



HOW TO PRINT LABEL STICKERS FOR ADDRESSES IN BILLING REGISTER?



## Organization

## Statutory Reports

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Label/Sticker Format For Items

Print Label/Sticker For Items

Label/Sticker Format For Addresses

Print Label/Sticker For Addresses

Stationeries

Accounting

Marketing

Administrative Ta

Statutory Master

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Date	Refresh
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Broadly, there are 3 stages in setting up Billing Register to print label stickers:

1) Setting up Stationeries

2) Setting up Label/Sticker Format For Addresses

3) Print Items Label/Sticker For Addresses

Check Invalid Records

Events/Reminders

Statutory Reports



## STAGE 1 : SETTING UP STATIONERIES FOR LABEL STICKER PRINTING

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Label/Sticker Format For Items

Print Label/Sticker For Items

Label/Sticker Format For Addresses

Print Label/Sticker For Addresses

Stationeries

Administrative Tasks

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General Settings

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Organization

Click on the Stationeries button

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Check Invalid Records

Events/Reminders

Statutory Reports

Stationery Name
A4-(02-1X2)
A4-(04-2X2)
A4-(08-2X4)
A4-(10-2X5)
A4-(12-2X6)
A4-(14-2X7)
A4-(16-2X8)
A4-(18-3X6)
A4-(21-3X7)
A4-(24-3X8)
A4-(30-5X6)
A4-(33-3X11)
A4-(36-3X12)
A4-(40-4X10)
A4-(56-4X14)
A4-(65-5X13)

Record: 8 of 23No FilterSearchAllStart TextEnd Text

Stationery Name

A4-(18-3X6)

Paper Setting

Paper Type

Non-Continuous

Printer Name

Default

Paper Size

A4

Orientation

Portrait

Paper Width (in mm)

210

Paper Height (in mm)

297

Label Layout

Total No. Of Columns

3

Total No. Of Rows

6

Total No. Of Labels

18

Calculated Paper Width (in mm)

210

Calculated Paper Height (in mm)

297

Paper Margins

Left Margin (in mm)

7.25

Right Margin (in mm)

7.25

Top Margin (in mm)

8.7

Bottom Margin (in mm)

8.7

Label Setting

Label Width (in mm)

63.5

Label Height (in mm)

46.6

Row Spacing (in mm)

0

Column Spacing (in mm)

2.5

Select the desired Stationery, i.e., A4, Continuous (roll), Envelope or you can even add your own stationery. For this demo, we shall select A4-(18-3X6)

# STATIONERIES

Stationery Name
A4-(02-1X2)
A4-(04-2X2)
A4-(08-2X4)
A4-(10-2X5)
A4-(12-2X6)
A4-(14-2X7)
A4-(16-2X8)
A4-(18-3X6)
A4-(21-3X7)
A4-(24-3X8)
A4-(30-5X6)
A4-(33-3X11)
A4-(36-3X12)
A4-(40-4X10)
A4-(56-4X14)
A4-(65-5X13)

Stationery Name

A4-(18-3X6)

Paper Setting

Paper Type

Non-Continuous

Printer Name

Default

Paper Size

A4

Orientation

Portrait

Paper Width (in mm)

210

Paper Height (in mm)

297

Label Layout

Total No. Of Columns

3

Total No. Of Rows

6

Total No. Of Labels

18

Calculated Paper Width (in mm)

210

Calculated Paper Height (in mm)

297

Paper Margins

Left Margin (in mm)

7.25

Right Margin (in mm)

7.25

Top Margin (in mm)

8.7

Bottom Margin (in mm)

8.7

Label Setting

Label Width (in mm)

63.5

Label Height (in mm)

46.6

Row Spacing (in mm)

0

Column Spacing (in mm)

2.5

Number of rows & columns appear in the Label Layout section

Margins can be managed in the Paper Margins section

Spacing & Label height/width can be managed in the Label Setting section

For now, we will just leave Stationeries section and move to other stages, but we may have to revisit this section as per the print output we achieve in order to adjust the settings.



## STAGE 2 : SETTING UP ADDRESS LABEL STICKER FORMAT



Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Date
--------------	------

Refresh

Click on the Labels/Stickers menu button

Check Invalid Records

Events/Reminders

Statutory Reports

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Label/Sticker Format For Items

Print Label/Sticker For Items

Label/Sticker Format For Addresses

Print Label/Sticker For Addresses

Stationeries

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on this button

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Check Invalid Records

Events/Reminders

Statutory Reports

LABEL/STICKER FORMATS FOR ADDRESSES

Address Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Click here to Unlock the form

Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Double Column Format

Stationery Name

A4-(14-2X7)

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
▶	Header 1		15		Semi Bold							
	Header 2		12					, "				
	Header 3		12					, "				
	Detail 1		12					, "				
	Detail 2		12									

Field Data :

	SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
▶	1	Header 1	Record Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1	Header 2	Address				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1	Header 3	City				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2	Header 3	County				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1	Detail 1	State			, "	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2	Detail 1	Country				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3	Detail 1	ZIP code	" ("	)"		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1	Detail 2	Phone	"Contact :			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attribute Data :

	SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
--	----	---------	----------------	--------	--------	-----------	------------	---------	--------

Custom Data :

	SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
--	----	---------	-------------	--------	--------	-----------	------------	---------	--------

Section Color:

Back Color

Font Color

Background Image

Drag File Here

Add

Export

Size: 374(Horizontal) X 143(Vertical) Pixels

Record: 1 of 1

No Filter

Search

Search

All

Start Text

End Text

# Label/STICKER FORMATS FOR ADDRESSES

Address Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Click here to Add a new Label Format

Record: 1 of 1

No Filter

Search

AllStart TextEnd Text

Label FormatA4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Double Column Format

Stationery NameA4-(14-2X7)

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
▶	Header 1		15		Semi Bold							
	Header 2		12					, "				
	Header 3		12					, "				
	Detail 1		12					, "				
	Detail 2		12									

Field Data :

	SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
▶	1	Header 1	Record Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1	Header 2	Address				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1	Header 3	City				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2	Header 3	County				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1	Detail 1	State			, "	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2	Detail 1	Country				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3	Detail 1	ZIP code	" ("	)"		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1	Detail 2	Phone	"Contact :			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attribute Data :

	SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
--	----	---------	----------------	--------	--------	-----------	------------	---------	--------

Custom Data :

	SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
--	----	---------	-------------	--------	--------	-----------	------------	---------	--------

Section Color:

Back Color

Font Color

Background Image

Drag File Here

AddExport

Size: 374(Horizontal) X 143(Vertical) Pixels

LABEL/STICKER FORMATS FOR ADDRESSES

Address Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Double Column Format

Stationery Name

A4-(14-2X7)

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
▶	Header 1		15		Semi Bold							
	Header 2		12					,				
	Header 3		12					,				
	Detail 1							,				
	Detail 2							,				

Field Data :

SO	Section	Field Name	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width	Barcode	Active
▶	1	Header 1													
	1	Header 2													
	1	Header 3													
	2	Header 3													
	1	Detail 1													
	2	Detail 1	Country												
	3	Detail 1	ZIP code												
	1	Detail 2	Phone												
*	1														

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
*	1							

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
*	1							

ADD LABEL FORMAT

Format Name

Stationery Name

Add

Cancel

Enter the Format Name

Select the Stationery which we added and set up earlier

Background Image

Drag File Here

Add

Export

Size: 374(Horizontal) X 143(Vertical) Pixels

Record: 1 of 1

No Filter

Search

Search

All

Start Text

End Text

LABEL/STICKER FORMATS FOR ADDRESSES

Address Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Double Column Format

Stationery Name

A4-(14-2X7)

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
▶	Header 1		15		Semi Bold							
	Header 2		12					,				
	Header 3		12					,				
	Detail 1							.				
	Detail 2											

Field Data :

SO	Section											
▶	1	Header 1										
	1	Header 2										
	1	Header 3										
	2	Header 3										
	1	Detail 1										
	2	Detail 1	Country									
	3	Detail 1	ZIP code	"	(	)						
	1	Detail 2	Phone	"Contact :								
*	1											

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADD LABEL FORMAT

Format Name

A4 18 Labels

Stationery Name

A4-(18-3X6)

Add

Cancel

Background Image

Drag File Here

Add

Export

Size: 374(Horizontal) X 143(Vertical) Pixels

Record: 1 of 1

No Filter

Search

Search

All

Start Text

End Text

LABEL/STICKER FORMATS FOR ADDRESSES

Address Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

A4 18 Labels

Item Label/  
Sticker Format  
has been added

Label Format

A4 18 Labels

Double Column Format

Stationery Name

A4-(18-3X6)

Section Formatting :

Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
				Semi Bold							

Field Data :

SO	Section	Field Name	Barcode	Active
1				

Section Color:

Back Color

Font Color

Attribute Data :

SO	Section	Attribute Name	Separator	Hide Blank	Barcode	Active
1						

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1								

Background Image

Drag File Here

Add

Export

Size: 239(Horizontal) X 176(Vertical) Pixels

In the Section Formatting section, we specify the format of each field we added in the Field Data section.

In the Field Data section, we add the fields to print in the label/sticker.

In the Custom Data section, we can choose to add some custom data which is neither a regular field nor an attribute of the item.

In the Attribute Data section, we can choose to include an attribute of the item in the label, if it has any. (Attributes are present at Inventory menu → Items → Notes tab)

Record: 2 of 2

No Filter

Search

Search

All

Start Text

End Text

Address Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

A4 18 Labels

Label FormatA4 18 Labels

Double Column Format☐

Stationery NameA4-(18-3X6)

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial	10		Semi Bold	Left			2	2		
	Header 2	Calibri	12		Semi Bold	Center						
	Header 3	Calibri	12		Semi Bold	Center						
	Detail 1	Calibri	12		Semi Bold	Center						
	Detail 2	Calibri	12		Semi Bold	Center						

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1 Header 2	Record Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Header 3	Address				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Detail 1	City				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Detail 2	State				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Footer 1	PIN Code	PIN Code :			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Footer 2	Phone	Phone :			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

We added the fields we needed and set the format of each section too.

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section		Suffix	Separator	Hide Blank	Barcode	Active
	1 Header 1	To :			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In the Custom Data section, we added the text "To:"

Section Color:

Back Color

Font Color

Background Image

Drag File Here

Add

Export

Size: 239(Horizontal) X 176(Vertical) Pixels



LABEL/STICKER FORMATS FOR ADDRESSES

Address Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

A4 18 Labels

Label Format

A4 18 Labels

Double Column Format

Stationery Name

A4-(18-3X6)

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial	10		Semi Bold	Left			2	2		
	Header 2	Calibri	12		Semi Bold	Center						
	Header 3	Calibri	12		Semi Bold	Center						
	Detail 1	Calibri	12		Semi Bold	Center						
	Detail 2	Calibri	12		Semi Bold	Center						

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1 Header 2	Record Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Header 3	Address				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Detail 1	City				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Detail 2	State				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Footer 1	PIN Code	PIN Code :			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Footer 2	Phone	Phone :			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

You may set also a Background Image of your choice or set the Back Color & Font Color of any section as you wish.

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1 Header 1	To :				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record: 2 of 2No FilterSearch

SearchAllStart TextEnd Text

Section Color:

Back Color

Font Color

Background Image

Drag File HereAddExport

Size: 239(Horizontal) X 176(Vertical) Pixels



STAGE 3 : PRINT ADDRESS LABEL STICKER



## Organization

**Holidays :**

Refresh

## Statutory Reports

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Label/Sticker Format For Items

Print Label/Sticker For Items

Label/Sticker Format For Addresses

Print Label/Sticker For Addresses

Stationeries

Accounting

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Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click here on this button

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Check Invalid Records

Events/Reminders

Statutory Reports

Address Label Format

A4 (99.1mm x 38.1mm) - 14 Labels (Portrait)

Delete

Selected

All

Quantity All Labels

Quantity

+

>Print

Record Type

ID

Quantity

Location Type

Address

City	District	State	PIN Code	Country	
Phone	Email	Website	Designation	PO Number	PO Date
Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6

Auto Incrementing Serial Number

Starting Number

1

^ Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Default

Show Border

Record: 1 of 1

No Filter

Search

Select Address Label Format from this drop-down list

# PRINT LABEL/STICKER FOR ADDRESSES

Address Label Format

A4 18 Labels

DeleteSelectedAll

Quantity All Labels

Quantity Selected Label

Load Addresses

Click here to Load Addresses

>Print	Record Type	ID	Quantity	Name	Location Type	A
<input type="checkbox"/>			1			
City		District		State		PIN Code
Phone		Email		Website		PO Number
Attribute 1		Attribute 2		Attribute 3		Attribute 4
Custom Field 1		Custom Field 2		Custom Field 3		Custom Field 4

Auto Incrementing Serial Number

Starting Number1

Start Printing From Label/Sticker No.1

Total Labels/Stickers

Total Pages/Sheets

Printer NameDefault

Show Border

\_\_\_\_\_

Apply Filter  
Remove Filter

### Complete Address

Load Cancel

# LOAD ADDRESSES

Load Addresses From	Customer	Address Type	Phone Type	Email Type	Apply Filter	Remove Filter
Customer			All Phone			

- Organization
- Customer
- Leads
- Purchases
- Sale Orders
- Sales
- Employee

Choose where to load addresses from, on this drop-down list.

>Select Record Type ID

Complete Address

Load Cancel



Load Addresses

LOAD ADDRESSES

Load Addresses From

Customer

Customer

Address Type

Phone Type

Email Type

Apply Filter

Remove Filter

>Select

Record Type

ID

Name

Customer ID

Customer

Complete Address

CK1

Chirag Ku

NS1

Neelam S

SM1

Sanjay Mo

TC1

Test Customer

Choose the customer

Click on Apply Filter

Load

Cancel

# LOAD ADDRESSES

Load Addresses From

Customer

Customer

CK1

Address Type

Phone Type

All Phone

Email Type

Apply Filter

Remove Filter

>Select	Record Type	ID	Name	Location Type	Complete Address
<input checked="" type="checkbox"/>	Customer	CK1	Chirag Kumar	Home	127, Block F, Rajajipuram, Lucknow, Uttar Pradesh, 226004, India

Check this checkbox

Then click on the Load button

LoadCancel

PRINT LABEL/STICKER FOR ADDRESSES

Address Label Format

A4 18 Labels

Delete

Selected

All

Quantity All Labels

Quantity Selected Label

Load Addresses

>Print

Record Type	ID	Quantity	Name	Location Type	Address			
<input checked="" type="checkbox"/>	Customer	CK1	1	Chirag Kumar	Home	127, Block F, Rajajipuram		
City		District		State		PIN Code	Country	
Lucknow				Uttar Pradesh		226004	India	
Phone		Email		Website		Designation	PO Number	PO Date
987-421-5404								
Attribute 1		Attribute 2		Attribute 3		Attribute 4	Attribute 5	Attribute 6
Custom Field 1		Custom Field 2		Custom Field 3		Custom Field 4	Custom Field 5	Custom Field 6
To:								
<input type="checkbox"/>			1					
City		District		State		PIN Code	Country	
Phone		Email		Website		Designation	PO Number	PO Date
Attribute 1		Attribute 2		Attribute 3		Attribute 4	Attribute 5	Attribute 6
Custom Field 1		Custom Field 2		Custom Field 3		Custom Field 4	Custom Field 5	Custom Field 6

Auto Incrementing Serial Number

Starting Number1

^ Start Printing From Label/Sticker No.1

Total Labels/Stickers1

Total Pages/Sheets1

Printer Name

Microsoft Print to PDF

Show Border

Print preview

Record: 1 of 1No FilterSearch

The customer got loaded here.

Click on this button to Print preview

**To :**  
**Chirag Kumar**  
**127, Block F, Rajajipuram**  
**Lucknow**  
**Uttar Pradesh**  
**PIN Code :226004**  
**Phone :987-421-5404**

Print output looks good.

PRINT LABEL/STICKER FOR ADDRESSES

Address Label Format

A4 18 Labels

Delete

Selected

All

Quantity All Labels

Quantity Selected Label

Load Addresses

>Print

Record Type	ID	Quantity	Name	Location Type	Address	
<input checked="" type="checkbox"/>	Customer	CK1	18	Chirag Kumar	Home	127, Block F, Rajajipuram
City		District	State	PIN Code		Country
Lucknow			Uttar Pradesh	226004		India
Phone	Email	Website	Designation	PO Number	PO Date	
987-421-5404						
Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6	
Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6	
To :						
<input type="checkbox"/>						
City		District	State	PIN Code		Country
Phone	Email	Website	Designation	PO Number	PO Date	
Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6	
Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6	

Auto Incrementing Serial Number

Starting Number1

^ Start Printing From Label/Sticker No.1

Total Labels/Stickers1

Total Pages/Sheets1

Printer NameMicrosoft Print to PDF

Show Border

Record: 1 of 1No FilterSearch

Now let's print preview 18 labels to check the output for the full page.



## Margins



Columns



Two



More



Close P

Page Size

Page Layout

Zoor

[illegible]

Print

Size

Margins

Show Margins

Print Data Only

Portrait

Landscape

Columns

Page Setup

Zoom

One Page

Two Pages

More Pages

Refresh All

PDF or XPS

More

Close Print Preview

Close Preview

Print

Page Size

Page Layout

Zoom

Data

<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>	<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>	<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>
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<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow</div>	<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow</div>	<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow</div>

Print output for the full page looks perfect too.

File

**Print Preview**

Sales

Customers

Purchases

Suppliers

Inventory

Production

Label/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Tell me

Print

Print

Size

Margins

Show Margins

Print Data Only

Portrait

Landscape

Columns

Page Setup

Zoom

One Page

Two Pages

More Pages

Refresh All

PDF or XPS

More

Close Print Preview

Close Preview

Print

Page Size

Page Layout

Zoom

Data

<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>	<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>	<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>
<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>	<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>	<div>To : Chirag Kumar 127, Block F, Rajajipuram Lucknow Uttar Pradesh PIN Code :226004 Phone :987-421-5404</div>
<div>To : Neelam Sahni 53, Leader Rd, Miurabad Allahabad Uttar Pradesh PIN Code :211003 Phone :985-503-6875</div>	<div>To : Neelam Sahni 53, Leader Rd, Miurabad Allahabad Uttar Pradesh PIN Code :211003 Phone :985-503-6875</div>	<div>To : Neelam Sahni 53, Leader Rd, Miurabad Allahabad Uttar Pradesh PIN Code :211003 Phone :985-503-6875</div>
<div>To : Neelam Sahni 53, Leader Rd, Miurabad Allahabad</div>	<div>To : Neelam Sahni 53, Leader Rd, Miurabad Allahabad</div>	<div>To : Neelam Sahni 53, Leader Rd, Miurabad Allahabad</div>

We can also print the labels for multiple addresses in one go.