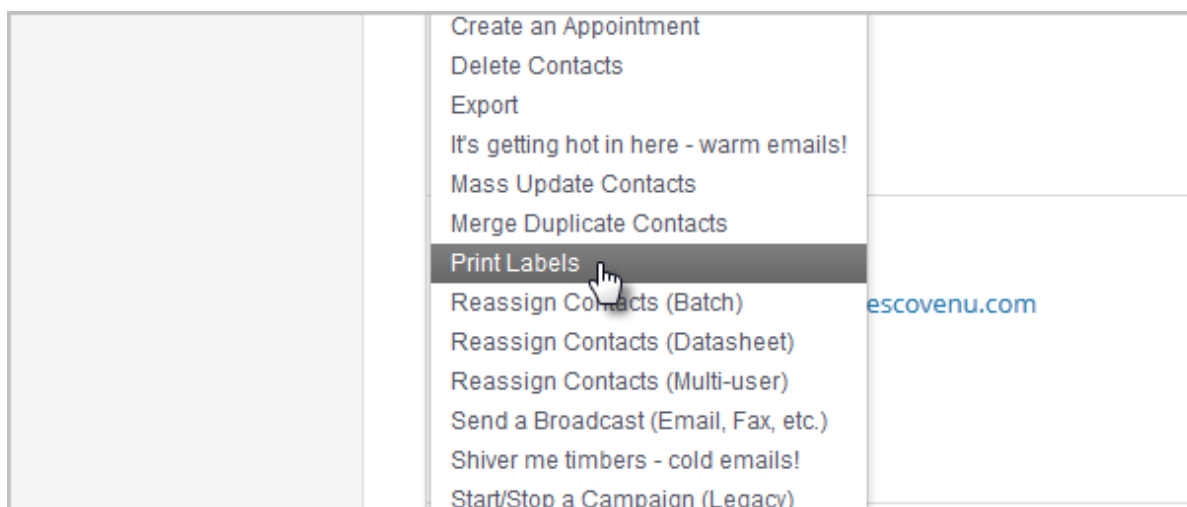


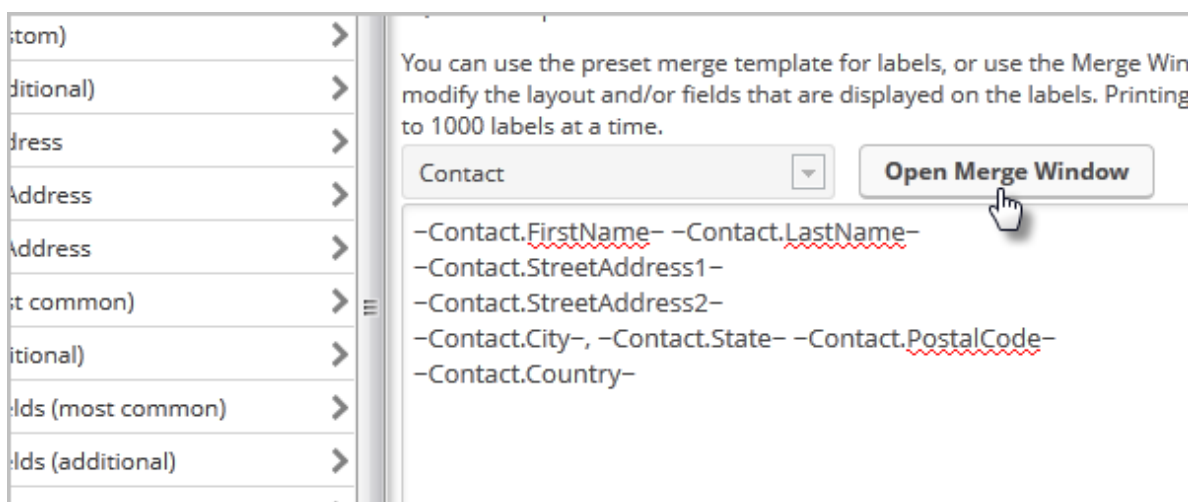
Print mailing labels for contacts

You can use Infusionsoft to print a mailing label for one contact or to print mailing labels for a group of contacts. Infusionsoft will create a label document in Microsoft Word with the merge fields already filled and ready to print.

1. Go to **CRM > Contacts** in the main navigation.
2. Search for a new list of contacts or select a saved search from the drop-down.
3. Click on the **Actions** drop-down and select **Print Labels**.



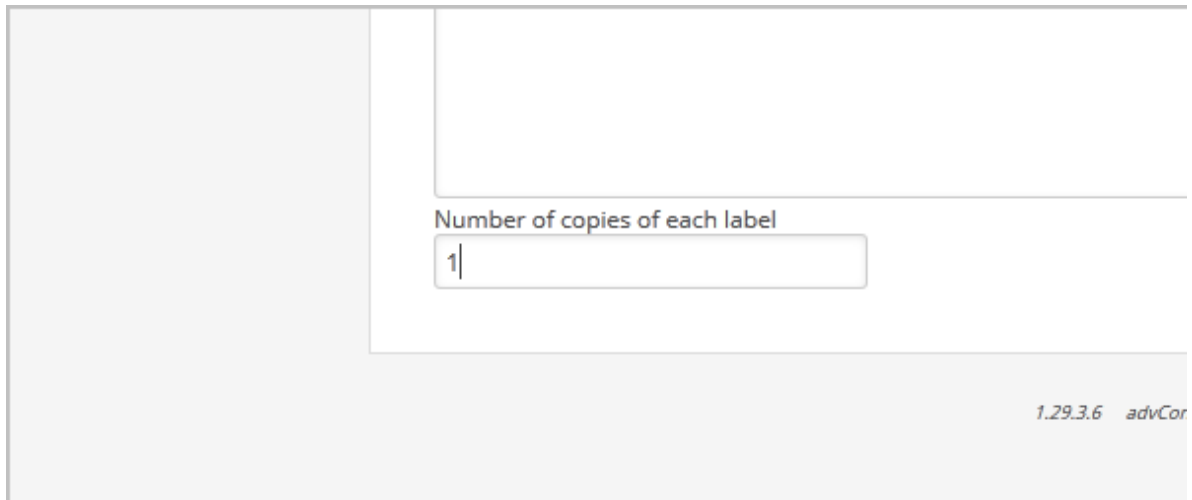
4. Set up your mailing label by clicking on the **Open Merge Window** button and add your merge fields. Remove any merge fields you are not using (e.g. ~Contact.StreetAddress2~.)



5. **Warning!** Using a merge field that does not have data or default will create

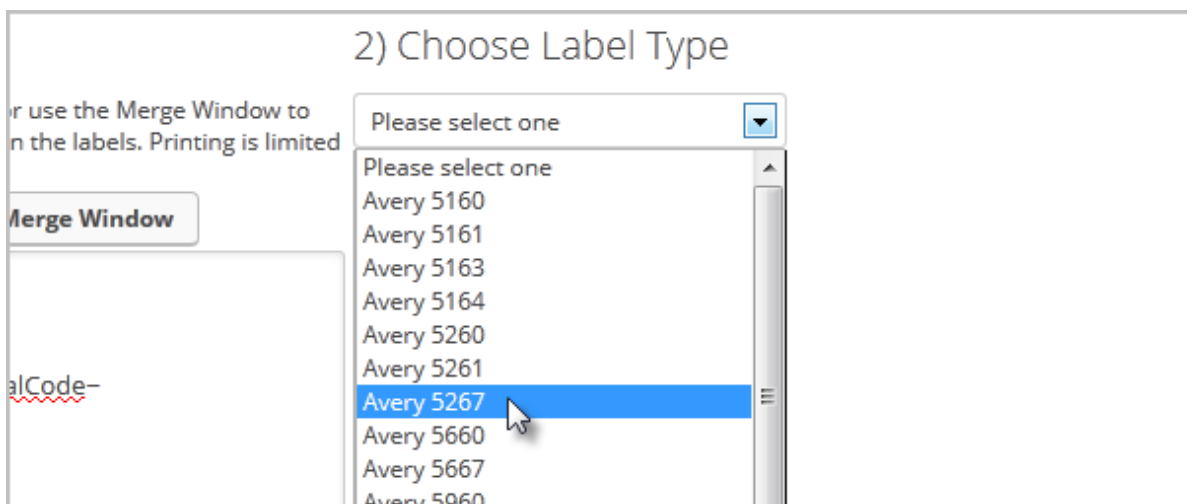
blank spaces on the labels.

- By default, Infusionsoft will generate one label per contact, but you can change this value if needed.



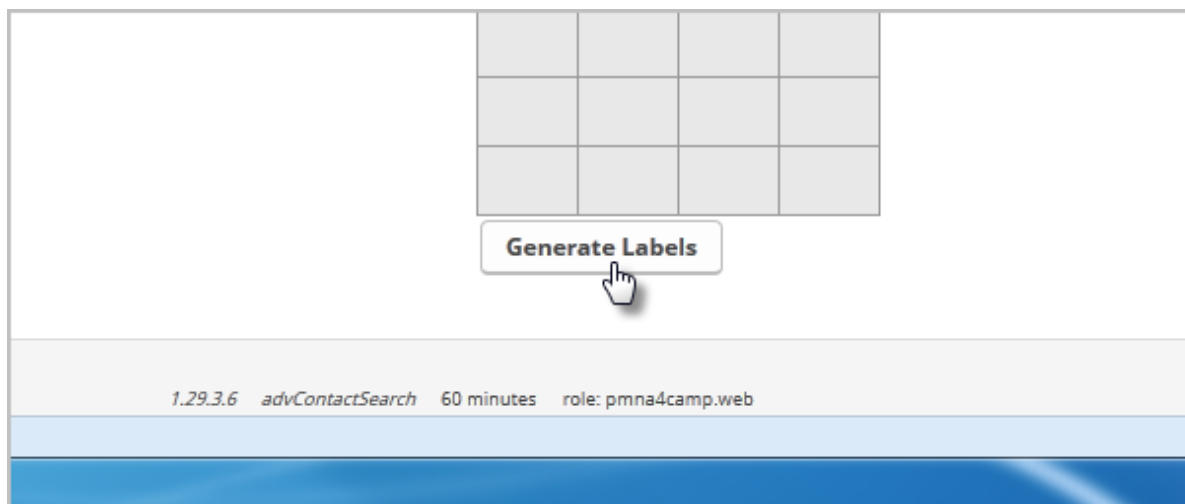
A screenshot of a web form. The form has a light gray background. On the right side, there is a white rectangular box with a thin border. Inside this box, the text "Number of copies of each label" is displayed in a dark gray font. Below this text is a smaller white input field containing the number "1". In the bottom right corner of the overall form area, the text "1.29.3.6 advCor" is visible in a small, light gray font.

- Choose a **Label Type** from the drop-down. This list includes common Avery label formats.

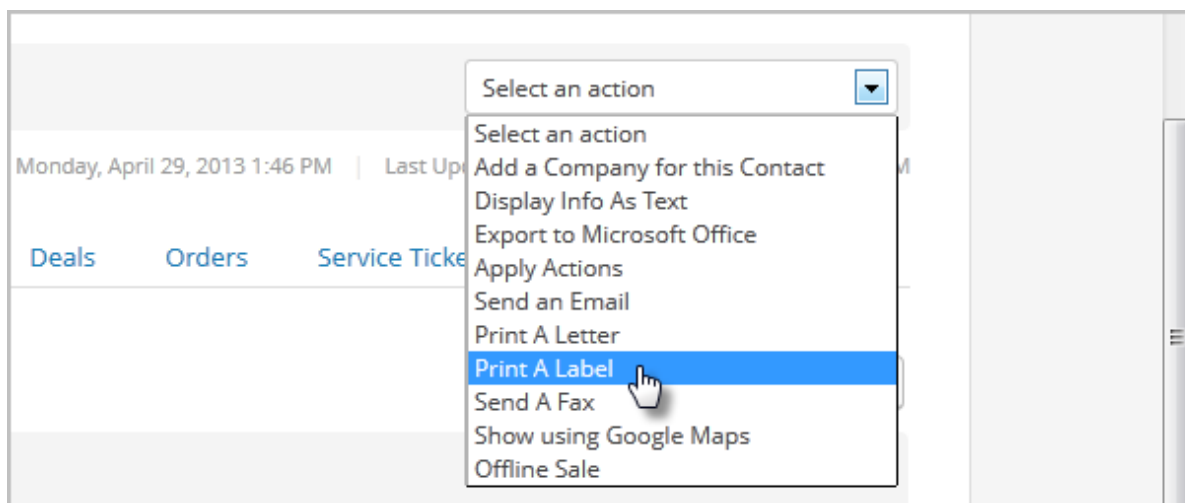


A screenshot of a dialog box titled "2) Choose Label Type". The dialog box has a white background and a thin gray border. At the top, it says "Please select one" next to a small blue downward arrow. Below this is a list of Avery label formats: Avery 5160, Avery 5161, Avery 5163, Avery 5164, Avery 5260, Avery 5261, Avery 5267 (highlighted in blue with a mouse cursor), Avery 5660, Avery 5667, and Avery 5960. To the left of the list, there is a section titled "Merge Window" with a sub-section "alCode-" and a red wavy line underneath. The text "Please use the Merge Window to" and "in the labels. Printing is limited" is partially visible on the left side of the dialog box.

- (optional) Click on a label location to select the starting label. This allows you to use a partially used label sheet.
- Click on the **Generate Labels** button and then **OK** to print the labels.



10. Print a Mailing Label for One Contact. While viewing a contact record, click on the **Select an action** drop-down and select **Print a Label**.



11. Follow steps 4 - 8 above.
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