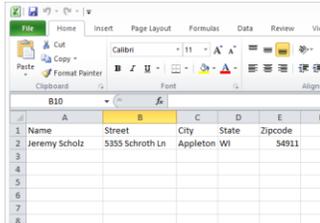


Printing Mailing Labels

Create Your List

1. Update your Google Address Book or Create a spreadsheet of your contacts on your computer:

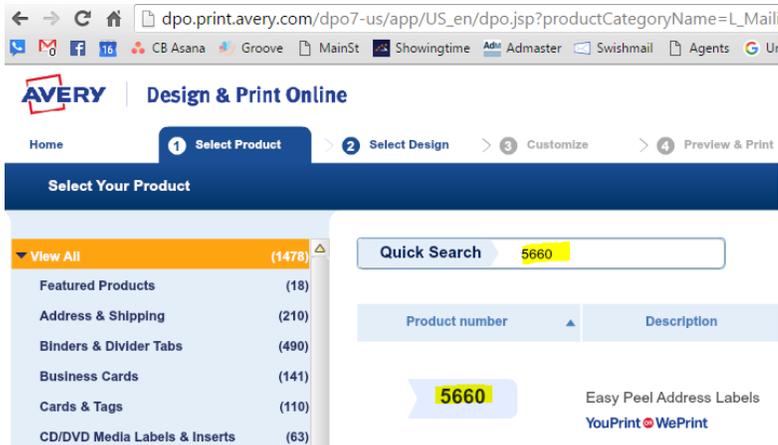


	A	B	C	D	E	F
1	Name	Street	City	State	Zipcode	
2	Jeremy Scholz	5355 Schroth Ln	Appleton WI		54911	
3						
4						
5						
6						
7						
8						

2. Export Gmail contacts into CSV file
 - a. Sign in to Gmail.
 - b. At the top left, click Gmail > Contacts.
 - c. Click More > Export...
 - d. Choose whether to export all contacts or only one group.
 - e. Select csv as the format
 - f. Click Export.
 - g. Choose Save to Disk and OK.
 - h. Select a location to save your file, and click OK.

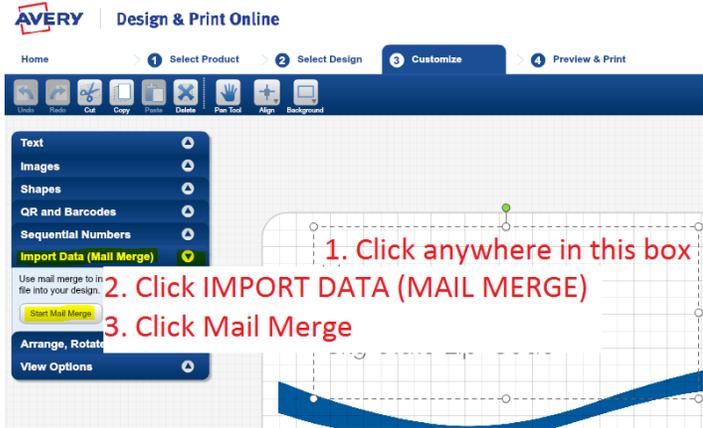
Navigate to Avery.com's Design & Print

3. When you're ready to print them and you've got your label paper navigate to http://www.avery.com/avery/en_us/Templates-&Software/Software/Avery-Design--Print-Online.htm
4. You can signup for a new account or sign-in with:
username avery@coldwellhomes.com
password sold1234
5. Enter your label number in the quick search

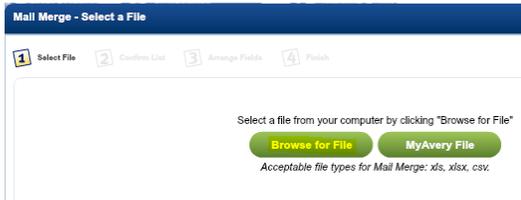


The screenshot shows the Avery Design & Print Online website. The browser address bar displays the URL: dpo.print.avery.com/dpo7-us/app/US_en/dpo.jsp?productCategoryName=L_Maili. The page title is "AVERY | Design & Print Online". A navigation bar includes "Home", "1 Select Product", "2 Select Design", "3 Customize", and "4 Preview & Print". Below the navigation bar is a "Select Your Product" section. On the left, there is a list of product categories with counts: View All (1478), Featured Products (18), Address & Shipping (210), Binders & Divider Tabs (490), Business Cards (141), Cards & Tags (110), and CD/DVD Media Labels & Inserts (63). On the right, there is a "Quick Search" field containing the number "5660". Below the search field, there is a table with columns "Product number" and "Description". The product number "5660" is highlighted in a blue box, and the description "Easy Peel Address Labels" is visible. The text "YouPrint WePrint" is also present.

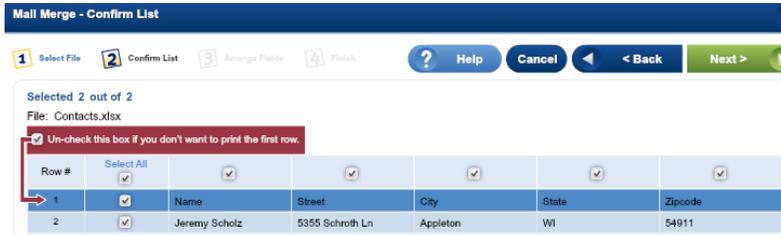
- You can then choose a theme or just click on the blank one.
- Click anywhere in the address box on the right, click IMPORT DATA and START MAIL MERGE.



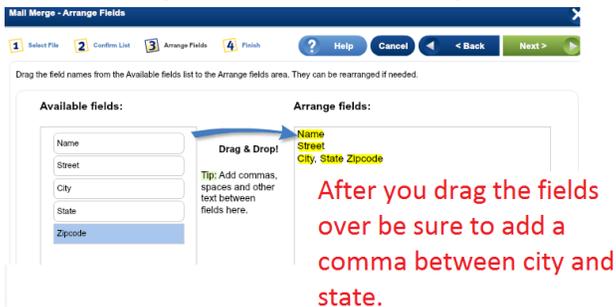
- Click BROWSE FOR FILE and locate the contact spreadsheet on your computer.



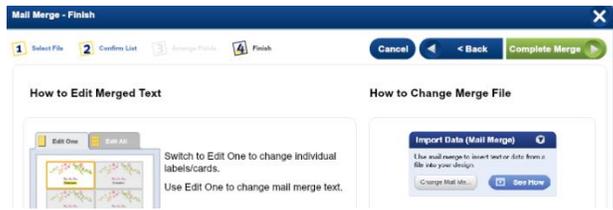
- Once it populates you should see your contacts and addresses. Click NEXT



- Click and Drag the fields over to the right hand column. Add a comma between city and state.

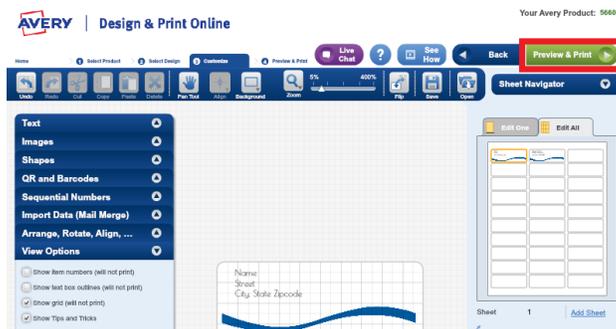


11. Click NEXT and COMPLETE MERGE

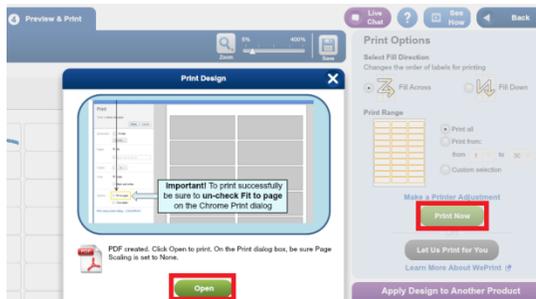


Print Your Labels

12. Click PREVIEW and PRINT



13. Click PRINT, PRINT YOURSELF, PRINT NOW and then OPEN



14. If it asks you to save just click DON'T SAVE.

15. Then just click PRINT and your labels should print.