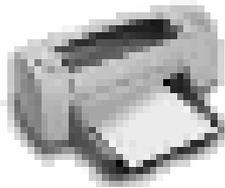




# Instructions

## Labels

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SUNRISE Contacts 2017 will print to the most common labels on standard commercial label paper.

### Step 1: Page setup

It is highly recommended that you check Page Setup manually to ensure the page size and orientation is correct for your type of labels:

1. Choose Page Setup in the File menu.
2. Select your paper size through the Properties button (e.g., “Letter” for US residents, A4 for Australian and European users)
3. Select paper orientation (if required).
4. Click OK.

### Step 2: Printing the labels

1. If you have not entered the Labels layout, choose Labels under the *SUNRISE Contacts 2017* menu. This should be Command (Mac) or Option (PC) 4.
2. Select a category (already established in the Address Book layout) containing contacts of your individuals and/or organizations.
3. Choose the label type from the tabs provided. If the label has already been created, you can select it from the pop-up list. If not, design your label by clicking the blue arrow button.

4. If you have to compose and create your label, expand the window for accessing additional fields of your label relating to background graphics as well as the text. If you are unsure of how to design the label and it is your first time, first enter a design name for your label. As soon as you click outside the Name Design field, a sample label will appear.
5. If you haven't done so already, also enter the Label Number and Border Option.
6. A good approximation of how the label will look is shown in the label sample.
7. Click the appropriate buttons to access the fields relating to adding a background picture or entering left, right or centered text.
8. Click the Return button.
9. Make sure the design name of your label appears.
10. Click the Print button next to the label design name.
11. You will be shown a preview of the actual labels based on the number and border option you have selected.
12. If you need to return to the Contacts database without printing, click Cancel. If you are ready to print, make sure the "Records being browsed" option is selected. Click the Print button. Labels for the contacts category selected will be printed (or a PDF created).

NOTE: For high-quality printing, we recommend that you use a minimum of 300 dpi resolution for all background bitmap images, or choose high-quality EPS files instead.