EZ Mailing Labels 4

QUICK START

1. Allow the application to have access to your contacts when you are prompted to do so. The application will automatically download your contacts into the address database and put them in a mailing list to get you started.
2. Tap/Click the keyboard (⌨) icon of you want to type in an address.
3. Tap/Click 👥 to select addresses in the mailing list. Tap/Click on the address to toggle its selection. If an address has a checkmark and appears yellow then it will be printed. If the address is not checked and it is blue then it is ignored.
4. Tap/Click on the settings (⚙) icon and set the page size (letter or A4) and the output type (labels, shipping, envelope). Or, you can set these automatically by clicking/tapping 🔍 to look up the Avery® product number and this will automatically set the page size and label size. Here you can also change the colors, fonts, font sizes and background color, etc.
5. Tap/Click the 👁 on the settings screen to preview the output. Then tap/click the printer icon(🖨) to open the printer dialog.
6. Once addresses and options are set in a mailing list then in the future you can just tap/click print on the main screen to send the output to the printer.

OVERVIEW

EZ Mailing Labels 4 allows you to design mailing label sheets or envelopes with multiple colors and fonts. Both letter and A4 label sheet sizes are supported and all sizes correspond to Avery® products. Shipping labels and envelopes support return addresses that can include an image. Labels support an image in front of the address.. Addresses are either imported from your contacts, imported from a spreadsheet or manually typed into the database. Addresses can be edited. For instance, you can change John Doe to The Doe Family.

The application generates a PDF document formatted to print to labels or envelopes. The PDF document can be printed or saved.

WHAT'S NEW

Version 4 now can export a mailing list to a comma separated value (CSV) file.

ICON FUNCTIONS

Icon	Function
Home Screen	
	Add an address using the keyboard.
	Select mailing list members.
	Formatting settings for a mailing list such as color, font size, label or envelope size, etc.
	Open the printer dialog to print the selected mailing list.
	Upload a CSV file to populate the addresses used for mailing lists. Use this to transfer contacts from other programs. For instance, you could upload contacts exported from Microsoft's e-mail system.
	User Guide
	Wait. This shows when the device is downloading address data.
	Add a mailing list.
	Delete a mailing list.
	Export a mailing list to a comma separated file.

Icon	Function
Members Selection Screen	
	Delete selected addresses from the database.
	A button to manually download addresses from your contacts. It is useful if you delete a contact from the app and want to re-download it.
	Show selected contacts only filter.
	Edit an address. Note: this does not change anything in your Apple contacts.
Settings Screen	
	Find Avery ® product number.
	Preview the output before sending it to the printer.
Preview Screen	
	Save the output to the downloads folder (Mac Only)

DEMONSTRATION VIDEOS

Demonstration videos can be found on the developer website (https://johnsiosapp.wordpress.com):

Basic Operation - Mac

https://johnsiosapp.support/wp-content/uploads/2024/07/ezml4-basic-operation-mac.mp4

CSV File Upload - Mac

https://johnsiosapp.support/wp-content/uploads/2024/07/ezml-4-csv-file-upload-demo-mac.mp4

Basic Operation - iOS

https://johnsiosapp.support/wp-content/uploads/2024/07/ezml4-ios-basic-operation.mp4

CSV File Upload - iOS

https://johnsiosapp.support/wp-content/uploads/2024/07/ezml-4-csv-file-upload-ios.mp4

If you have any questions or comments please send these to JohnMDurand@icloud.com.

PRIVACY

This app does not collect any data from you nor does it share your contacts.

ADDING ADDRESSES TO THE DATABASE

Contacts are added by allowing the program to import them, by typing the addresses from the keyboard or by uploading a spreadsheet. Each of these methods are explained below.

IMPORTING CONTACTS

If you allowed access to your contacts then they have already been imported for you. Please note, if a contact does not have an address it is not imported.

Each time the application is launched it automatically checks to see if there are any changes to your contacts. If you added or changed any contacts then the program uploads the changes. Manually re-download addresses in the Select Members screen using the icon.

TYPING AN ADDRESS

Tap/Click the icon on the main screen to manually type in an address to the database. A typed address will be show as selected for printing in the selected mailing list.

UPLOAD CSV FILE

Select on the main screen. Tap **Pick File** at the top right of the screen and a file dialog will appear. Only Comma Separated Values files that have the file extension .csv will be able to be selected. Select the file and the formatted addresses will appear on the screen. You can select all of the addresses for import with the Select-All button or select individual addresses. Tap Add to import these addresses to the database.

The CSV file must have specific column headers. A template is available on my developer's web site. At a minimum you must have a **First Name**, **Last Name** and address fields. The address fields must either be:
Home Street, Home City, Home State, Home Postal Code
or, **Business Street, Business City, Business State, Business Postal Code**

The Home and Business Address can exist on the same row. Two labels are generated if both addresses are found on the same line. Home Country/Region and Business Country/Region should be filled out for international postage.

The order of columns, the number of columns and the case of the column titles do not matter. You just need to make sure the critical columns and column titles are present.

An example header is presented below:

Upload Template

Title	First Name	Middle Name	Last Name	Suffix	Home Street	Home City	Home State	Home Postal Code	Home Country/ Region	Company	Business Street	Business City	Business State	Business Country/Region	Business Postal Code

Insert a line break (soft return) in a cell by pressing control-return in Apple's Numbers spreadsheet if required for complex addresses.

A Numbers upload template is available on the developer's website: https://johnsiosapp.files.wordpress.com/2021/11/numbers-template-and-csv-demo.zip

MAILING LISTS - HOME SCREEN

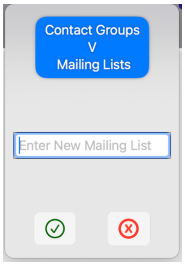
Mailing lists store addresses and formatting options for reuse. Once they are set up, simply ensure the Mailing List you want to use is selected with a checkmark then select the printer icon ( ) to open the printer dialog.

ADDING, DELETING AND RENAMING A MAILING LIST

Mailing lists are added or deleted with the buttons on the main screen shown below:



Once the add button is pressed, a dialog is presented with two options.



Create mailing lists from contact groups by pressing the blue button. In this case the Mailing Lists are created and the addresses are automatically selected. Or, type a name of a Mailing List you want to create and either press return or the checkmark button. You will have to selected the members after you create it.

Rename a Mailing List by double clicking/tapping it.

MAILING LISTS THAT BYPASS THE DATABASE

If the mailing list is set to bypass the database (in other words, a one-off address that is manually entered) either for the address or the return address then it will appear as a different color. The color scheme is as follows:

Settings	**Color**
Bypass the Address Only	Yellow
Bypass the Return Address Only	Green
Bypass Both the Address and the Return Address	Orange

SELECT/DESELECT MAILING LIST MEMBERS

Select the members icon ( ) on the mail screen toolbar. This will open the Mailing List Member screen. Tap/Click on an address to toggle a member's selection. A checkmark and yellow color indicate the address is included in the mailing list. If it is blue and unchecked, then it is not included in the list.

The **Filter** field is provided so you can find addresses that you want to select or deselect faster. Type the search criteria and press return. Just addresses that meet the search criteria are shown. Filtering addresses does not change the selection status of other addresses. Tap the back arrow to clear the filter

Tap/Click the **Selected Only** icon ( ) to view only those addresses that will be sent to the printer.

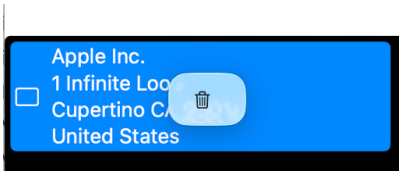
Tap/Click **Done** to save your changes and return to the main screen.

EDIT AN ADDRESS

Select the pencil icon ( ) to toggle the edit mode to change an address. Then, tap on the "Tap To Edit" button that appears on the address you want to edit. For instance, you could change John Doe to The Doe Family.

DELETING ADDRESSES

The delete button is now accesses through a context menu. On a Mac **right click** on the address and the Delete Button will appear. On an iPad or iPhone **long press** the address to get the Delete Icon.



Deleting an address removes it from the database and all mailing lists. There is no undo but you can redownload ( ) or retype the deleted addresses.

SETTINGS

Tap/Click the icon to set the output to labels, shipping labels or envelopes and to set the colors, fonts and font sizes of the output.

There are two ways to set the label type. The easiest way is to tap/click the 🔍 icon and select a Avery® product number. This will automatically set the output type (labels or shipping labels), the label size and the page size (letter or A4).

Alternatively, adjust page, output and label size from the menus. The only way to access envelopes is through this alternative method.

OUTPUT

Page Size selects either letter or A4 size sheets. This is automatically set if you use the Avery® product selector.

Output is used to select labels, shipping labels or envelopes. The type of label is automatically selected if you use the Avery® product selector.

Label Size selects the label size. Sizes are presented as width X height. This is automatically set if you use the Avery® product selector.

Sort By gives you the option to either sort by family name or the first line.

Start Printing At is to print on partially used label sheets. The printing will start at the row and column specified.

Return Label (Whole Page) switch prints a whole page of labels for each address selected. This is useful to print a large number of return addresses. When the switch is on you are also presented with a page count. So, if you want to print 2 pages for each selected address then select 2.

Name, Address, Return Name and Return Address are buttons that open a dialog to change the font, font size and color of the respective field.

Bypass Database for Address is visible when making envelopes or shipping labels. Bypassing the database allows you to type in the address rather than select it from the database. It is useful for a single, one-off addresses. The address is memorized by the app but not placed in the main database.

Bypass Database for Return Address is visible when making envelopes or shipping labels. It allows you to type your return address rather than select it from the database. The app will memorize the address for reuse but not add it to the main database.

Use Image allows the addition on an image next to the return address on an envelope or a shipping label or next to the address on a label. The return address can have separate styles for the name and address. The image can be placed above, below, left or right of the return address by selecting the appropriate arrow. Use the **Image Scaling** stepper to fine tune the size of the image. You can print directly on envelopes provided your printer has this capability.

PREVIEW

Click/tap the icon to preview the labels or envelopes to make sure they look like you want them to.

PRINTING

You can print from the preview screen or the main screen.

Please note, it might be necessary to change the page or envelope size your printer's dialog to match the app's output. For instance, if you chose an #10 envelope in the app when your printer's dialog appears you might have to select #10 Envelope there too.

SUPPORTED LABEL SIZES

LETTER LABEL SIZES

2.625 X 1 inch equivalent to Avery® : 5136, 5160, 5260, 5520, 5620, 5630, 5660, 5960, 6240, 6521, 6525, 6526, 6585, 8160, 8215, 8250, 8460, 8620, 8660, 8860, 8920, 15660, 15700, 15960, 16460, 16790, 18160, 18260, 18660, 22837, 28660, 38260, 45160, 48160, 48260, 48360, 48460, 48860, 48960, 55160, 55360, 58160, 58660, 80509, 85560, 88560, 95520, 95915, Presta 94200

4.0 X 1 inch equivalent to Avery®: 5161, 5261, 5961, 8161, 8461, Presta 36450, Presta 36451, Presta 36452, Presta 36453, Presta 36454, Presta 36509, Presta 36510, Presta 36511, Presta 36512, Presta 36513, Presta 36549, Presta 36550, Presta 36551, Presta 36552, Presta 36553, Presta 94202

4.0 X 1.33 inch equivalent to Avery®: 5162,5262, 5522, 5654, 5962, 6445, 6455, 8162, 8252, 8462, 18262, 48462, 48862, 95522, Presta 94206

4.0 X 2.0 inch equivalent to Avery®: 5137, 5163, 5263, 5523, 5613, 5963, 6427, 6527, 6528, 8163, 8253, 8363, 8463, 8923, 15513, 15702, 16791, 18163, 18863, 48163, 48263, 48363, 48863, 55163, 55463, 58163, 85563, 95523, 95910, 95945

1.75 X 0.5 inch equivalent to Avery®: 5167, 5267, 5667, 5967, 8167, 8667, 8867, 8927, 15667, 18167, 18667, 48267, 48467, 48867, 95667, Presta 36445, Presta 36446, Presta 36447, Presta 36448, Presta 36449, Presta 36504, Presta 36505, Presta 36506, Presta 36507, Presta 36508, Presta 36544, Presta 36545, Presta 36546, Presta 36547, Presta 36548, Presta 94203

SHIPPING LABEL SIZES

4 X 3 inch equivalent to Avery®: 5392

4 x 3.33 inch equivalent to Avery®: 5164, 5264, 95905, 15264, 15664, 18664, 45464, 48264, 48464, 48864, 55164, 5524, 55464, 5664, 58164, 6462, 6464, 6499, 8164, 8254, 8464, 8564

A4 LABEL SIZES

63.5 X 38.1 mm equivalent to Avery®: 8160, J8360, J8560, L7060, L7160, L7560, L7782, L7960, LR7160

63.5 X 33.9 mm equivalent to Avery®: J8159, J8359, L4773, L6146, L7159, LR715

63.5 X 72 mm equivalent to Avery®: J8164, L7164

99.1 X 38.1 mm equivalent to Avery®: J8163, J8363, J8563, L7063, L7163, L7263, L7563, L7963, LR7163, MP7163

99.1 X 42.3 mm equivalent to Avery®: L4743, L4776

99.1 X 57 mm equivalent to Avery®: J8173, L7173, L7173B, L7173X, L7973, L7992

38.1 X 21.2 mm equivalent to Avery®: J8551, J8651, J8751, L7051, L7551, L7651, L7651P, L7651Y, LR7651Shipping Letter Label Sizes

SHIPPING A4 LABEL SIZES

99.1 X 139 mm equivalent to Avery®: L7994-25

ENVELOPE SIZES

#10 4 1/8 x 9 1/2 inch#9
#9 3 7/8 x 8 7/8 inch
#6-1/4 3 1/2 x 6 inch
#6-3/4 3 5/8 x 6 1/2 inch
A7 5 1/4 x 7 1/4 inch
DL 110 x 220 mm
C4 229 x 324 mm
C5 162 x 229 mm
C6 114 x 162 mm

KEYBOARD SHORTCUTS

Screen	Button	Action	Keyboard
Mailing Lists		Add Address via Keyboard	opt k
		Add New Mailing List	opt +
		Delete Mailing List	opt -
		Select Members	opt m
		Settings	opt s
		Printer Dialog	opt p
		Upload CSV file	opt u
	(Mac Menu)	Mailing List Screen	opt l
	(Mac Menu)	Preview Output	opt v
		Help	opt ?
Import Contacts Manually		Add Addresses to Database	opt v
	Select All	Select All Addresses	opt a
	Clear All	Clear (Erase) All	opt c
Add Address by Keyboard		X (no - cancel)	opt n
		Checkmark (Yes)	opt y
Select Mailing List Members		Clear Filter	opt x
		Selected Only	opt o
	Select All	Select All Addresses	opt a
	Clear All	Clear All Addresses	opt c

Screen	Button	Action	Keyboard
Editing		On/Off	opt e
	Done	Save and Exit	opt b
		Manage Database	opt w
Settings View	Select Return Address	Open Address Picker	opt r
		Product Lookup (Magnifying Glass)	opt g
		Preview (Eye)	opt v
	Use Image	Opens Image Options	opt u
Select Return Address		Selects the Address	opt y
Font Picker	**B**	Bold	opt B
		Close Font Options	opt y
File Upload	Pick File	Opens a CSV file picker	opt f
	Select All	Selects All Addresses	opt a
	Clear All	Deselects All Addresses	opt c
	Add	Adds Addresses to Address Database	opt +