

## **Return Address Labels**

Create a group in the address book. Name it “return labels.”

Go to ALL in the Group column.

Click on your name in the Name column.

Copy it by pressing the command (apple key) key and C key

Click on the return labels group you created in the Group column.

Click in the Name column and paste by pressing the command key and v key.

Do the paste 30 times or as many times as there are labels on your page of labels. E.g. Avery 5160 has 30 labels per sheet.

Your return labels are now ready.

In the Address Book window, select your return group in the Group column. Be sure to highlight all 30 by doing “select all” under “edit.” (command/a)

1. Choose File > Print.
2. Choose Mailing Labels from the Style pop-up menu.
3. Configure the other print options as you want, then click Print.