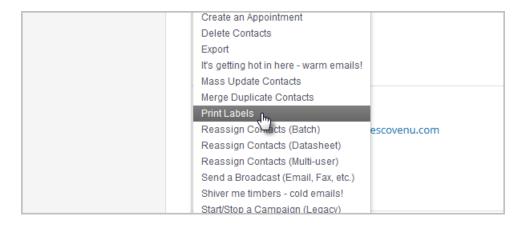# Print mailing labels for contacts 🔗
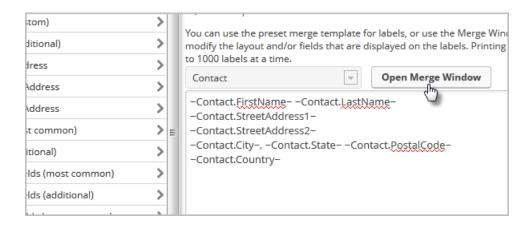
This article applies to:

You can use Max Classic to print a mailing label for one contact or to print mailing labels for a group of contacts. Max Classic will create a label document in Microsoft Word with the merge field s already filled and ready to print.
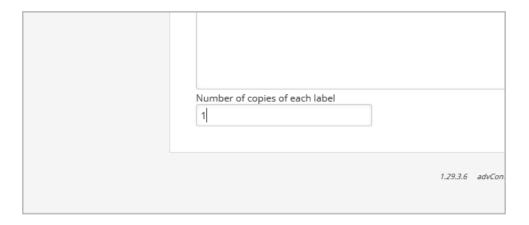
1. Go to **CRM > Contacts** in the main navigation.

2. Search for a new list of contacts or select a saved search from the drop-down.

3. Click on the **Actions** drop-down and select **Print Labels**.

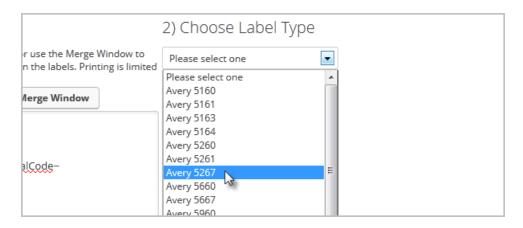| |
|---|
| Create an Appointment |
| Delete Contacts |
| Export |
| It's getting hot in here - warm emails! |
| Mass Update Contacts |
| Merge Duplicate Contacts |
| **Print Labels** |
| Reassign Contacts (Batch)   escovenu.com |
| Reassign Contacts (Datasheet) |
| Reassign Contacts (Multi-user) |
| Send a Broadcast (Email, Fax, etc.) |
| Shiver me timbers - cold emails! |
| Start/Stop a Campaign (Legacy) |

4. Set up your mailing label by clicking on the **Open Merge Window** button and add your merge fields. Remove any merge fields you are not using (e.g. ~Contact.StreetAddress2~.)
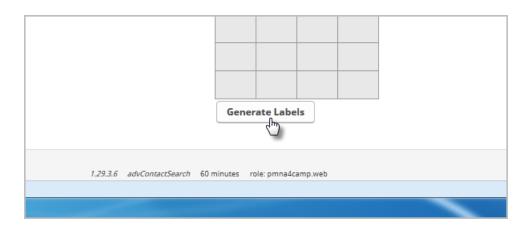
;tom)	>
ditional)	>
dress	>
Address	>
Address	>
st common)	>
itional)	>
lds (most common)	>
lds (additional)	>

You can use the preset merge template for labels, or use the Merge Wind modify the layout and/or fields that are displayed on the labels. Printing to 1000 labels at a time.

Contact ▾   **Open Merge Window**

–Contact.FirstName– –Contact.LastName–
–Contact.StreetAddress1–
–Contact.StreetAddress2–
–Contact.City–, –Contact.State– –Contact.PostalCode–
–Contact.Country–

5. Warning! Using a merge field that does not have data or default will create blank spaces on the labels.

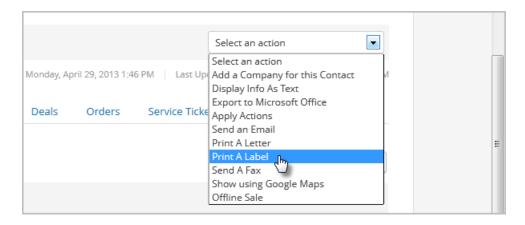6. By default, Max Classic will generate one label per contact, but you can change this value if needed.

Number of copies of each label

1

1.29.3.6   advCon

7. Choose a **Label Type** from the drop-down. This list includes common Avery label formats.

2) Choose Label Type

r use the Merge Window to
n the labels. Printing is limited

Please select one

Merge Window

Please select one
Avery 5160
Avery 5161
Avery 5163
Avery 5164
Avery 5260
Avery 5261
Avery 5267
Avery 5660
Avery 5667
Avery 5960

alCode–

8. (optional) Click on a label location to select the starting label. This allows you to use a partially used label sheet.

9. Click on the **Generate Labels** button and then **OK** to print the labels.

Generate Labels

1.29.3.6   advContactSearch   60 minutes   role: pmna4camp.web

10. Print a Mailing Label for One Contact. While viewing a contact record, click on the **Select an action** drop-down and select **Print a Label.**

11. Follow steps 4 - 8 above.