

Create Labels and Envelops

| <i>Speech</i> | <i>Cursor Actions</i> |
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| Sumac allows you to print mailing labels for a set of contacts. | Contacts List, expand Mailing click Labels/Envelops. Click All. |
| The first step in creating labels is to choose the page format. This determines the size of label or envelope that you are printing. | Point at Page Format. |
| Sumac supports many standard label and envelope sizes, but if you want to specify another size of label, | Show drop-down menu. |
| click Details, and set up the measurements of your specific labels. | Click Details. Click details, then click Hide. |
| Next, choose the information that you want Sumac to print. You have the option of mailing address, name tags or a custom layout. | Highlight “Content to be printed” and expand drop-down menu. |
| Depending on the mailing, you have different options for printing and positioning of business titles. | Expand Business titles drop-down menu. |
| Often you have a partial sheet of labels left over from the last time you printed labels. | |
| So Sumac lets you choose the first label to print. You can manually key in the number of the label or click it in the picture. | Highlight “First label to print on first page” then type 15. |
| Maybe you want to start printing from the middle of the page. | Hover over #15 in the picture of labels. |
| Usually you do not want to print a contact’s country if it is the same as the country from which you are sending the mail. To avoid printing countries on labels if the country is the same as the office from which you are sending the mail, choose the office here. | Highlight “Don’t print the country of the office.” |
| If you are printing envelopes, this drop down menu tells Sumac to print a return addresses on each envelope. | Highlight “Use return address of the office.” |
| In special circumstances you might want to specify a smaller maximum font size, but in most cases 13 will be fine. | Hover over “Maximum label font size.” |
| Machinable formatting generates a label that is all upper case mono-spacing text, which reduces postage costs in some countries. | Point to machinable format. |
| In Canada, clicking this box sorts your labels and envelopes in accordance with the National Presortation Schematic. So Sumac can pre-sort your mail before giving it to Canada Post, which reduces postage cost. | Point to sort checkbox. |
| Click OK. Tell Sumac whether you want to print your labels, or view them on your screen to review the labels before printing. Click Report to generate the labels. | Click OK and then Report. |
| Sumac shows you the labels it has just generated. | Shows labels on screen. |

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| Use the arrows to scroll through pages and plus and minus buttons to zoom in and out. Keyboard commands like page up and page down work too. | Click arrows, then the + and – buttons. |
| As you review the labels, you will see that Sumac automatically adjusts text size so the addresses fit on the labels. If you see information which is incomplete or incorrect, cancel the label printing window, find the incorrect Contact record, and correct it. | Point out labels that are different heights. |
| When you are satisfied with the labels, click Print. | Point at Print. Click OK. |
| Sumac then prompts you to save a communication record for the mailing. | Click Yes. |
| Fill in the communication record, | Choose communication type: Newsletter. Enter tomorrow’s date. Click OK. |
| then Sumac saves a communication record for each contact. | |
| <i>Check out more training videos to learn more about Sumac.</i> | |