

Do you need a whole sheet of labels for one person or family??

Here is how you can do this:

(Must have Servant Keeper and Click Books installed on computer)

1. Open Membership Manager
2. Right -click on the person or the family.
3. Click on Copy Address
4. Click on Start Menu on computer
5. Click on All Programs
6. Click on Blue Squirrel
7. Click on Click Book
8. Once Click Book is opened, click on Samples.
9. In the "Layouts" drop-down box, select your label type with the word "repeat" at the end [example: 5160 or 5260 Mailing Labels (repeat)]
10. Click on [Use this layout with its sample document. This will open a word document. Highlight the address that is already there, right-click on it and choose Paste. This will paste the address that you copied from the SK program onto this document.
11. Click on Print
12. Choose to print to the Click Book printer. This will print a whole sheet of labels for that person or family.

****Note:** If you save this document onto your computer you can copy and paste addresses in this document & print to the Click Book printer without having to go through steps 4-10 the next time.