

Printing Labels in WorkCenter

This video will show you how to select contacts inside WorkCenter and print labels for mailing. We have programmed default labels in our WorkCenter standard library of forms. Do not select a contact record and then the label inside WorkCenter. Labels from inside WorkCenter are designed to be printed using the following steps.

Step #1: On the main screen of WorkCenter, select the contacts for which you wish to have labels printed. You can select contact records in three ways:

- 1. If you want all of your contacts, click on one contact, hold down your Control Key and then press the letter “A”. You will notice all contacts have now been highlighted.**
- 2. If you wish to have a sequence of contacts, click on the first contact, hold down your “Shift” key and press your down arrow until the desired contacts are highlighted.**
- 3. If you wish to individually select contact records, click on the first record. At this point, hold down your “Ctrl “ key and click on individual records you desire.**

Step #2: After you have selected the contacts for which you wish to print labels, click on “FILE” and select “PRINT LABELS”. You will notice label options to choose from. If you want standard labels, we recommend you select “Contact Label”.

Step #3: You will see a “Print Label” box appear. Click on the “Address Tab” to view your labels prior to printing. You also have the ability to change the size and format of the labels. Once you have completed the review, select the print option button to continue.

