

What size mailing labels do I need to use:

The 'Account Mailing Labels 3X10' report is designed for 3 x 10 mailing labels that are 1" x 2 5/8" (25 x 67mm). Designed for **Avery® 5160/8160** and all compatible labels.

How to print mailing address labels:

1. Apply a filter if desired.
2. In the management system, click **Tools > Reports** and select *Account Mailing Labels 3X10* from the list of stored reports.
3. Click **Run Report**.
4. A new window will open. While holding the CTRL key, press the N key. This will open another window.
5. In this new window, click **File > Page Setup**.
6. In the *Page Setup* window, set the page margins as follows:

Left: 0.25	Right: 0.25
Top: 0.5	Bottom: 0.5

7. Clear the fields for *Header* and *Footer*. Make sure that *Orientation* is set to *Portrait* and click **OK**.

Note: The first time you step through this process, we recommend printing only the first page of labels in order to make sure the margins are set properly and that they print as desired.

8. On your browser, click **File > Print**. When you are sure all settings are correct, click **Print**.

Note: The first page of labels will not use the top row of labels. Also, remember to set your page margin settings back to normal when you are done printing labels.