rockend

How to Print Owner or Tenant Labels in Rest Professional

Overview

You can print owner or tenant labels in Rest Professional onto your label stationery. You can do this for all, a range or just one owner / tenant if you need to.

This document will cover:

- Label Sizes

- How to Merge to Labels

Label Sizes

There are three types of label templates for both owners and tenants saved within the **WORD** folder where your Rest Professional merge templates are kept. They are as follows:

Dimensions	Owners	Tenants
3cm x 8cm	Ownerslabels7159	Tenantlabels7159
3cm x 7cm	Ownerslabels7160	Tenantlabels7160
2cm x 7cm	Ownerslabels7163	Tenantlabels7163

How to Merge to Labels

1. Go to **Other > Print Letters / Mail Merge**

2. **Merge with** – Select Owner or Tenant as required

3. **Type of Letter/Contact/Manager Property Type** – Select your criteria as required

4. **Selection -** select your Owners/Tenants or select **All** if all are required

5. **Output** - Select Mail Merge

6. Click on **Browse** and select the label required

7. Untick Update tenant history

8. Remove the option for **Document Management**

9. Click on **Start-F12**

10. WORD will now open with your label template.

11. Click on **Finish and Merge** and select **Edit Individual Documents**

12. The **Merge to New document** screen will appear, select **All** and click **OK**
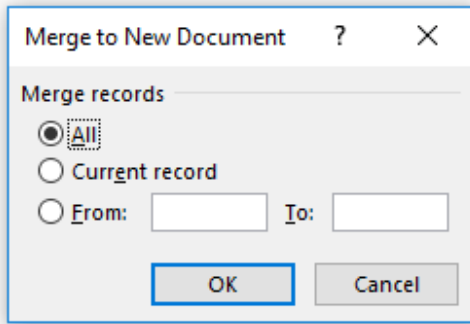
NOTE: All tenant/owner names will now appear in the Merge document ready to be printed onto your labels.

13. To print from WORD, go to **File > Print** and print the document as required

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