

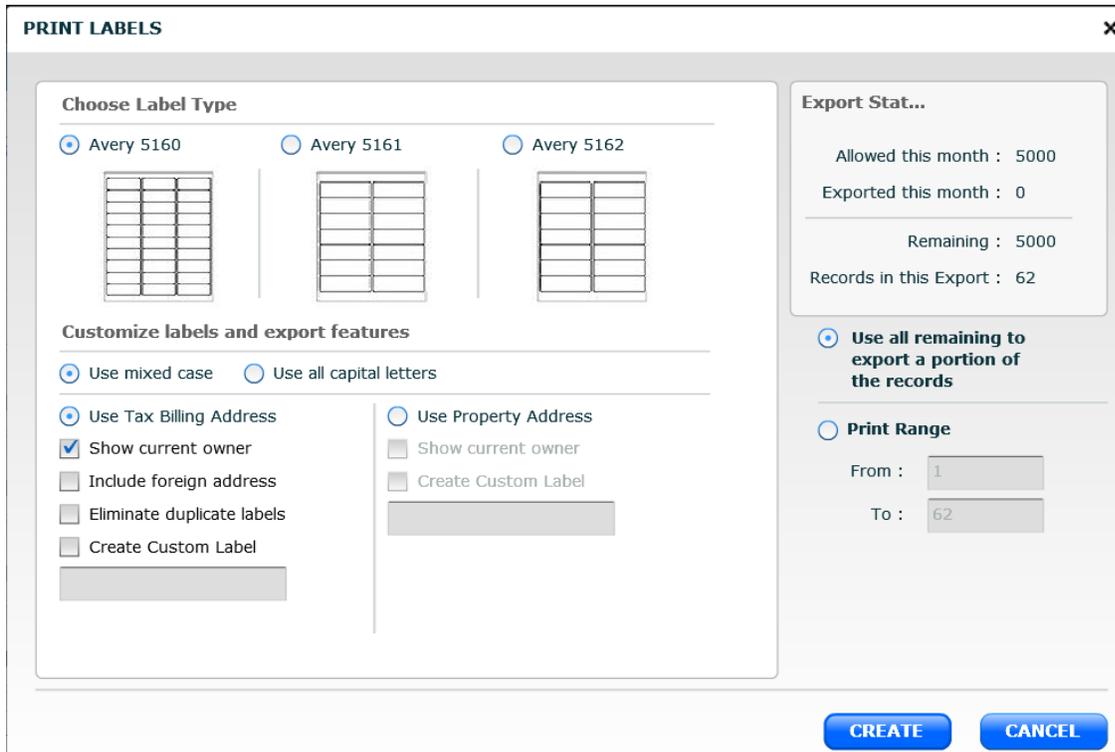
Printing Labels in Realist w/ a Generic Owner

From GRAR Member Services

Did you know that you can unselect the 'Current Owner Name' from labels and customize them to say something like "To our Friends" or "Current Resident/Owner"? Here's how:

To Create Mailing Labels in Realist

1. Run a search to find the properties for which you want to print mailing labels.
2. On the Search Results Grid, make sure all the properties you want to include are selected.
3. Click the **Create Labels** button:



4. Select the type of Avery label you will be using.
Note that Avery 5161 and 5162 support the use of USPS Bar Codes. If you'd like to include the bar code, select the check box beneath the type of label you are using.
5. Select whether you'd like to use **Mixed Case** or **All Capital Letters** in the labels.
6. Select whether to use the **Tax Billing** address or the **Property** address. For example, if you are mailing to locate property owners in a rental area of condominiums, you'd likely want to use the Tax Billing address so the mailing goes to the property owner rather than the renter.
TIP: Select **Create Custom Label** to add "To Our Friends at" or "Current Owner/Resident" and other greetings to the mailing address.
7. Review your Export Status to ensure you will have enough remaining exports to cover the labels. If not, you can use up your remaining exports. Click the **Use all remaining to export a portion of the records** check box.
8. Select **Print Range** if you would like to create labels for a subset of your search results you may enter the starting row number and the ending row number (range) to include these in the labels.
9. Click **Create**. A RTF file containing the mailing labels is created. Save this file to a known location on your computer or print from within the RTF viewer to send them to your printer
10. Add the Avery labels to your printer, and print the RTF file.

Technology Tips

GRAR | Education. Information. The tools and support you need.

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GRAR Member Services | M-TH 8:30am-4:30pm, Fri 9:30am-4:30pm | 585.292.5000 | GrarHelpDesk@grar.net

Matrix MLS Support | Contact AnswerLink M-F 8:30am-8:30pm, Sat-Sun 8:30am-3:30pm | 888.825.5472

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