



Med Software LLC  
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# Printing Mailing Labels

## User Instruction



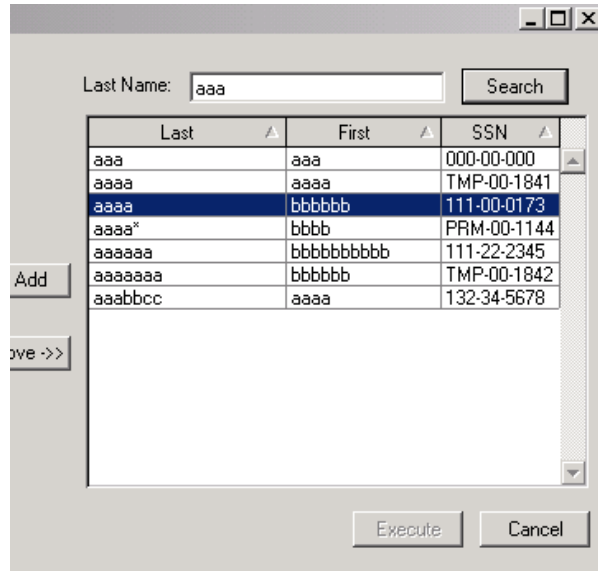
When you need to mail a letter, medical records, or other document(s) to a patient, you can print mailing labels from RESource.

### To print labels:

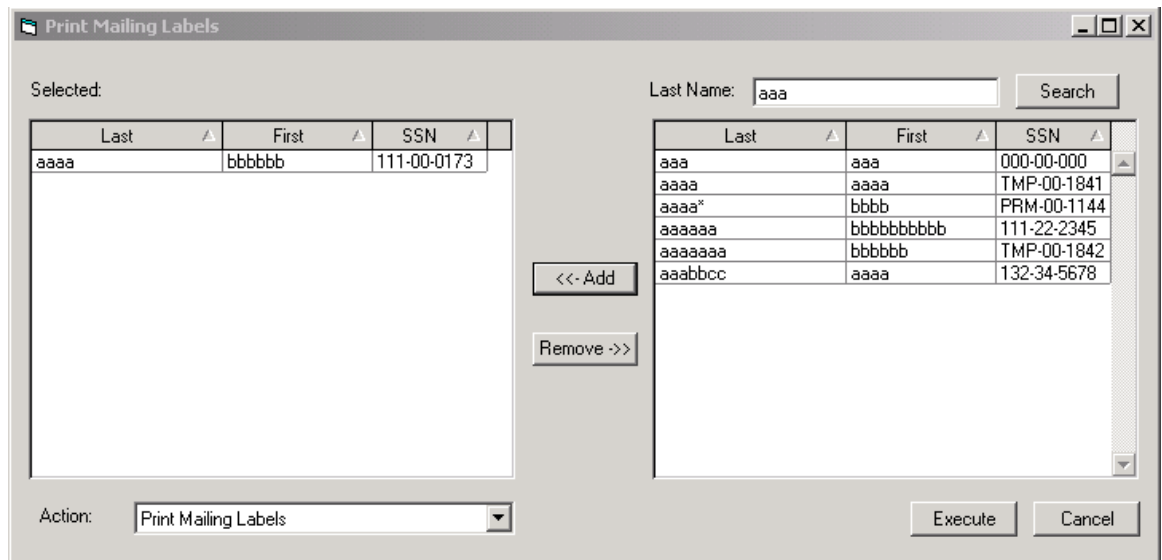
- 1 – go to the **Reports** option in main menu and select **Labels – Mailing/Other Labels**. The **Print Mailing Labels** screen will appear.

The screenshot shows the 'Print Mailing Labels' window. It contains two list boxes. The left list box is labeled 'Selected:' and has columns for 'Last', 'First', and 'SSN'. The right list box is for search results and also has columns for 'Last', 'First', and 'SSN'. Above the right list box is a 'Last Name:' text field and a 'Search' button. Between the two list boxes are '<< Add' and 'Remove >>' buttons. At the bottom of the window, there is an 'Action:' dropdown menu currently showing 'Print Mailing Labels', and 'Execute' and 'Cancel' buttons.

- 2 – the right side of the window is where you search for the desired patient(s). To do this, enter the last name (or the first few letters of the last name) in the Last Name field and click the Search button. A list of patients that meet the last name criteria entered will appear in the window. Select the desired name by clicking on it.



3 - Click the **Add** button. This will move the patient to the 'Selected' window on the left side of the screen.



You can search for, and select, as many different names as you'd like by repeating steps 2 and 3.

If you need to remove a name you have selected, simply select the patient from the 'Selected window' and click the **Remove** button.

4 – from the **Action** dropdown list, select **Print Mailing Labels**

5 - click the **Execute** button – a **Patient Mailing Labels** screen will appear displaying the labels to be printed

6 - click the **Print** button in the upper left corner of the **Patient Mailing Labels** window



7 – when prompted, select a printer and click **OK**