

Realcomp Online® Address Label Download Support Guide

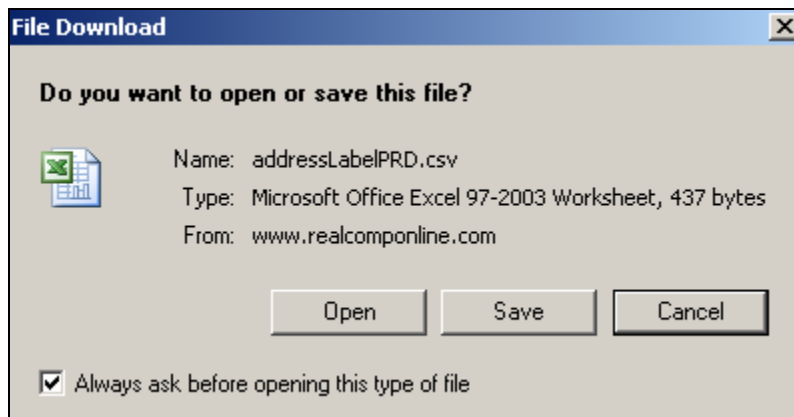
Taxpayer or Property Address Label Download from Public Record Data

To download addresses from any Property Listing Report in PRD, follow these steps.

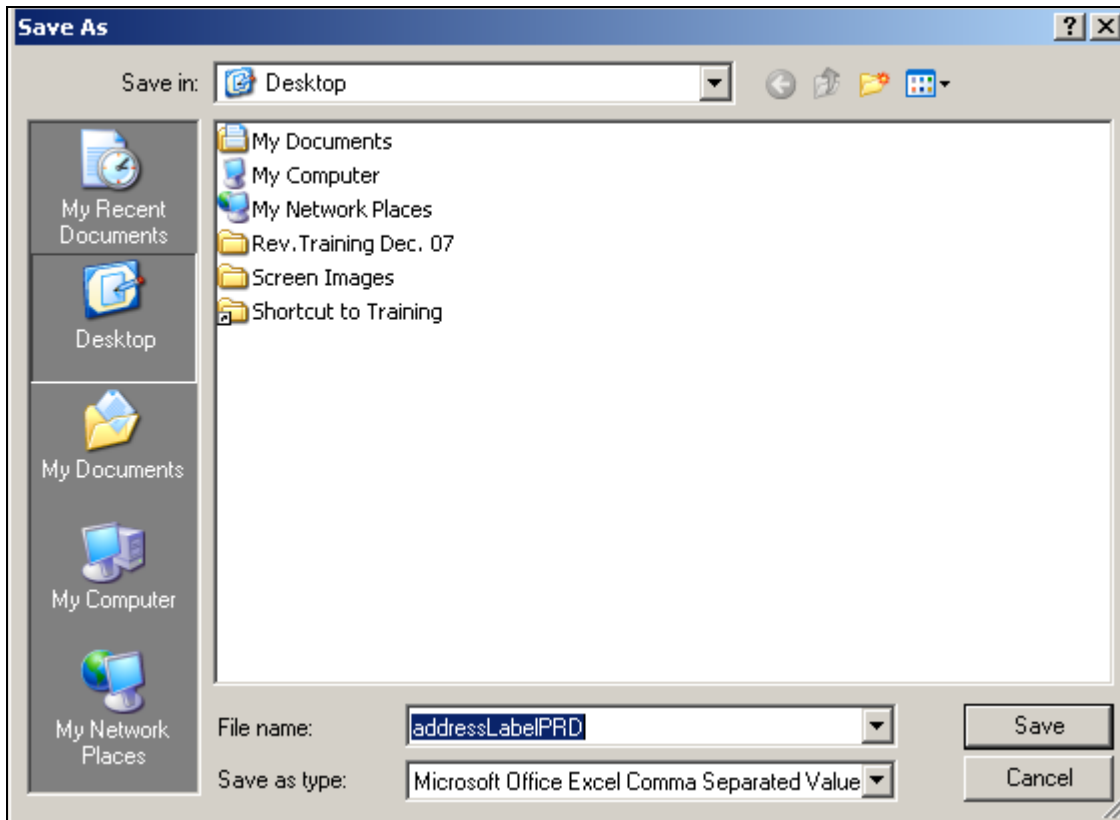
1. Click the **Address Labels** button.
The address label page appears.

Address Labels	
Back To List New Search	
Address:	<input checked="" type="radio"/> Property <input type="radio"/> Tax Payer
Recipient Name:	<input checked="" type="radio"/> Name <input type="radio"/> Name + <input type="text" value="OR CURRENT RESIDENT"/> <input type="checkbox"/> 'OR CURRENT RESIDENT' on second line? <input type="radio"/> <input type="text" value="CURRENT RESIDENT"/>
Export CSV Avery 5160 Labels	
Note: Please set web browser page margins to '0.25' before printing labels (File -> Page Setup).	

2. Select the appropriate Address and Recipient options.
 - To use the owner name only, choose the **Name** option.
 - To attach a phrase after the owner name, choose the **Name +** option.
 - To use a phrase *instead* of the owner name, choose the option.
3. Click **Export CSV**.
4. Follow the system prompts to save the file by choosing the “Save” option and click **OK**.



5. Choose the destination (Save In:) and file name.



6. Click **Save**.

➤ **To print Avery 5160 Labels:**

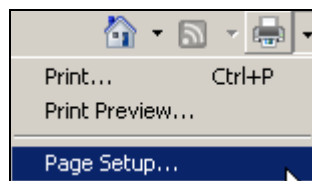
1. From a Public Records Report, click **Address Labels**.
The address label page appears.
2. Select the appropriate Address and Recipient options.
3. Click **Avery 5160 Labels**.

NOTE: This function only prints within the diameters of Avery 5160 labels (or compatible).

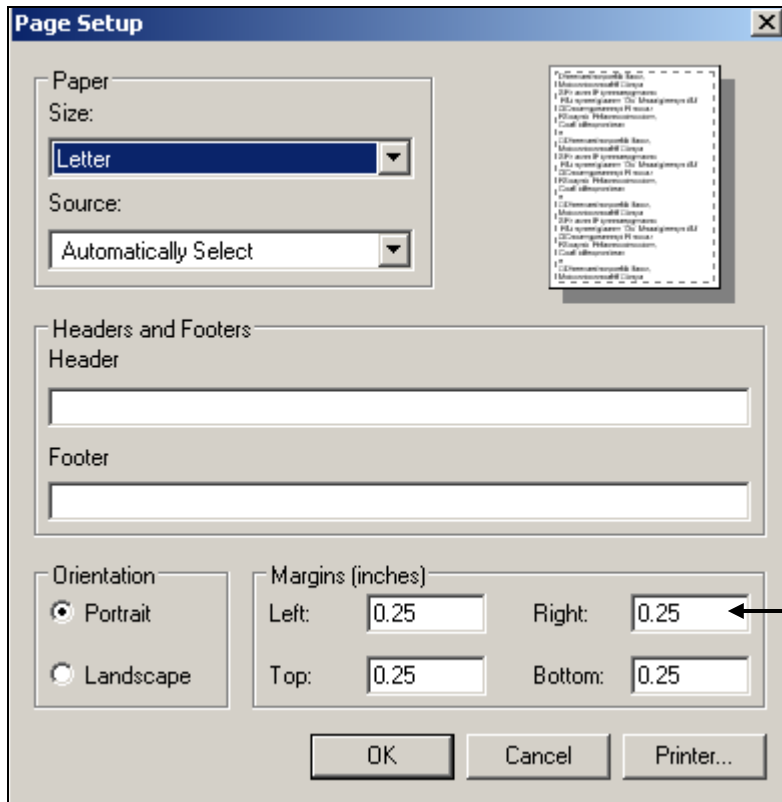
4. When ready to print, Right Click – **Select Print** from the menu.

If you experience problems printing the Avery 5160 labels, follow these steps:

1. From the Internet Explorer Toolbar click the black arrow next to the printer icon, select page setup.



2. Change your printer margins to “.25”.



NOTE: After changing each margin field to .25, the margins may automatically change to the lowest possible margin (based on your particular printer).

For Example, the Left margin in this picture was changed to zero. When the cursor moved to the Right margin, the system automatically changed the zero to 0.25 inches.

3. Click **OK**.
4. Continue with normal printing procedures.