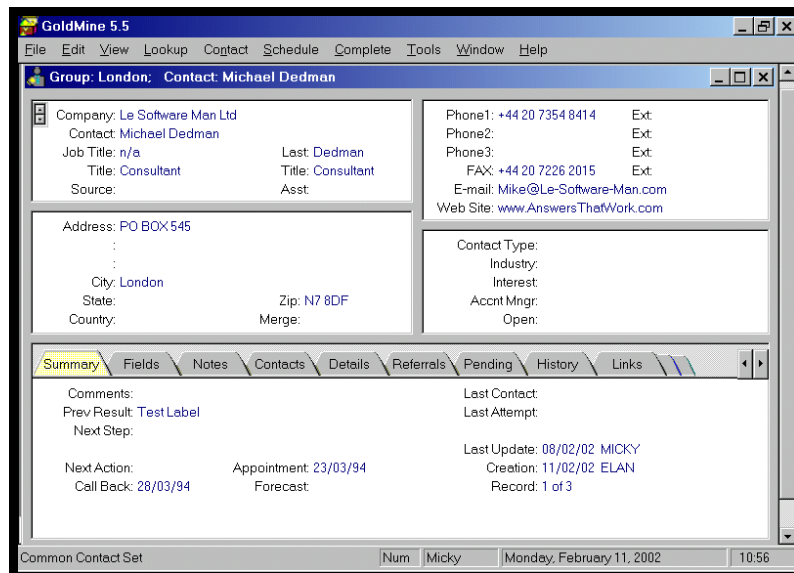


Printing Labels in GoldMine 5.x

This document will step you through printing labels in GoldMine 5.x.

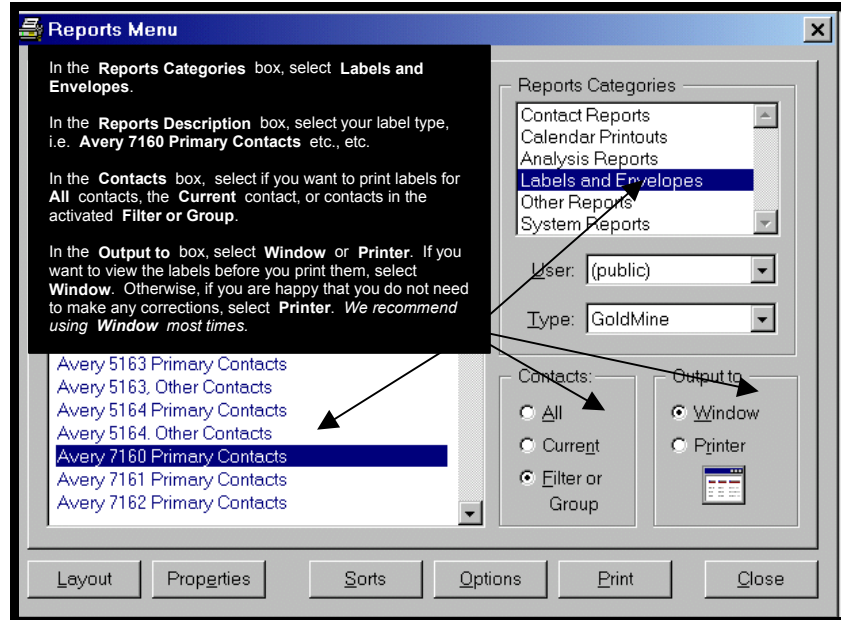
In GoldMine 5.x, you have the choice of printing All labels, the Current label, or, all labels in the current activated Filter or Group.

- Open **GoldMine 5.x**.



- If you want to print labels from a filter or a group, you will need to activate that filter or group first. Otherwise, you can skip the steps below.
 - Click on **View \ Contact Groups**.
 - Position yourself on the **Filters** or **Groups** tab.
 - Click on the **Filter** or **Group** in question, so that it appears highlighted.
 - Click on the **Activate** button.

- ☐ Back at the main GoldMine 5.x screen, click on **File \ Print Reports**. This brings up the screen below :



- ☐ As shown above, configure the “Reports Menu” dialogue box.
- In the **Reports Categories** box, select **Labels and Envelopes**.
 - In the **Reports Description** box, select your label type, i.e. **Avery 7160 Primary Contacts** etc., etc.
 - In the **Contacts** box, select if you want to print labels for **All** contacts, the **Current** contact, or all contacts in the current activated **Filter or Group**. If you are currently NOT working with an activated filter or group, the “Filter or Group” option will be greyed out.
 - In the **Output to** box, select **Window** or **Printer**. If you want to view the labels before you print them, select **Window**. Otherwise, if you are happy that you do not need to make any corrections, select **Printer**. *We suggest you use **Window** on most occasions.*

- ☐ Click on the **Print** button.
- In the **Output to** box, if you selected **Window**, the labels will now open on screen. This basically allows you to see what the labels will look like before you print them, therefore, giving you the chance to make any corrections, or print one page to see if you like the alignment. When you are happy that everything is in order, click on the **Print** icon on the toolbar.
- However, if you selected **Printer** in the **Output to** box, the labels will print straight away.

- ☐ That's it. You're done.

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