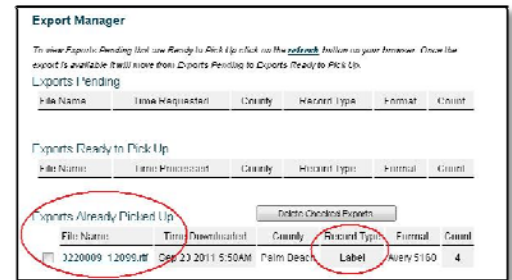


Saving Mailing Labels in Realist 2

In the, “**Classic**” **Realist** when you created mailing labels it was called, “export”, and there was an export manager. The labels were automatically stored there like a saved search. Whether or not you choose to print the labels or not they were saved in the export manager. This was a good feature because if you wanted to create your labels but didn’t want to print them right away you could go into the, “export manager” and print them at a later date, or if you did print them you could reprint them at a later date.

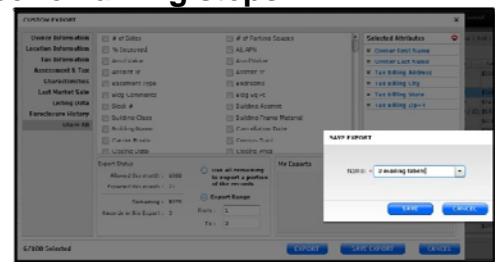


With Realist 2 you might find some confusion. First, anyone who has printed labels in the, “Classic” will have these exported, or saved labels that have not transferred over to Realist 2. They will have to re-create those labels or save export labels in Realist 2. **Steps to re-create saved mailing labels are:**

1. Enter your values/search criteria for your labels i.e. subdivision name(s)
2. Select the address from the grid view by checking the boxes next to the numbered property address, (or click the first box at the top of the list to select all.
3. Click, “Create Labels”, choose your label type, then click the, “Create” button. You’ll have to do this before you can save them for use at a later date. Once you’ll created the labels now you can save them in another program in your computer like word, or you can save them as and, “export” within Realist 2.

To save the labels in Realist 2 follow steps 1-3, then these remaining steps:

4. Click the, “Export” button, choose Customize
5. Select, “Export Range” (not remainder...)
6. Click the, “Save Export” button, then name your saved export



Follow these steps to recall your Saved Labels:

1. Enter your values/search criteria for your labels i.e. subdivision name(s)
2. From the Grid view select the Export/Customized button Under, “My Exports” will be a list of all of your saved label reports.
3. Select the one you want to use by clicking on the, “Load” button next to your choice, then click the “Export” button A dialog box will now open asking if you want to open or save this file. You’ll select, “Open” if you want your labels now. If you select, “save” instead, you’ll have the choice of saving them on your own computer and not within Realist.

