



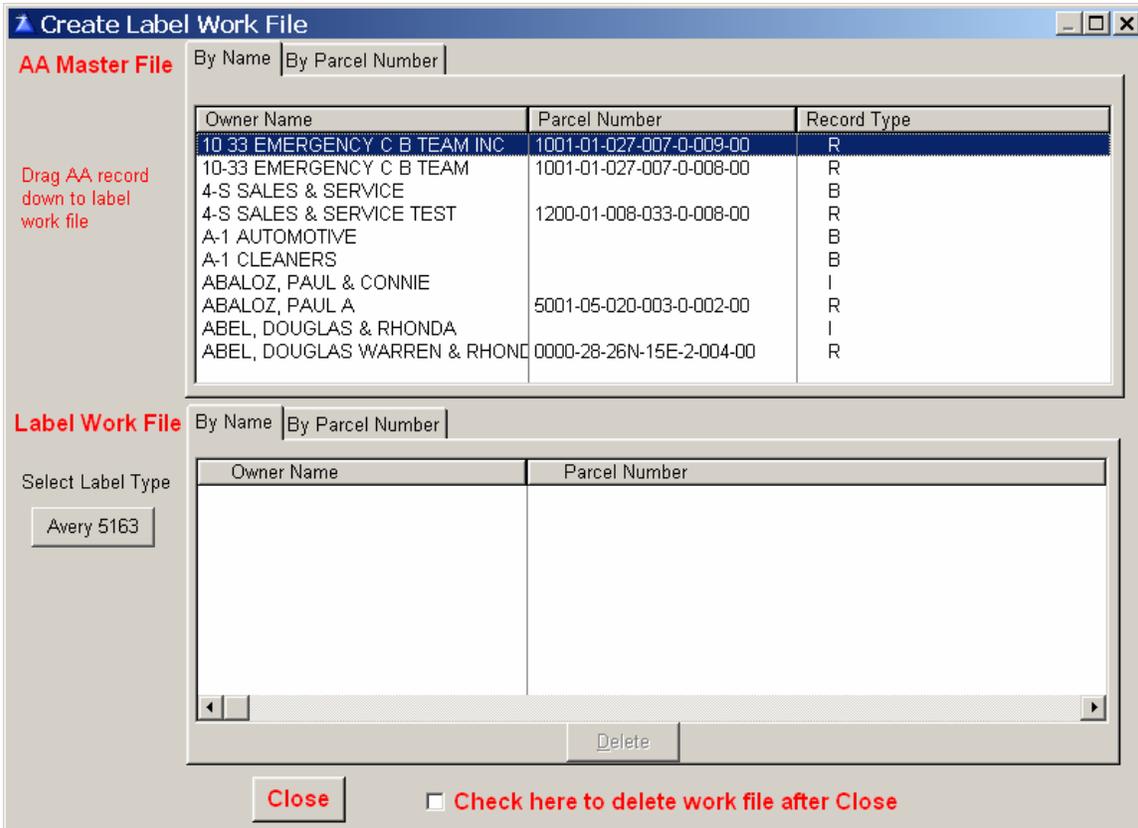
*C*<sub>OMPUTER</sub> *S*<sub>UPPORT</sub> *A*<sub>SSISTANCE</sub> *P*<sub>ROGRAM</sub>

*August 4-8, 2008*  
*Annual Assessor's Conference*

*LABELS*

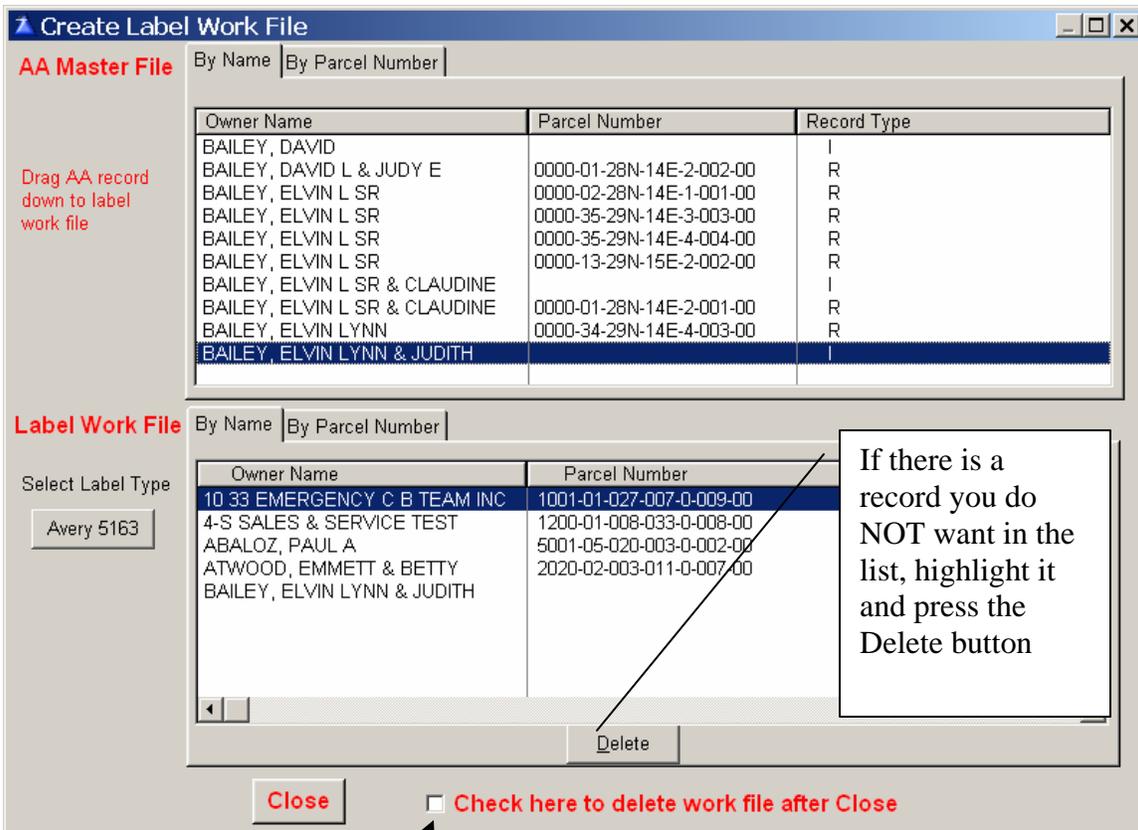
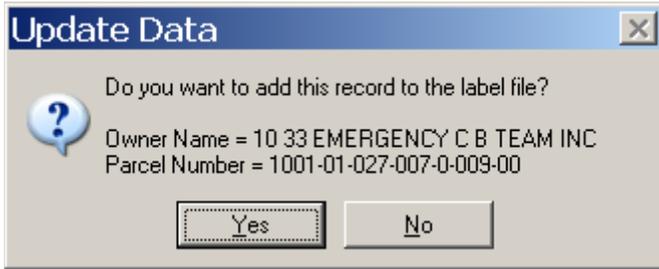
The label program is a standalone program, meaning it is NOT in the AA system although it works in conjunction with it.

Open the program, highlight the Label Work File and click Create Label Work File.



Left click the record or records you want a label for and drag to the Label Work File area.

You then will see the screen verifying this is the correct selection, answer Yes or No.



The only label type available for now is the **Avery 5163 2across by one inch.** Click that button and you will be asked if you want to preview the report. We suggest you do. If it is correct make the selection to print.

After your labels are printed clear the work file for the next time by checking the box at the bottom of the screen.



The label work file is used to create a list of parcels to print labels. The program can be started and stopped and the work file will remain as is. When the user has a full sheet to print they then press the label button. When the labels are printed the user checks the **delete work file** option then the **close** button. The list in the work file is then cleared. Each label work file is stored on that users workstation network drive H:

This lets each user create their own list to work with. This program now prints the address on the first label and the legal on the next (in pairs).

0000-21-28N-17E-1-001-00 ADCOCK, DAN PO BOX 226  RAMONA, OK 74061 SEC 21-28N-17E ALL OF SECTION	1001-01-027-007-0-009-00 10 33 EMERGENCY C B TEAM INC PO BOX 815  NOWATA, OK 74048 NOWATA/ORIG BLK 27 LOT EASTERLY 25.27' OF LOT 7 ALL OF LOT 8
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