



**Animal Intelligence Software, Inc.**  
3505 NW Anderson Hill Road, suite 204  
Silverdale, Washington 98383  
(360) 692-7736 FAX (360) 692-2629

## ***PRINTING A FULL PAGE OF AVERY LABELS FOR ONE CLIENT, VET, HOSPITAL OR RETURN ADDRESS***

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### **Introduction**

The following instructions will produce a full page of Avery labels that contain only one client, hospital, vet or return practice name and address. It could also be used to print a page of a single paragraph of instructions.

### **Create the Macro**

Create a macro with a unique and meaningful name like SingleAdd or SingleCli or SingleVet, etc. Edit the macro and type in the name and address or any information that is to be printed on the label.

Note: If a client, vet or hospital address is needed, highlight the name in the client lookup go to the Macro Utility and test the appropriate label such as Clilabel, Vet1Add or Hos1Add. Copy the displayed information and paste it into the new macro.

For return address labels the practice variables can be used:

- {PRACNAME}
- {PRACINFO1}
- {PRACINFO2}
- {PRACINFO3}

### **Print the Label Report**

In the Report Generator use the report name LABELS 3/1 for Avery labels 5160 or LABELS 2/1 for Avery labels 8253. Change the associated Macro for label to the name created in the previous section *Create the Macro*. Run the report. It should display a full page of this single label. This report will contain many pages of labels. To print click the printer icon and set the copies for the number of pages needed.