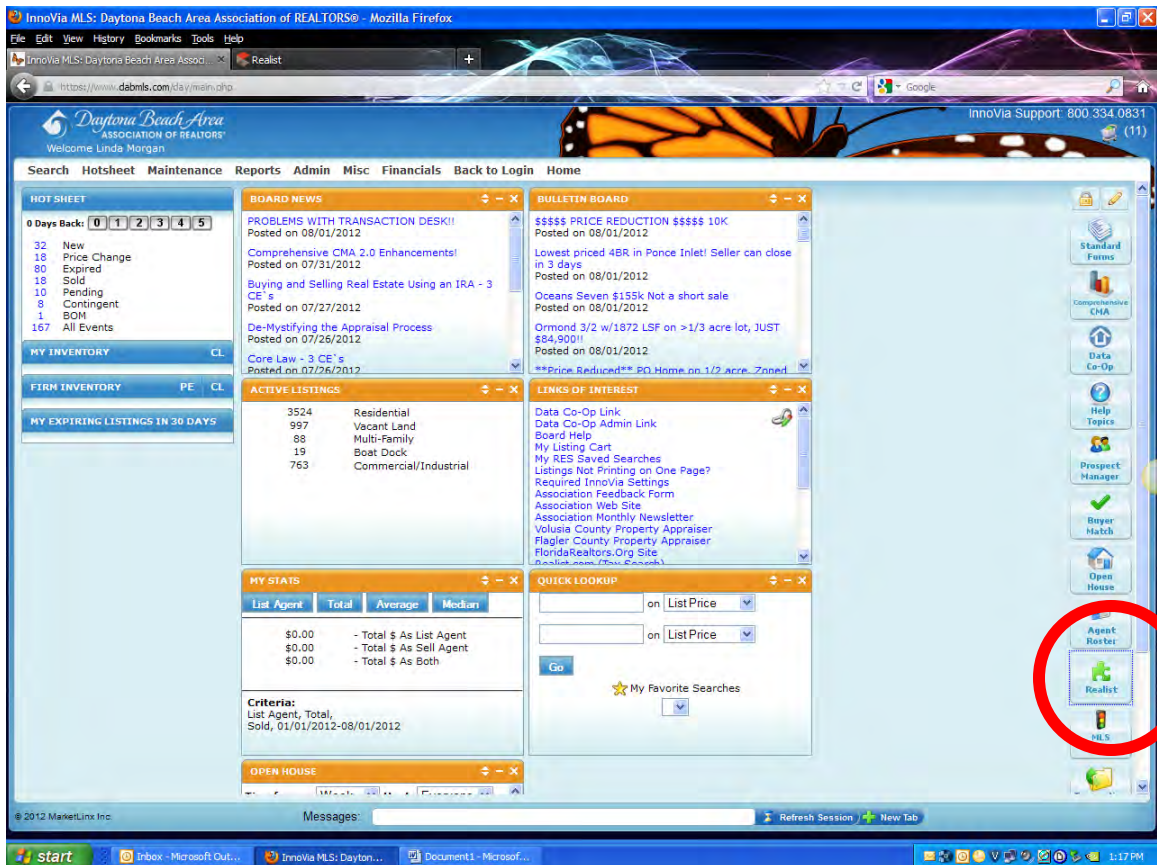


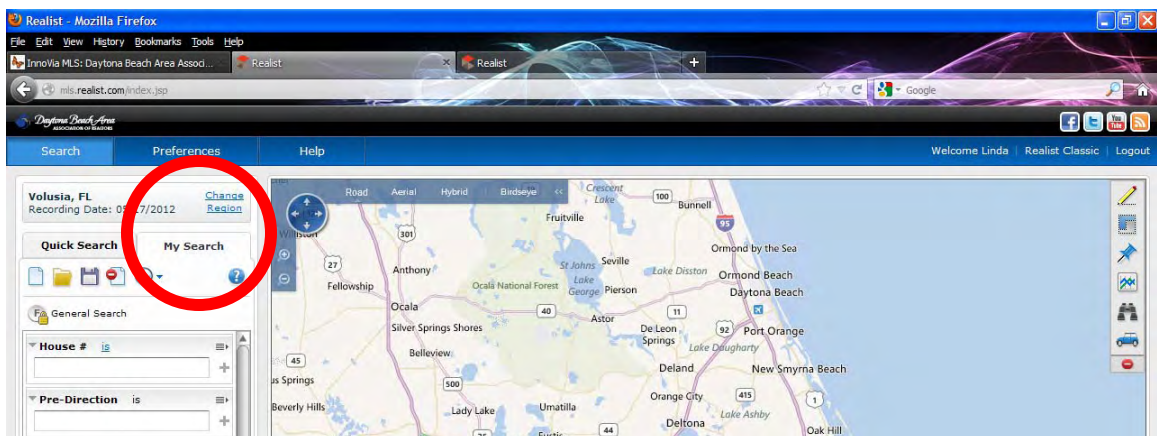
How to Create Mailing Labels in Realist 2



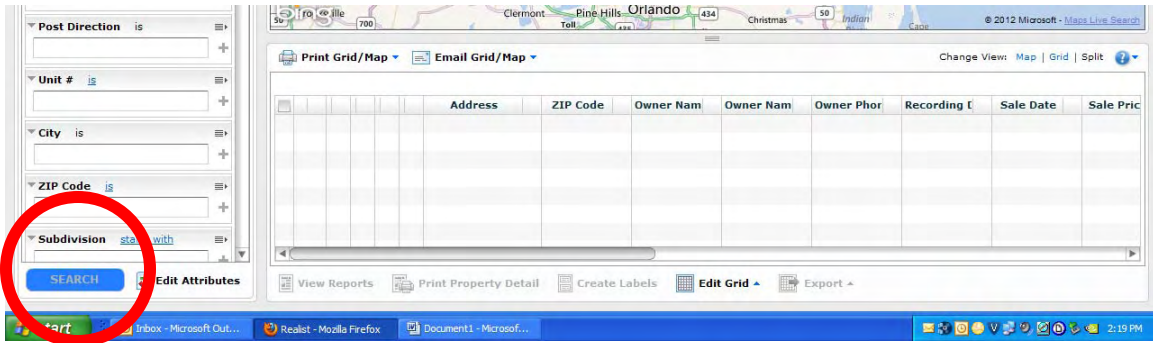
FROM THE INNOVIA HOME PAGE, click on the Realist button on the right side of the screen.

Realist limitations for creating labels:

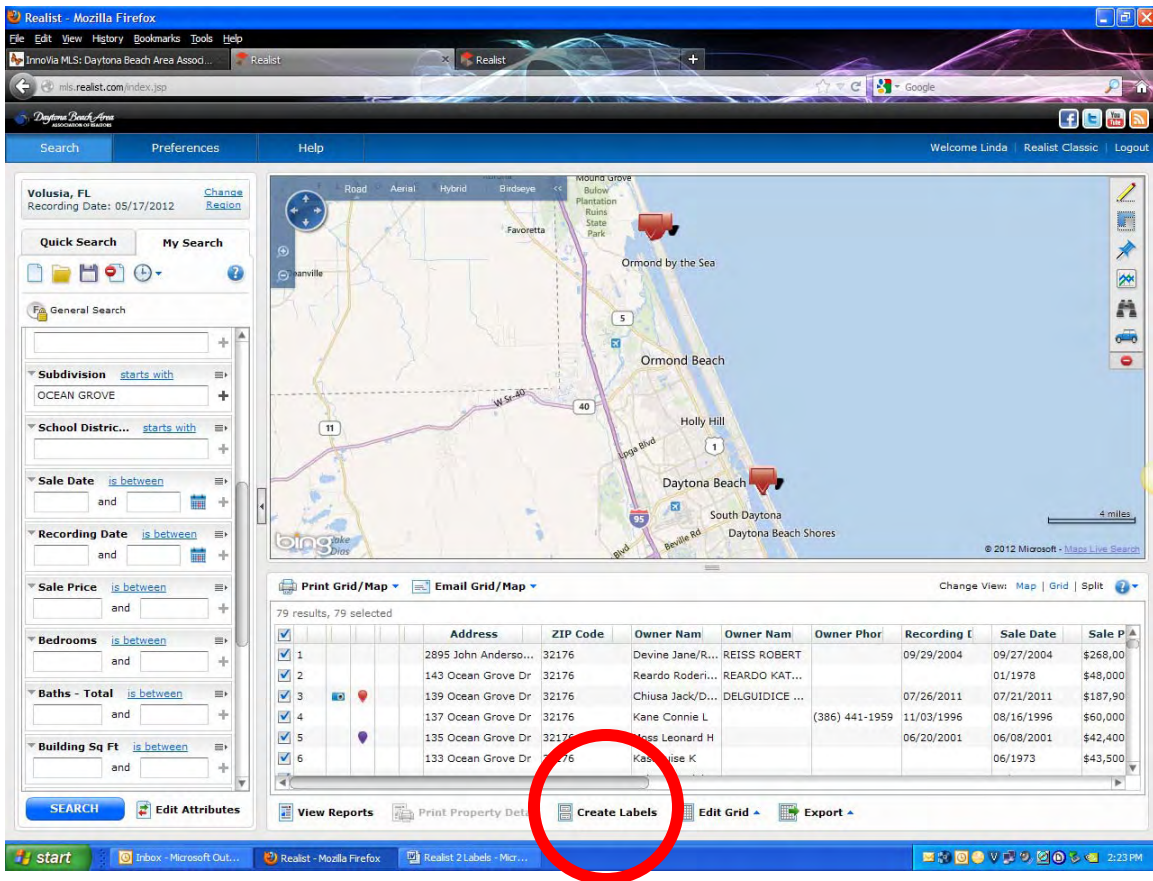
1. You are limited to 5000 properties downloaded per month.
2. You are limited to 1000 labels/properties per individual download.
3. You should go into your preferences and change the amount from 100 to 1000 to get the maximum amount of properties per label download.



Click on My Search and select your search criteria.

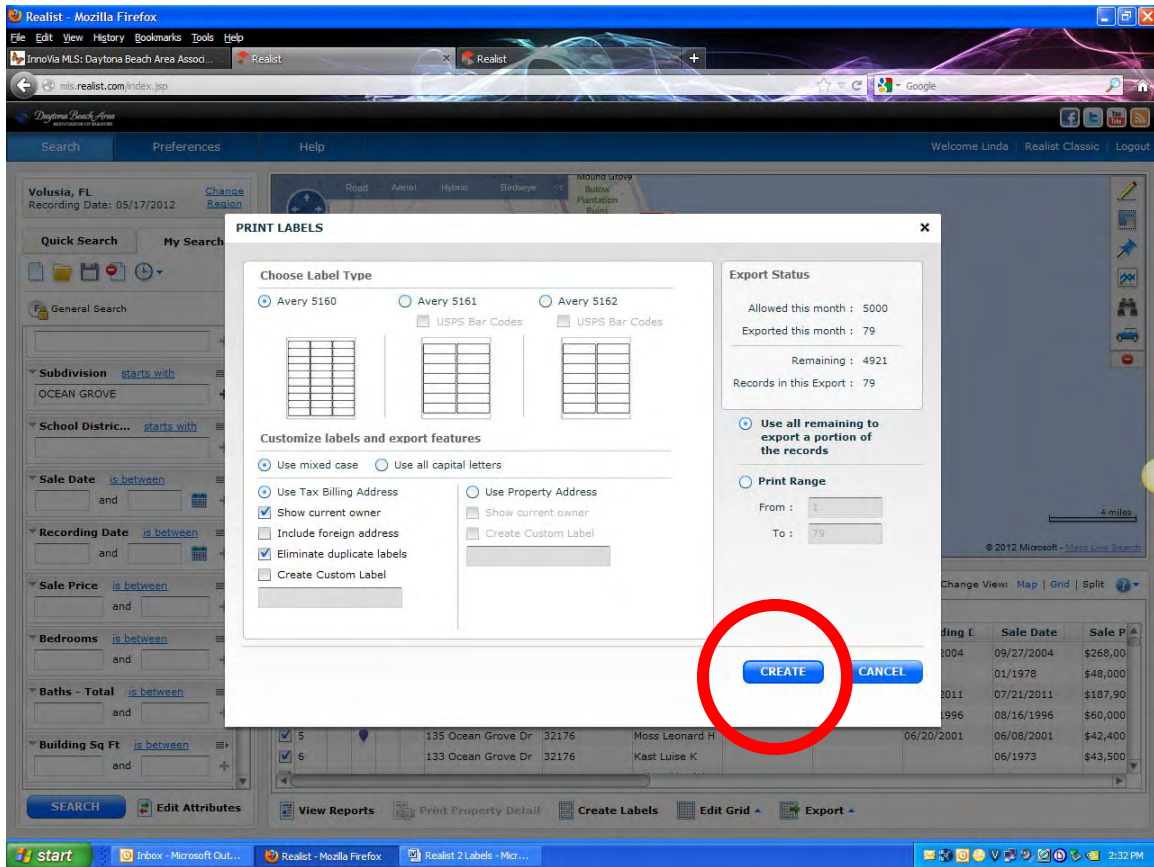


Once you have selected the search criteria you need to produce the list of properties you want to create labels for, click on the Blue Search Button at the bottom left of the screen.



After you have made any deselected any properties you do not want in your labels, click Create Labels at the bottom of the screen.

On the next screen you can choose whether you want the tax billing address or the property address.

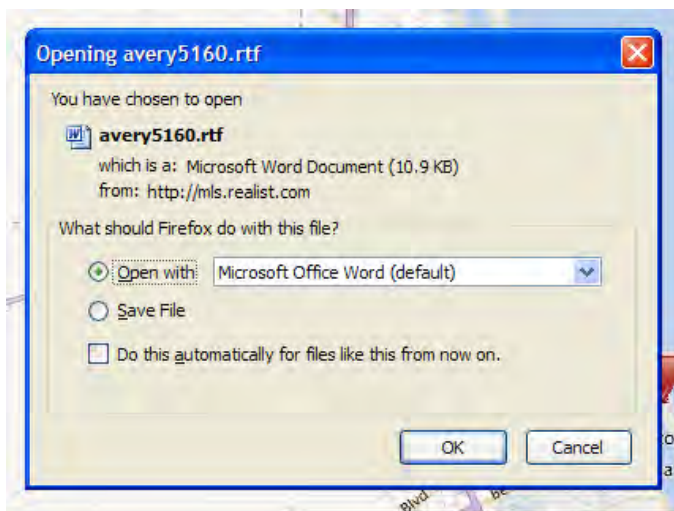


Choose Label Type (3 choices).

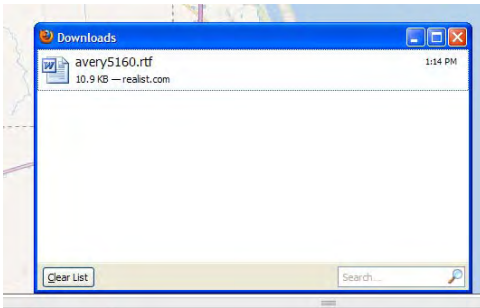
Choose your customization (if desired).

Choose Tax Billing or Property Address.

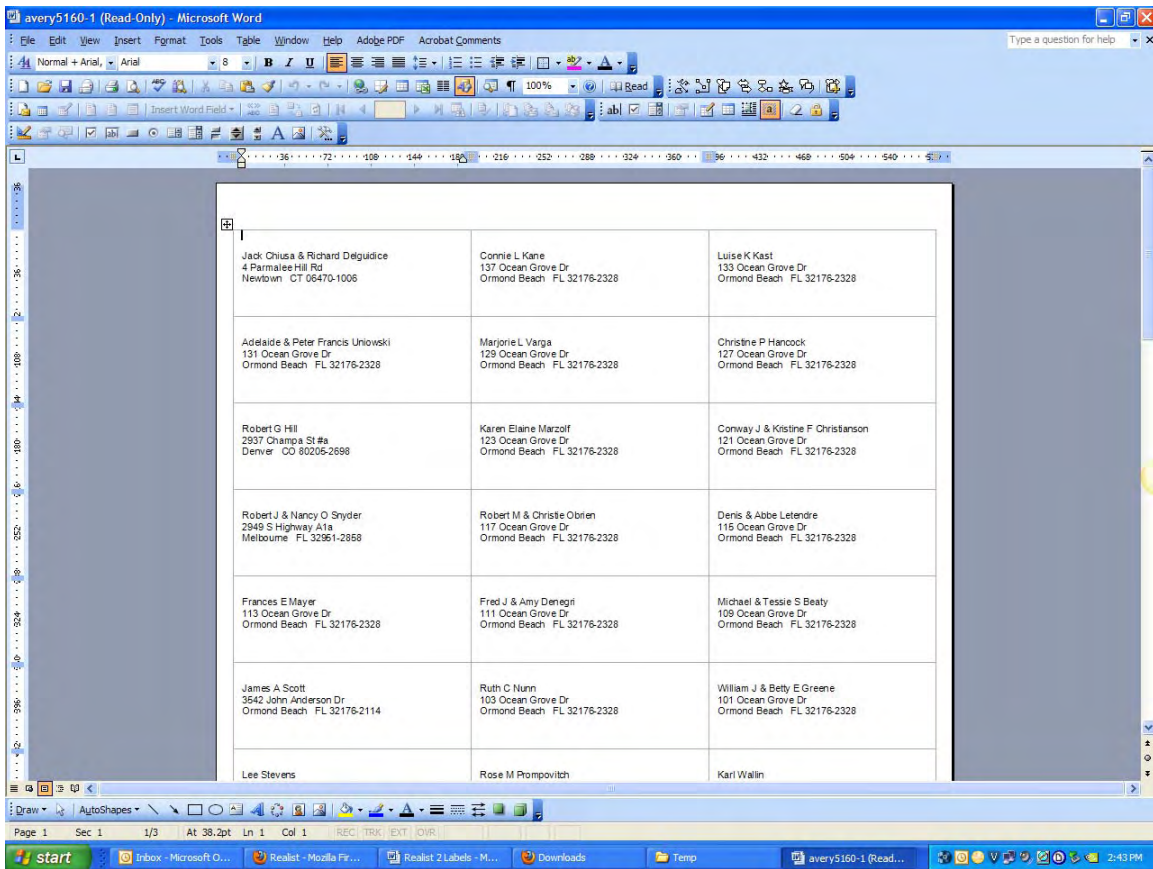
Click on the Blue Create Button at the bottom right of the page.



You will see this pop-up window, choose Open With Microsoft Office Word (the default) and click OK.



You will then get a second pop-up window showing you the download. Click on that name (avery5160.rtf or similar) to open the labels in Word.



From Word, you can save the document to print later (I suggest changing the name to something that relates to your search) or just print. Be sure to load your blank labels in the printer before clicking Print!