



## Generating Mailing Labels in DonorSnap

You can generate Mailing Labels within DonorSnap under **Processing > Documents and Labels > Labels/Text Letters**. This area will generate standard mailing labels, shipping labels, and badge-size labels, which will export to **PDF** to print.

### Who are you generating mailing labels for?

**Acknowledgments:** Those recent donations pending Thank you letters

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1. Go to Processing > Documents and Labels > Labels and Text Letters
2. Choose the **Sample Acknowledgement Labels** (or create a new batch)
3. Click **Edit** to edit the format of your labels (by default the program will use the **LabelLines**, however you can customize the fields in your labels as you choose). Click **Save** at the top.
4. Click **Review Data** to de-select certain individuals from having labels generated.
5. Click **Generate PDF**, creating your page of labels based on those pending acknowledgements, and **Print** from Adobe Reader.

**DataMiner Platinum:** YOU create the report of WHO you are creating labels for.

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1. Build your DMP report. Pull in all necessary fields to the **Field Export Selection** tab that you will need to build labels (such as Address lines, or the **LabelLines** if you are using the Sample labels in the program)
2. Go to Processing > Documents and Labels > Labels and Text Letters
3. Choose the **Sample Mailing Labels for DataMiner Batch** (or create a new batch)
4. Click the **PENCIL** icon to the LEFT of the title to edit. Choose **which DataMinerBatch**.
5. Click **Edit** to customize the fields of your labels (the sample will use the **LabelLines**)
6. Click the **Review Data** tab to de-select certain individuals from having labels generated.
7. Click **Generate PDF**, creating your page of labels based on your DataMinerPlatinum report and **Print** from Adobe Reader.

Looking for something fancier than a standard mailing label? You can manually create a Label template in Microsoft word and upload to the DataMiner Batch letter section (Processing > Documents > DataMinerBatch letters)

