

# 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. This also affects the default envelope sizes. You only have to do this once as the program will store your choice.
3. Add addresses by any of the three following ways:
  - 3.1. Select **Import Contacts** on the menu. Contacts that are not already in your database are automatically selected. Tap/click **Add** to add these to the database.
  - 3.2. Select **Upload CSV File** to upload a Comma Separated Values (\*.csv) file. Column headers must conform to specific values as described below.
  - 3.3. 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 or press the + button. 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. On both shipping labels and envelopes you can include a logo and return address. **Envelopes** are also an option but it is heavily dependent upon your printer's capability.
7. Tap/click the size of the label or envelope you want to generate then tap/click **Make Labels** or **Make Envelopes**.
8. Print or email the PDF version of the labels.

9. Tap/click **Fast Envelope** for a single envelope. Select the address and then tap/click Done. Set the envelope options and print it.

## DEMONSTRATION VIDEOS

Demonstration videos can be found on the developer website at :

[EZML iOS Version 8.0](#)

[EZML Mac Version 6.0](#)

If you have any questions or comments please send these to [JohnMDurand@icloud.com](mailto:JohnMDurand@icloud.com).

## OVERVIEW

EZ Mailing Labels II allows you to design mailing label sheets or envelopes with multiple colors and fonts. Both letter and A4 label sheet sizes are supported and all sizes correspond to Avery® products. Shipping labels and envelopes support return addresses that can include a logo or image. Addresses are either imported from your contacts, imported from a spreadsheet or manually entered into the database. Addresses imported from your contacts or spreadsheets can be edited. For instance, you can change John Doe to The Doe Family.

The application generates a PDF document formatted to print to labels or envelopes. 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. Contacts that are not already in your database appear as selected (yellow background). Contacts that have already been imported appear with a red background. 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. If you don't want to import all of your contacts then you can tap/click **Clear All** use the filter to select the ones you want. Clear the filter before you tap **Add** to make sure that all selected contacts are added.

You only have to perform the import once unless you add a contact to your Contacts app. In this case go to Import again and tap/click **Add**.

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.

## UPLOAD CSV FILE

Select **Upload CSV File**. Tap **Pick File** at the top right of the screen and a file dialog will appear. Only Comma Separated Values files that have the file extension .csv will be able to be selected. Select the file and the formatted addresses will appear on the screen. You can select all of the addresses for import with the **Select-All** button or select individual addresses. Tap **Add** to import these addresses to the database.

The CSV file must have specific column headers. A template is available on the developer's web site. At a minimum you must have a **First Name, Last Name** and address fields. The address fields must either be:

**Home Street, Home City, Home State, Home Postal Code**  
or, **Business Street, Business City, Business State, Business Postal Code**

The Home and Business Address can exist on the same row. Two labels are generated if both addresses are found on the same line. Home Country/Region and Business Country/Region should be filled out for international postage.

The order of columns, the number of columns and the case of the column titles do not matter. You just need to make sure the critical columns and column titles are present.

An example header is presented below:

Upload Template

Title	First Name	Middle Name	Last Name	Suffix	Home Street	Home City	Home State	Home Postal Code	Home Country/ Region	Company	Business Street	Business City	Business State	Business Country/Region	Business Postal Code

Insert a line break (soft return) in a cell by pressing control-return in Apple's Numbers spreadsheet if required for complex addresses.

A Numbers upload template is available on the developer's website: <https://johnsiosapp.files.wordpress.com/2021/11/numbers-template-and-csv-demo.zip>

## 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. The first time you run the application it will create a mailing list titled EZML-List(date created). 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.

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. Tap/click **Update Mailing List** to add the selected members to the 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 clear button removes the filter.

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

## MANAGING THE DATABASE

Regardless of which mailing list you selected the entire database is shown. So if you want to delete several names from the database tap **Clear All** and select the names you want to delete. **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. Don't tap Update **Update Mailing List**; rather, return to the main menu and then go back to mailing lists. This way you will maintain the selections that are in the mailing list.

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. It takes a few minutes for the devices to synchronize, so don't import until the synchronization appears in the mailing lists to ensure duplicate addresses are not uploaded.

## 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. Select one of these options: **Labels** or **Shipping**.

First, set the attributes of the label:

Tap/Click the **Name** section and you can set bold, font size and color attributes. Similarly, tap/click the **Address** section and set the attributes. Tap the color button to open the color picker, select the color then tap it again to close it. The delete button by the color resets these colors to black. Tap **Done** on the options dialog to close it.

If the name and 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.

**Back Color** sets the background color of the label. The delete button resets the background to white.

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

**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. Then, tap/click **Make Labels** and 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 return address can have separate styles for the name and address. 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

You can print directly on envelopes provided your printer has this capability. The options are the same as the shipping labels except envelopes include the options described below.

### 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.

### Custom Envelope Size:

This opens a dialog that allows you to add a custom size. Select the units (millimeter or inch). Enter the height and the width of the envelope. You can enter either a fraction (e.g. 6 1/2) or a decimal (e.g. 6.5). Make sure your printer can handle the custom size.

Click **Make Envelope** to generate a PDF document of the envelope.

## 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

All envelope sizes are supported.

## KEYBOARD SHORTCUTS

Screen	Button	Keyboard
Main Menu	Import Contacts	opt-i
	Add Address Manually	opt-n
	Mailing Lists	opt-l
	Fast Envelope	opt-f
	Help	opt-h
Import Contacts	Upload Data	opt-p
	Add Addresses	opt-+
	Select All	opt-a
	Clear All	opt-r
	Add Address	opt-c
Add Address	Add	opt-a
	Mailing Lists	opt-n
	Add New Mailing List	opt-n
Mailing Lists	UpdateMembers	opt-m
	Delete	opt-d
	Select Mailing List Members	opt-x
Select Mailing List Members	Clear Filter	opt-x
	Selected Only	opt-s
	Update List	opt-u
	Select All	opt-a
	Clear All	opt-r
	Delete Selected	opt-d
	Editing on	opt-e
Print Shipping Labels	Use Logo	opt-g
Print Envelopes	Use Logo	opt-g
File Upload	Pick File	opt-f
	Select All	opt-a
	Clear All	opt-r
	Add	opt-+