

How to use General Family Mailing Label

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Custom Mailing Label

To enter a custom mailing label, simply type in the input field whatever you want displayed.

Standard Options

In the Drop down list, there are standard selections. To use any of these options, highlight then double click in the field below. This will bring automatically bring the selection down.

The options are the same for the Combo Letter Salutation

IMPORTANT:

When you are satisfied with your changes, use the tab key to move away from the input field. The **Update** button will then be in **Red**. Then click on **Update**, to save changes.

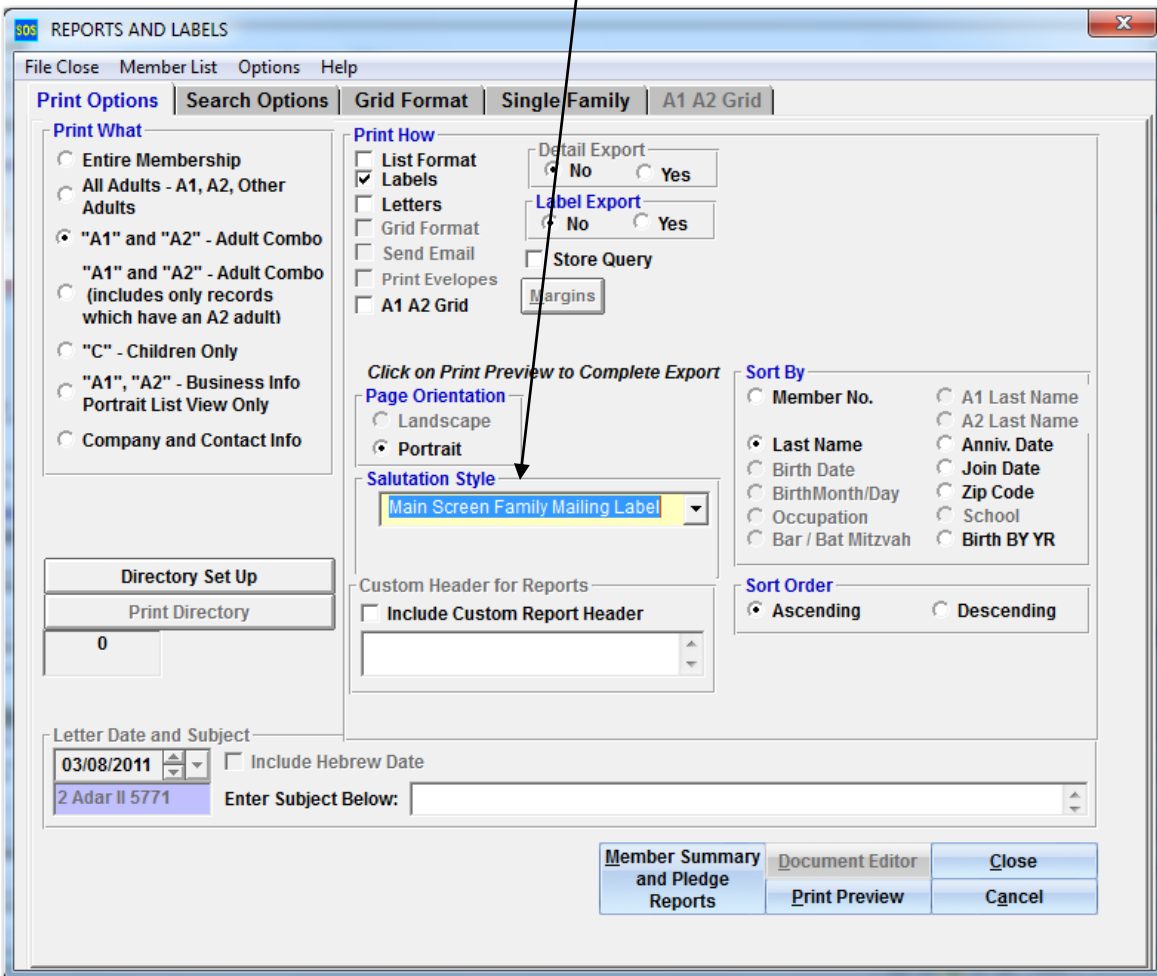
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To print labels, using the General Family Combo Mailing Label, first select A1 and A2 Adult Combo.

Then select, Main Screen Family Mailing Label.

You can also filter the labels, by the options on the Search Options screen.

The labels can also be exported, by clicking on the **Yes** option, in Label Export.



Once you are ready, click **Print Preview**, to display the details on the screen and (if selected create a export file in the selected folder).

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to SoSSupport@ansintech.com or SoSrequest@ansintech.com

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