EZ Mailing Labels II
USER GUIDE

QUICK START

1. Allow the application to have access to your contacts if you want to import addresses.

2. Select **A4** or **Letter** to set the page size of the label sheet. You only have to do this once as the program will store your choice.

3. Select I**mport Contacts** on the menu. On the bottom tool bar, select **Select All** (recommended), then tap/click **Add**. Alternatively, select **Add Address Manually** and type the name and address and tap/click **Save**.

4. Select **Mailing List**. Select **Add Mailing List** and type in the name of the mailing list and tap return on the keyboard. Select the mailing list you just created by tapping/ clicking the adjacent checkbox. In IOS, a checkmark indicates it's selected. On the Mac, a yellow background indicates it's selected.

5. Select **Update Members** on the Mailing Lists screen. Select the addresses you want to add to the mailing list. Then, tap/click **Update Mailing List** at the top right of the screen to add these addresses to the mailing list. You will be returned to the Mailing Lists screen.

6. Tap/click **Label Maker** and select either **Labels** or **Shipping** to generate mailing labels. Shipping uses large labels and you can include a logo and return address. **Envelopes** are also an option on the Mac version.

7. Tap/click the size of the label you want to generate then tap/click **Make Labels**.

8. Print or email the PDF version of the labels.

A video demonstrating the use can be found on the developer website at :
https://johnsiosapp.files.wordpress.com/2021/01/ezmlii2demo.mp4

If you have any questions or comments please send these to JohnMDurand@icloud.com.

NEW IN THIS VERSION

This IOS Version 2.1 and Mac Version 1.1 now has the ability to set different font colors.

OVERVIEW

EZ Mailing Labels II is designed to print mailing label sheets). Both letter and A4 label sheet sizes are supported and all sizes correspond to Avery® products. Shipping labels support return addresses and a logo or image. Addresses are either imported from your contacts or manually entered into the database. Addresses imported from your contacts, can be edited. For instance, you can change John Doe to The Doe Family.

The Mac version also includes the ability to print directly to envelopes and common US and European sizes are available. Similar to shipping labels, the return address can also include a logo or image.

The application generates a PDF document formatted to print to labels. The PDF document can be printed, saved or e-mailed.

Your Contacts and the label database are private to you and your data are never shared or exported from your control.

IMPORT CONTACTS

The first time you run the app a you will be asked to allow access to your Contacts. If you decline then the program will not run. Tap **Import From Contacts** to get a list of contacts that you can store in your label database. Only contacts with addresses in Contacts appear in the import screen, those without addresses are skipped. Tap a contact to either select or deselect it. Tap **Select-All** to select them all then you can deselect any you want to exclude. Tap Add to transfer these to the label database. Please note that a checkmark identifies a contact is selected in the IOS version; but, a yellow background indicates a contact is selected on the MAC.

<u>You only have to perform the import once unless you add a contact to your Contact app</u>. In this case go to Import From Contacts and select the contact that was added.

If you inadvertently refuse access to your contacts then you can restore access in the settings of your device. IOS: Tap Settings, EZ Mailing Labels, then toggle the Contacts switch on.

MANUALLY ADD ADDRESS

Select **Manually Add Address**. Tap or click in the name field. Type the name, you can also include the company.

Click in the address and type in the address. In IOS you can tap the address label to dismiss the keyboard to better view your entry on a small device.

Tap/click **Add** to add the address. The program returns to the menu.

MAILING LISTS

Select **Mailing Lists** on the main menu. Add a Mailing List by turning on the **Add Mailing List** button and type its name at the "Enter New Mailing List" prompt. Tap Enter (or Return) to create the list.

<u>Please note that the first time you upgrade to version 2 the application will store the currently selected addresses into a mailing list titled EZML-List</u>(date created).

Make a mailing list active by tapping the adjacent box. Once the mailing list is active you can either make labels or modify the mailing list membership. Tap/click **Update Members** on the bottom toolbar on the left. This will take you to the screen to add (select) or remove (deselect) addresses to the mailing list.

SELECT/DESELECT MAILING LIST MEMBERS

Tap/click **Select All** to select all addresses or tap/click an individual address to toggle the selection on or off. <u>Tap/click **Update Mailing List** to add the selected members to the</u>

mailing list. If you tap the back button this is equivalent to cancel and no changes are saved.

Filter reduces the visible addresses to those that match the search text. For instance, search for "Boston" to view only addresses that contain "Boston". **Select All**, **Clear All** will only be applied to the filtered addresses.

The **Selected Only On** button allows you to see only the selected addresses.

Delete ✓ deletes the addresses that are selected (checked). Deleting an address removes it from the database and all mailing lists. So, only delete addresses that you will never use. If you do accidentally delete an address, repeat the import or manual addition of that address.

The database is designed to synchronize with other mobile devices. So, if you imported on one device these addresses will also appear on the other device.

EDIT ADDRESS

Toggle the editing button to **Editing is On** the tap **Tap to Edit** above the name to modify names and addresses. This takes you to the editing screen where there are two lines for the name so that you can also include a company and a separate block for the address. Make the necessary changes. For instance, you can change John Doe to The Doe Family. Tap/click **Save** to save the changes.

Don't forget to tap/click **Update Mailing List** if you changed the selection of any address.

MAKE LABELS

Once a mailing list is created and members are added to it then the labels can be created by tapping the Label Maker menu at the top right of the Mailing List screen. The IOS version menu has two options: Labels and Shipping. The Mac version menu has three options: Labels, Shipping Labels and Envelopes. Tap/click the appropriate menu item to transfer to either the **Mailing Labels, Shipping Labels** (or **Envelopes** on the Mac) screen.

First, set the attributes of the label that appear in green:

Change Font allows you to choose any font which is available on your device.

Center Horizontally centers the address in the label when on, if it is off then the label is left justified.

Preferred Font Size sets the font size of the address; but, if the address is too big for the label the app will attempt to make it fit by decreasing the font size. If the app is unable to make the address fit "Could not fit" is printed in its place.

Return or Multiple Labels makes sheets of labels for each selected address when it is on.

> A Number of Pages option will appear. Increment it to the number of pages desired.
>
> Please note, if multiple contacts are selected then whole sheets of labels of each selected contact will be generated.

Start Printing At allows you to start printing at a specified position on the first sheet. This feature allows you to conserve label sheets. For instance if the first three labels in the first column were used on a sheet then you can set the printing to start at row four of the first column. Printing will begin at the first unused label . Printing flows from the first row of the first column through the last row of the first column and then moves to the next column and so on.

Tap/click the size label you desire and the equivalent Avery® products are listed at the bottom of the screen. Also a **Make Labels** button appears, tap this to generate the PDF. This will take you to a screen where the PDF generated appears. Here you can print, save or e-mail the document. Before printing, make sure you have adhesive labels of the correct size in the printer.

SHIPPING LABELS

These labels include options to include a return address and a logo or image. The logo/image can be placed above, below, left or right of the return address. Use the **Image Scaling** stepper to fine tune the size of the image. The use of an image can be turned on or off with the **Use Logo** switch. The other controls are similar to the regular labels.

PRINT ENVELOPES (MAC VERSION ONLY)

You can print directly on envelopes provided your printer has this capability. Import and select addresses as described above then set the following options:

Rotate:
This rotates the envelope in the event your printer does not have that option. Generally, you want set the position to horizontal and control the orientation and paper size through the printer controls.

Change Font:
This will take you to a screen where all the fonts loaded on your device are listed and you can pick the one you want by clicking on it.

Preferred Font Size:
This will set the font size of the main address. Click the + or - button to adjust the size.

Select Return Address:
Tapping the button takes you to a screen where you can select an address or multiple addresses by clicking on it or deselect it by clicking on it again. Only one return address can be selected. The selected address will show on the options screen when you return.

Use Logo:

Tap the Use Logo button to expand open the appropriate options .

Click Choose logo to open a file dialog that allows you to pick the logo file. The selected logo will appear on the options screen when you return.

Click the Position Relative to the Return Address to determine the position of the logo. If you tap Logo Only then the return address is not displayed and the logo is slightly bigger. Below is envelope options screen:

Click the envelope size and a Make Envelope button will appear. Click it to generate a PDF document of the envelope. Ensure your printer has an envelope in it and tap Print to print the Envelope. Or, save the PDF for later use. You can also e-mail the PDF.

If the logo is too small or too large return to the envelope options screen and apply Image Scaling. 100% is the current image size. Increasing the scaling above 100 makes the logo bigger and decreasing below 100 makes it smaller. The image scaling is limited to 50% to 150%.

SUPPORTED LABEL SIZES

LETTER LABEL SIZES

2.625 X 1 inch equivalent to Avery® : 5160, 5260, 5520, 5620, 5630, 5660, 5810, 5960, 6240, 6241, 6970, 8160, 8215, 8250, 8460, 8620, 8660, 8810, 8860, 8920, 15160, 15510, 15660, 16460, 18160, 18260, 18660, 22837, 28660, 32660, 38260, 45160, 48160, 48260, 48360, 48460, 48860, 48960, 55160, 55260, 55360, 58160, 58260, 58660, 75160, 80509, 85560, 88560, 95915™

4.0 X 1 inch equivalent to Avery®: 5161, 5261, 5661, 5961, 8161, 8461, 15661, 18661™

4.0 X 1.33 inch equivalent to Avery®: 5162, 5262, 5662, 5962, 8162, 8252, 8462, 8662, 15162, 15662, 18162, 18262, 18662, 48462, 48862, 88662, 95522, 95662™

4.0 X 2.0 inch equivalent to Avery®: 5163, 5263, 5663, 5963, 6427, 8163, 8253, 8363, 8463, 8563, 8663, 8923, 15163, 15563, 15663, 18163, 18663, 18863, 28663, 38363, 38863, 48163, 48263, 48363, 48463, 48863, 55163, 55263, 55363, 55463,58163, 58263, 85563, 95523, 95910, 95945™

4 X 3.33 inch equivalent to Avery®: 5164, 5264, 5524, 5664, 8164, 8254, 8464, 8564, 15264, 15664, 18664, 45464, 48264, 48464, 48864, 55164, 55264, 55364, 55464, 58164, 58264, 95905, 95940™

1.75 X 0.5 inch equivalent to Avery®: 5167, 5267, 5667, 5967, 8167, 8667, 8867, 8927, 15267, 15667, 18167, 18667, 28667, 48267, 48467, 48867, 95667™

A4 LABEL SIZES

63.5 X 38.1 mm equivalent to Avery®: C2160, J8160, J8360, J8560, L6023, L7060, L7160, L7160X, L7560, L7782, L7960, LR7160, M8360, MP7160

63.5 X 33.9 mm equivalent to Avery®: CL7059, E3230, J4773, J8159, J8359, J8559, L4773, L6032, L6033, L6034, L6035, L6141, L6146, L7159, L7159X, L7559, LR7159, M8359

63.5 X 72 mm equivalent to Avery®: J8164, J8364, L7164

99.1 X 38.1 mm equivalent to Avery®: E3212, J8163, J8363, J8563, L6054, L6055, L6056, L6057, L7063, L7163, L7163B, L7163R, L7163X, L7163Y, L7263, L7263R*, L7263Y, L7363P, L7563, L7963, LR7163, MP7163

99.1 X 42.3 mm equivalent to Avery®: J8177, L4743, L4772, L4776, L7177

99.1 X 57 mm equivalent to Avery®: J8173, L7173, L7173B, L7173X, L7973, L7992

38.1 X 21.2 mm equivalent to Avery®: C2651, E3211, J8551, J8651, J8751, L4790, L4791, L4792, L4793, L7051, L7065, L7551, L7651, L7651P, L7651Y, L7680, L7690, LR7651

SHIPPING LETTER LABEL SIZES

3 X 4 inch equivalent to Avery®: 5392

3 1/3 X 4 inch equivalent to Avery®: 5164, 5264, 95905, 15264, 15664, 16464, 18664, 45464, 48264, 48464, 48864, 55164, 5524, 55264, 55364, 55464, 5664, 58164, 58264, 6462, 6464, 6499, 8164, 8254, 8464, 8564

SHIPPING A4 LABEL SIZES

99.1 X 139 mm equivalent to Avery®: L7994-25

ENVELOPE SIZES (MAC ONLY)

#10: 4 1/8 x 9 1/2 inch
#9: 3 7/8 x 8 7/8 inch
#6: 1/4 3 1/2 x 6 inch
#6: 3/4 3 5/8 x 6 1/2 inch
DL: 110 x 220 mm
C4: 229 x 324 mm
C5: 162 x 229 mm
C6: 114 x 162 mm