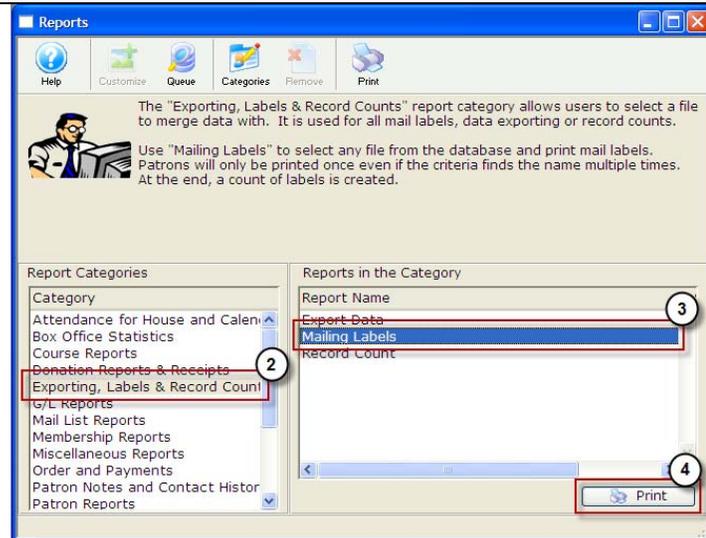
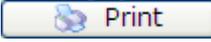


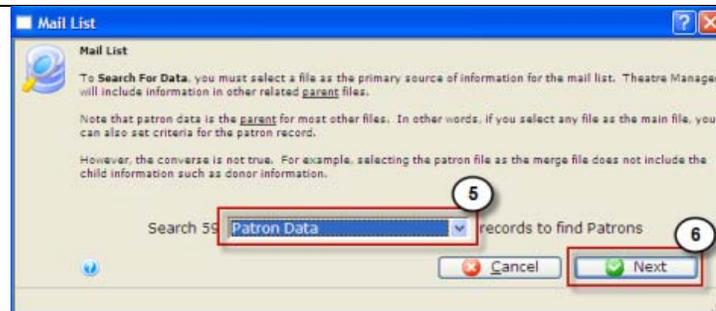
Cheat Sheet

Reports – Mailing Labels

The Mailing Labels function can be found under the Form Letters, Labels, Exporting & Record Counts category. This function is used for creating mailing labels for patrons in the database.



1. To start, click the **Reports**  button in the Theatre Manager ribbon bar. The Reports window opens.
2. Choose Reports Category **Exporting, Labels and Record Counts**.
3. Choose Reports In Category **Mailing Labels**.
4. Click the **Print**  button. The Mail List Select File dialog opens.

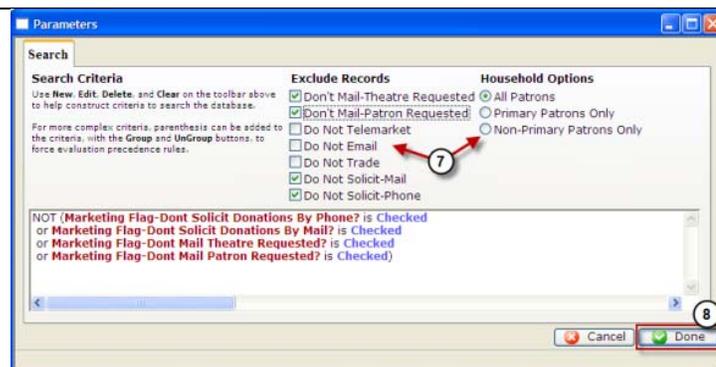


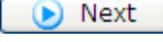
Click the <Select File> drop down list



and choose the file to use to create the Mailing Labels. menu to select a set of parent files to use.

In this example, Patrons Data has been selected as the parent file. Remember that in Theatre Manager, data is contained in different areas so make sure the information being exported does not cross two different sets of parent files.



5. Click the **Next**  button. The Parameters window opens.
6. Make adjustments to the criteria as needed. To Exclude Records from the labels, enable the check boxes. You can change Household options enabling the radio buttons. The parameters selected appear.
7. When you have completed your selection, click the **Done**  button. The Patron Address window opens.

Cheat Sheet

Patron Address Labels

8

First Previous Next Last Save As Import Delete Print PDF Postal Co...

Label Content

Comment

Patron # Company

Regular Name Address

Formal Name Country

Title Bar Codes

Strict Address Compliance

Margin from label's edge

Copies = labels per patron

Label Info

Type

Labels Across Down

Size width Height

Gutter Horizontal Vert.

Paper Info

Type

Orientation Portrait Landscape

Size width Height

Margins Top

Left Right

Bottom

Font

Face

Size Style **B I**

Sort

Sort by

Display

Blaine Abel Port Sign Systems 2019 626 Cantrel Drive NE Calgary Alberta T2E 0Q9	Owenyth Ackerman Suter Systems Inc. 83rd St SW Suite 785	Dorcey Albeck 4825 Ricod Road SW Calgary Alberta T3N 6K6
Jenny Astar 236 Lakeland Ave NW Calgary Alberta T2E 7Q9	Merle Atom University of Calgary 181 Windmore Road SW Calgary Alberta T8F 3K2	Carlotta Bergetzi Towel Makers 54 West Beaumont Drive Suite 310
Jake Belleville Barnes Management 1362 Main St NW Calgary Alberta T5W 0Z2	Amanda Bouchie Arts Management Systems Ltd. Suite 300 2, 3012 - 17 Avenue SE	Ellen Bregger CKUL (COOL) Radio 4267 11th Ave SE Calgary Alberta T2M 0B7
Roger Carlan Green Tree Community Association 964 Burbank Road SW	William Church 356 Thorton St SW Apt. 32 Calgary Alberta T5S 8N3	Kathleen da Roza 123 Main Street Cherninus BC V0R 1K0
Frank Easter The Propane Company 148th Avenue SE Calgary Alberta T3P 1J8	Mary Easter 148th Avenue SE Calgary Alberta T3P 1J8	Doug Easterbrook Arts Management Systems Ltd. Suite 300 #2, 3012 - 17th Avenue S.E.
Laura Easterbrook Arts Management Systems Ltd. Suite 300 No 2, 3012 - 17th Avenue S.E.	Iain Frazer 3-203 Village Terrace SW Calgary AB T3H 2L4	Ian Gordon Skills Now 101-111 St Calgary AB T3N 5F4
Bonnie Hamilton Arts Management Systems Ltd. Suite 300 #2, 3012 - 17th Avenue SE	Jeff Harvardson Unit 2, 984 Long Street Calgary Alberta T6U 9E4	Larry Hubick Arts Management Systems Ltd. Suite 300 #2, 3012 - 17th Avenue S.E.
Gayle Hunter Calgary Police Service 101 8th Ave SE Calgary AB T2K 1L4	Kathy Johnston Arts Management Systems Ltd. Suite 300 #2 3012 - 17 Avenue SE	Barb Kowalk Arts Management Systems Ltd. Suite 300 2, 3012 - 17 Avenue SE
Margret Lane Micro Systems Inc 11308 Oakwood Drive NE Calgary Alberta T2R 2D2	Fred Lawrence 124 Willow Avenue Calgary Alberta T7B 6S8	Candice Leyton 2248 Douglas Ridge Drive NE Calgary Alberta T9S 1C1
Tracy Lowman Arts Management Systems Ltd. Suite 300 2, 3012 - 17 Avenue SE	Jane Lues The Lettuce & the Slug Pub 432 9th Ave SW Unit 12	Edward MacIntosh 2435 Hallbrook Road NW Calgary Alberta T7S 5V9

Page 1 of 2 (Labels 1-30 of ...)

Label Definition Parameters can be adjusted as necessary.

WYSIWYG of the labels

8. Click the  **Print** button.
The print dialog for the user's operating system will open.
When printing is completed, the window will close.