

Printing Mailing Labels

Last Modified on 03/03/2023 10:31 am EST

Donor Management System

You can easily print Mailing Labels for one or more of your DMS Contacts.

Table of Contents:

- [Considerations](#)
- [Printing Mailing Labels](#)

Considerations

- You will be printing Labels associated with your Contacts' mailing addresses.
- The DMS will automatically remove the blank fields from these addresses (e.g. a blank Supplemental Address or Postal Code).
- For members of the same **Household**, the system will only issue **one Mailing Label**.
- The DMS will automatically **exclude** from your list any Contacts marked as **Do Not Mail**.
- The Labels will be printed on a single PDF file.

Printing Mailing Labels

1. Go to the **Contacts Tab**

2. Search for a specific Contact, [perform an Advanced Search](#), or select either:

- (1) **The specific Contacts** you wish to print Mailing Labels for,
- (2) Every listed Contact **on the page**, or
- (3) All **Contacts** in your search criteria

Wellness Avenue Dashboard **Contacts** Contributions Campaigns Opportunities Reports DMS Mail Settings | Help DMSCA DMSCA

Search by contact name or email [Advanced Search](#)

Actions ▾ 4 Selected Records Only All 174 Records ³ All contacts ▾ Advanced Actions ▾ Add Contact ▾

<input type="checkbox"/>	Name	City	Province	Phone	Email	Date Created	Last Modified
<input checked="" type="checkbox"/>	A Amadu	Toronto	ON		amadua@canadahelps.org	Jul 13th, 2022 5:12 PM	Feb 24th, 2023 2:57 PM
<input checked="" type="checkbox"/>	A. L. Kostenko	Toronto	ON		angelakostenko88@gmail.com	Jul 7th, 2022 11:53 AM	Feb 23rd, 2023 1:21 PM
<input type="checkbox"/>	Accessibility Foundation					Nov 24th, 2022 6:05 PM	Feb 14th, 2023 11:17 AM
<input type="checkbox"/>	aine@ainemcglynn.com				aine@ainemcglynn.com	Jun 24th, 2022 10:09 AM	Oct 26th, 2022 2:17 PM
<input checked="" type="checkbox"/>	Alex Fergie	London	ON	5145216699	jubino+woodcoaster@canadahelps.org	Apr 20th, 2022 12:46 PM	Feb 24th, 2023 11:27 AM
<input type="checkbox"/>	Alex Fergie					Oct 6th, 2022 12:48 PM	Jan 26th, 2023 2:12 PM
<input checked="" type="checkbox"/>	Alicia Mitre	Mississauga	ON		amitreeatwell@outlook.com	Oct 19th, 2022 2:01 PM	Feb 24th, 2023 2:39 PM

Select your desired Contacts

3. Select the **Actions** menu at the upper-left side of the Contacts list

4. Type "label" or scroll down the list and select the **Mailing labels - print** option

Wellness Avenue Dashboard **Contacts** Contributions Campaigns Opportunities Reports DMS Mail Settings | Help DMSCA DMSCA

Search by contact name or email [Advanced Search](#)

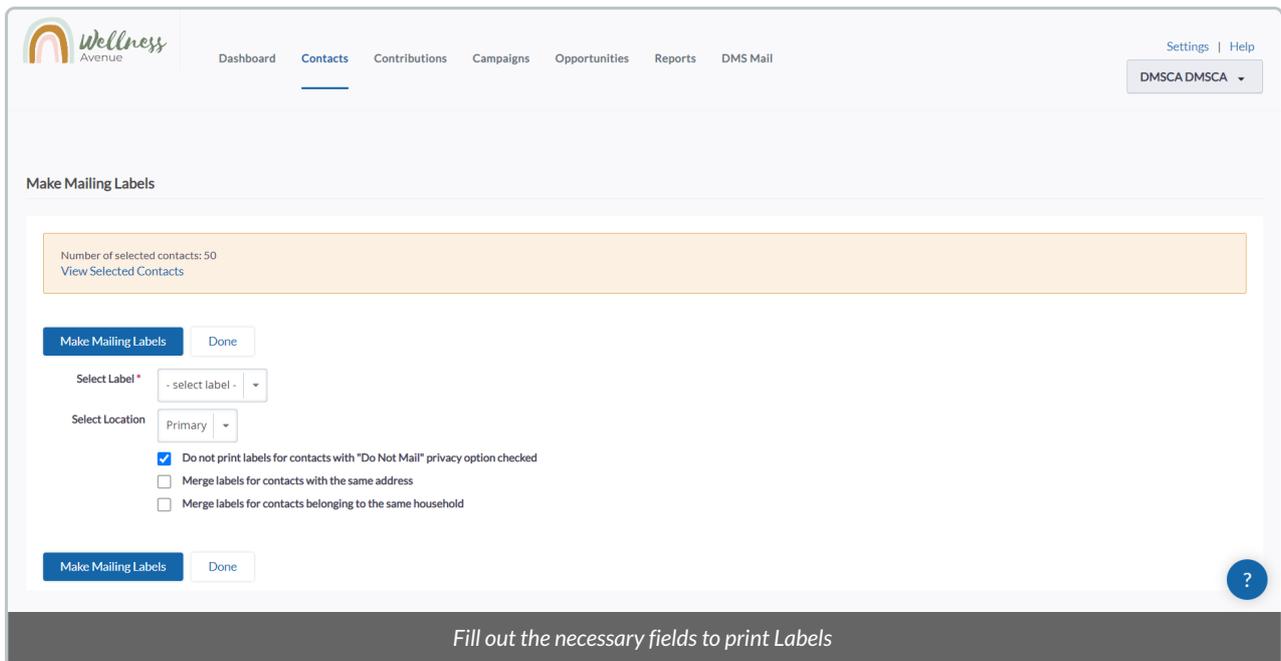
Actions ▾ 50 Selected Records Only All 178 Records All contacts ▾ Advanced Actions ▾ Add Contact ▾

- Issue Annual Tax Receipts
- Merge Contacts
- Print Mailing Labels**
- Remove Contact from Trash
- Remove Contacts from Group

<input type="checkbox"/>	Name	City	Province	Phone	Email	Date Created	Last Modified
<input type="checkbox"/>	A Amadu	Toronto	ON		amadua@canadahelps.org	Jul 13th, 2022 5:12 PM	Feb 27th, 2023 3:59 PM
<input type="checkbox"/>	A Amadu				amadua@canadahelps.org	Feb 27th, 2023 4:40 PM	Feb 27th, 2023 4:50 PM
<input type="checkbox"/>	angelakostenko88@gmail.com	Toronto	ON		angelakostenko88@gmail.com	Jul 7th, 2022 11:53 AM	Mar 2nd, 2023 10:31 AM
<input type="checkbox"/>	Accessibility Foundation					Nov 24th, 2022 6:05 PM	Feb 14th, 2023 11:17 AM
<input checked="" type="checkbox"/>	aine@ainemcglynn.com				aine@ainemcglynn.com	Jun 24th, 2022 10:09 AM	Oct 26th, 2022 2:17 PM
<input checked="" type="checkbox"/>	Aleph Roger	Ottawa	ON	456-857-8956	raleph@gmail.com	Oct 19th, 2022 2:01 PM	Mar 1st, 2023 5:17 PM
<input checked="" type="checkbox"/>	Alex Fergie	London	ON	5145216699	jubino+woodcoaster@canadahelps.org	Apr 20th, 2022 12:46 PM	Mar 1st, 2023 5:52 PM
<input checked="" type="checkbox"/>	Alicia Mitre	Mississauga	ON		amitreeatwell@outlook.com	Oct 19th, 2022 2:01 PM	Feb 24th, 2023 2:39 PM
<input checked="" type="checkbox"/>	Anderson Ada	Burlington	ON	333-555-8888	anderson.a@test.com	Oct 21st, 2021 11:52 AM	Feb 24th, 2023 1:40 PM

Select Actions > Mailing labels - print

5. On the next page, you can determine a few parameters and which type of Label before proceeding with printing your Mailing Labels



- **Select Label:** Select from a list of default Label Types. To add more Label Types, please contact your Onboarding Specialist.
- **Select Location:** Select which type of Address you'd like to print for all of your selected Contacts (e.g. Home, Work, etc.).
- **Do not print labels for contacts with "Do Not Mail" privacy option checked:** You can [see](#) and [modify](#) a Contact's Communications Preferences.
- **Merge labels for contacts with the same address:** If more than one Contact has the same address, the DMS will print only one Label for that address.
- **Merge labels for contacts belonging to the same household:** Contacts from the same [Household](#) will have only one Label.

6. Once ready, select **Make Mailing Labels** at the top or bottom of the page to print your Mailing Labels!

Make Mailing Labels

Number of selected contacts: 50
[View Selected Contacts](#)

Make Mailing Labels Done

Select Label* Avery 3475 ▾

Select Location Primary ▾

- Do not print labels for contacts with "Do Not Mail" privacy option checked
- Merge labels for contacts with the same address
- Merge labels for contacts belonging to the same household

Make Mailing Labels Done



When ready, select Make Mailings Labels