

How To Create Your Own Reports And Mailing Labels

Create Mailing Labels

Mailing labels can be created from the parcel search results

1. Search for parcels by owner name, parcel control number, address, or graphic. The search results will be used to create the mailing labels.
2. Select the create mailing labels button 
3. The mailing labels will download as a pdf file. The labels start on the second page.

Download a Spreadsheet of Results

The parcel search results can be downloaded as a spreadsheet.

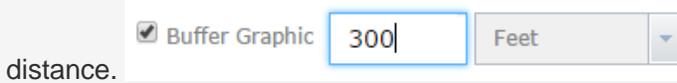
1. Search for parcels by owner name, parcel control number, address, or graphic. The search results will be used to create the download file..
2. Select the download results button 

Buffer Parcels and Create Mailing Labels

1. Select the location tab from the parcel search tool.



2. Select the buffer graphic checkbox and enter a buffer



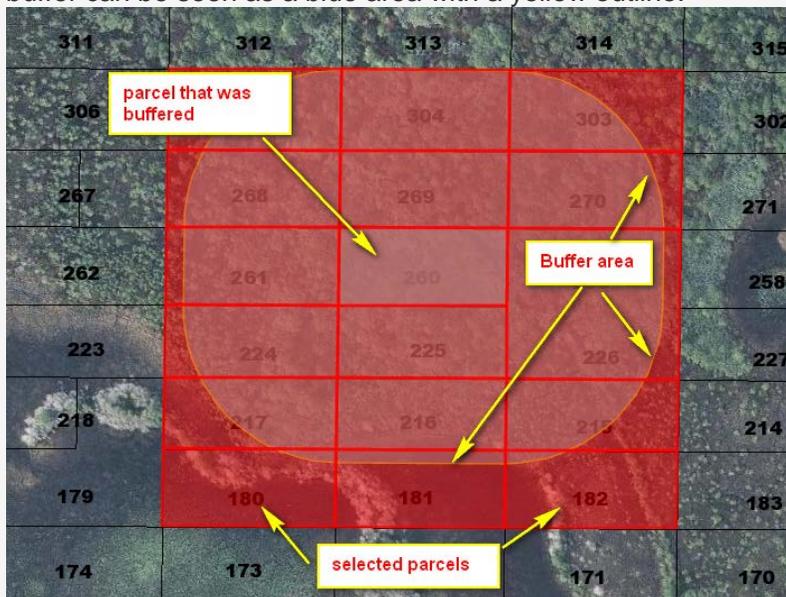
distance.

3. Select the point tool.



4. Click on the parcel of interest.

5. The results are shown in the results tab and on the map. The map shows the selected parcels in red. The buffer can be seen as a blue area with a yellow outline.



6. Select the create mailing labels button 

7. The mailing labels will download as a pdf file. The labels start on the second page.