 Avery Address	Laser	256 Custom	8.500	11.000	4.000	1.330	0.000	0.000	
2163 Avery Address	Laser	256 Custom	5.000	4.250	4.000	2.000	0.000	0.000	
2180 FF Asst - Half She	Laser	256 Custom	8.500	11.000	3.440	0.687	0.000	0.000	
2181 FF White - Half SH	Laser	256 Custom	5.000	4.250	3.500	1.000	0.000	0.000	
2186 Diskette - Half She	Laser	256 Custom	5.000	4.250	2.750	2.000	0.000	0.000	
2660 Avery Address-Ha	Laser	256 Custom	5.000	4.250	2.630	1.000	0.000	0.000	
2663 Shipping-Half Siz	Laser	256 Custom	5.000	4.250	4.000	2.000	0.000	0.000	
5160 Avery Address	Laser	1 8.5x11	8.500	11.000	2.625	1.000	0.050	0.125	
5660 Avery Address	Laser	1 8.5x11	8.500	11.000	2.875	1.000	0.000	0.000	
5661 Avery Address	Laser	1 8.5x11	8.500	11.000	4.250	1.000	0.000	0.000	
5662 Avery Address	Laser	1 8.5x11	8.500	11.000	4.250	1.333	0.000	0.000	
8160 Avery	Laser	1 8.5x11	8.500	11.000	2.625	1.000	0.250	0.375	

3. To add a label, click the Add a Label button.



4. A blank label window will appear where you can enter the configuration settings.



5. In the label window which opens, enter the following information:

Label Name: This is the name of the label.

Label Type: Select Laser for laser or inkjet printers, dot matrix for dot matrix printers.

Paper Type: Select the paper size using the drop down. The default is 8.5 x11. For another size select Custom and enter the width and height in the Width and Height fields which appear to the right.

Label Width: This is the width of a single label

Label Height: This is the height of a single label

Top Margin: This is the distance from the top of a label in the top row to the top edge of the paper.

Left Margin: This is the distance from the left edge of the paper to the left side of the first column of labels.

Printer: Select your printer for using these labels.

Shift Fields:

Horizontally: Moves the printable area of a label over to the left or right. Moving the arrows up/increasing the number value, shifts them to the right, while moving the arrows down shifts them to the left.

Vertically: Moves the print of a label up or down in the label area. Moving the arrows up shifts the printing down on the label, while moving the arrows down/decreasing the value shifts the printing up on the label.

6. When finished, click OK
7. Your changes are saved.

Delete Mailing Label Layouts or Templates

1. Click Browse – Mailing Labels.
2. The Browse Label Window will appear.

Browse Label Window								
Label Name	Type	Paper Name	Paper Width	Paper Height	Label Width	Label Height	Top Margin	Left Margin
12-294/235 Avery Tag	Laser	1 8.5x11	8,500	11,000	4,000	2,250	0,000	0,000
12-296/297 Avery Tag	Laser	1 8.5x11	8,500	11,000	6,250	3,000	0,000	0,000
2160 Avery Address	Laser	256 Custom	5,000	4,250	2,630	1,000	0,000	0,000
2162 Avery Address	Laser	256 Custom	8,500	11,000	4,000	1,330	0,000	0,000
2163 Avery Address	Laser	256 Custom	5,000	4,250	4,000	2,000	0,000	0,000
2180 FF Asst. - Half She	Laser	256 Custom	8,500	11,000	3,440	0,687	0,000	0,000
2181 FF White - Half SH	Laser	256 Custom	5,000	4,250	3,500	1,000	0,000	0,000
2186 Diskette - Half She	Laser	256 Custom	5,000	4,250	2,750	2,000	0,000	0,000
2660 Avery Address-He	Laser	256 Custom	5,000	4,250	2,630	1,000	0,000	0,000
2663 Shipping-Half Siz	Laser	256 Custom	5,000	4,250	4,000	2,000	0,000	0,000
5160 Avery Address	Laser	1 8.5x11	8,500	11,000	2,825	1,000	0,050	0,125
5660 Avery Address	Laser	1 8.5x11	8,500	11,000	2,875	1,000	0,000	0,000
5661 Avery Address	Laser	1 8.5x11	8,500	11,000	4,250	1,000	0,000	0,000
5662 Avery Address	Laser	1 8.5x11	8,500	11,000	4,250	1,333	0,000	0,000
8160 Avery	Laser	1 8.5x11	8,500	11,000	2,825	1,000	0,250	0,375

- To delete a label, highlight the label and click the Delete a Label button.



- You will be prompted to confirm the deletion, select OK or Cancel.
- You will be brought back to the Browse Label Window.

Print Envelopes for Customer Mailings

- To print customer mailing envelopes click the Mailing List icon along the top toolbar.



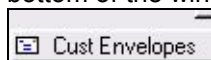
- Or you can also select Browse – Mailing List.
- Click the Marking box (the box at the bottom of the window with the 6 blue boxes).



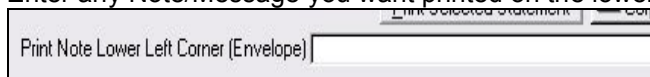
- Click the Mark All button now displayed at the bottom left.



- This will mark all your customers with a red arrow (to perform a specific search use the Search Wizard feature).
- You can unmark or mark customers individually as well to add or remove customers from this mailing list.
- Once your customers are tagged/marked click the Customer Envelope button at the bottom of the window.



- Enter any Note/Message you want printed on the lower left corner of each envelope.



- You will be prompted to Preview the envelope. It is strongly recommended to click YES.

10. Click Yes.
11. If the display does not look correct, click the big red X at the top right of the preview window to cancel the printing.
12. If the display looks correct, then click the printer icon along the top.
NOTE: It is strongly recommended to print a test run on a single envelope. Because templates vary and printers vary, it is important to make sure the printing margins are aligned with the envelopes. This simple extra step will save you time, and envelopes!
13. When ready, click the printer icon along the top of the preview window.
14. When it is finished printing you will be brought back to the Mailing Labels window.
NOTE: Make sure your printer can handle printing envelopes and will not jam. Otherwise we recommend using mailing labels and then adhere them onto the envelopes.

Search for Specific Customer Criteria for Mailings

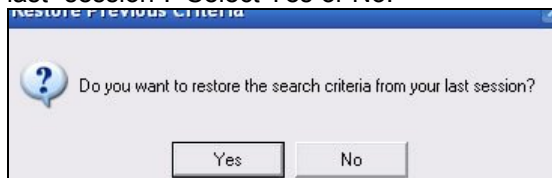
1. To print customer mailing labels for a specific group of people, click the Mailing List icon along the top toolbar.



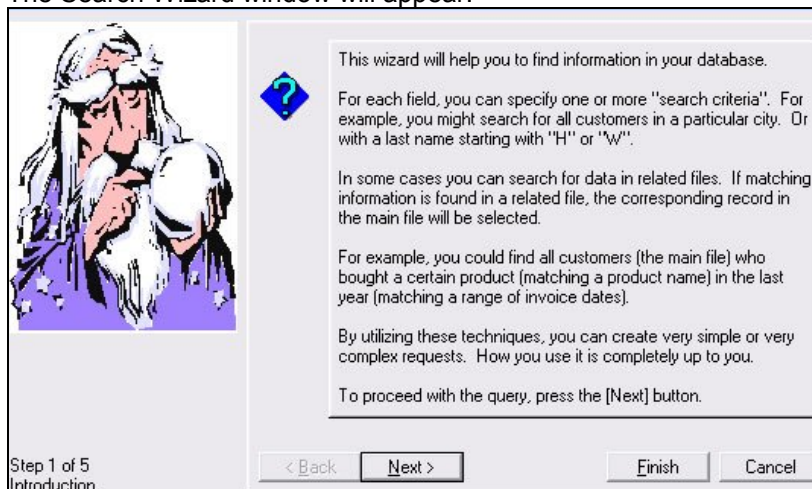
2. Or you can also select Browse – Mailing List
3. All your customers will be displayed.
4. Click the box with the magnifying glass (this is the search feature in ezFramer).



5. You will be prompted to restore the previous search criteria you may have used in the last "session". Select Yes or No.



6. The Search Wizard window will appear.



7. You can go through each of the 5 steps by clicking Next, but a quicker more direct approach is to skip directly to the end by clicking Finish, so click Finish.

8. Now you will see a window which has all the various search options you can use in your search.

9. Use the button next to the fields you choose to designate the detailed method of searching which is also called Match Type (i.e. begins with..., between..., includes... equals... etc.)

10. Once your Match Type is selected click OK.
 11. Now enter your search term, for example if you want to run a search on all addresses within a specific city, enter the city name in the City field.

12. You can enter more than one criteria for a search.
 13. When finished, click the Begin Search button.

14. You will be prompted to Choose an action, such as Select, Unselect, Edit or Cancel.

15. Click the Select button.
16. The window will now display only the results from your search. Notice your entries are all marked with a red arrow. If no entries match, you will receive a message stating No Found Matches. Try again and check all your search criteria.

IM	Date Entered	First Name	Last Name
▶	3/ 4/2008	Nancy	Drew
▶	4/ 2/2008	Philip	Drone
▶	4/ 2/2008	Liz	Frank
▶	4/ 2/2008	Fran	Meek
▶	4/ 2/2008	Tim	Qbe

17. At this point, proceed with your mailing by pressing the appropriate label button at the bottom of the window. [See Section on Creating Mailing Labels.](#)
18. If you decide to clear all your selections, use the Marking buttons found by clicking the button with the 6 blue squares at the bottom right of the window.



19. Choose the appropriate button for your preference.
20. When finished, click Close.