

This REGIS QuickSheet presents a step-by-step process for creating a set of mailing labels using the REGIS ArcGIS 10 applications. These instructions show you how to create a set of ready-to-print mailing labels based on a selection of parcels from the GIS. (For information on mailing labels or on how to use the various REGIS selection tools contact the REGIS help desk at (616) 776-7744)

Updates to the REGIS Mailing Labels tool (April 2012):

- *Generate mailing labels for Building Point features. Building points used with apartments and condominiums ensure that a label is created for all residents in the building. For example, if two apartments share a street address, two labels will be created and have unique unit numbers. If, however, a parcel and a building point have identical address information, it will only create one label (i.e. duplicates are eliminated).*(Note: Not all REGIS Member communities have a building point layer, please contact the Help Desk to see how to get this layer created)
- *Use the Select Surrounding Property button to select all parcels and building points (if present) within a specified distance.*
- *Parcels layer is automatically selected when mailer tool is opened.*
- *Labels no longer have blank lines between names and addresses.*
- *If a parcel is selected with an empty or “Null” PPN, which is common area in most cases, the “Invalid use of Null” error pop up box will not longer show up. The mailing label tool will bypass the empty PPN and create the labels.*

Updates (February 2009):

- *Now includes child Condominium parcels rather than just the parent Condominium parcel.*
- *Now an option to export labels to Microsoft Excel Format*

Step-by-Step Process

1. Log into the REGIS ArcGIS 10 application of your choice (ArcView 10, ArcEditor 10, ArcInfo 10) as you normally would, either opening a saved map document (.mxd) file from a previous session or using a brand new map document adding the needed layers. At a minimum for this operation, you should load Government Units (from Political Boundaries) and Parcels (from Cadastral). However, feel free to add any other layers you may find helpful or useful.
2. In order to generate mailing labels, you must have a minimum of **one** parcel selected (highlighted) on your map, such as in the image at right. You may select these parcels by any of the available means, including:
 - a. **Buffer** — find all of the parcels within a certain number of feet from another feature
 - b. **Hand-selection** — manually select the necessary parcels using the rectangle or polygon selection tools
 - c. **Location query** — select all of the parcels which lie inside/outside/next to/adjacent to/etc another feature
 - d. **Attribute query** — select all of the parcels



which satisfy a query you construct (e.g. “Select all parcels in the Comstock Park School District” or “Select all parcels in Grandville with a Property Class of Residential, Improved,” etc.)

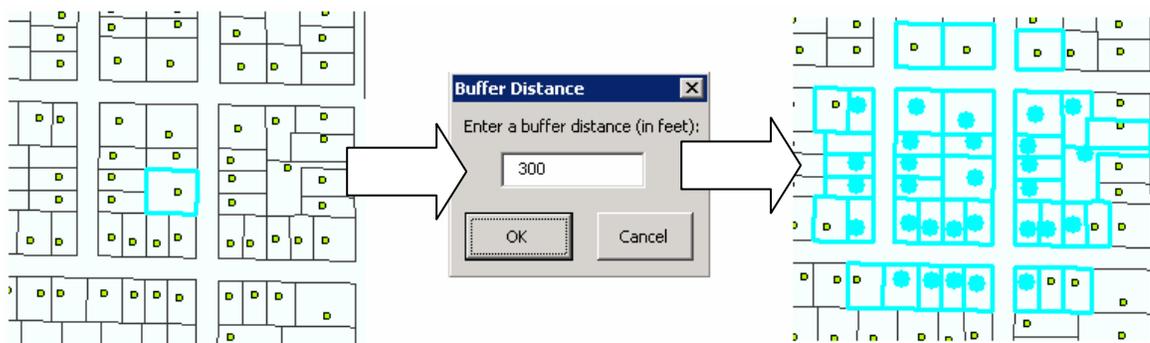
- Once you have your required parcels selected (highlighted) on the map, click on the “Generate Mailing bels” button in the REGIS Custom Toolbar.



- In the next dialogue box which appears, you have several options (see image of dialogue box on next page):
 - Property Owners** – This will create a mailing label for each highlighted parcel polygon on your screen using the Property Owner information from the property/tax database.
 - Resident** – This will create a mailing label for each highlighted parcel polygon with the addressee of “Resident” and utilizing the site address for that parcel. (This only works if the local assessing staff has submitted this information for inclusion within REGIS.)
 - Taxpayer** – This creates a mailing label for each highlighted parcel polygon using the Taxpayer information from the property/tax database. (This only works if the local assessing staff populates this field with data.)
 - Include PPNs** – This option will allow you to include the PPN (Permanent Parcel Number) on the first line of each label or to omit it completely from all labels.
 - Export Results to Excel** – This option will allow you to export the mailing labels to Microsoft Excel format rather than Microsoft Word.



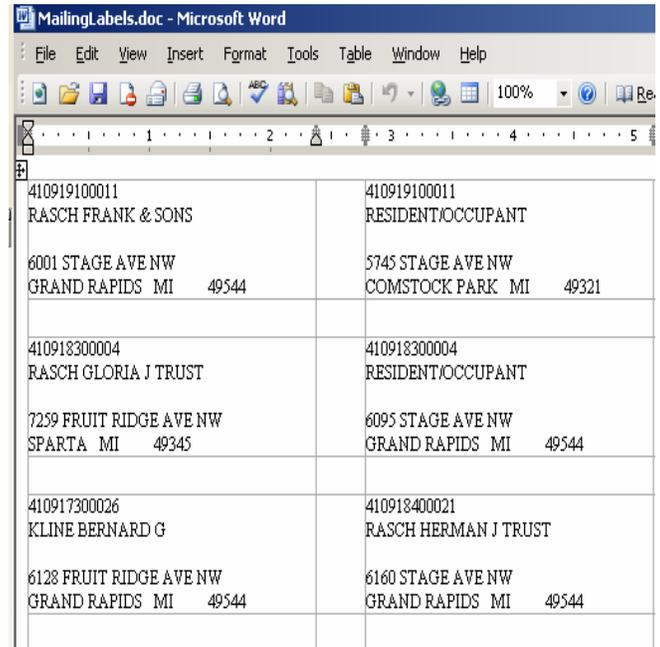
- Select surrounding property** – This button will select any parcel or building point that is within a specified distance of the already selected parcel(s). It defaults to 300 feet. Here’s an example of how it works:



- Select from the above options and hit the **OK** button to continue. The system will launch Microsoft Word or Microsoft Excel after a second or two.
- In Microsoft Word, the labels are laid out for printing using standard **Avery 5160** mailing labels in your local printer. If the labels are correct, simply load the Avery 5160 labels into your printer and choose **File > Print**

from the menu bar and print as many copies of the labels as needed. You also have other options at this point – see Step No.9 for further choices. (A sample of the output in Microsoft Word appears at right.)

7. When you are finished, simply exit Microsoft Word by choosing **File > Exit** and you will be placed back in ArcGIS 10.
8. In addition to printing the labels directly onto standard Avery 5160 label sheets, you may also save the resultant Word document to your local hard drive for further use there. Some users find it helpful to save a local copy of the labels they have printed for later consultation or to print another copy in the future.
9. You may also change the appearance of the labels, including the font, font size, bold, italics, etc. However, some fonts or font sizes may make each label larger than the standard Avery 5160 mailing label, so take care when modifying the font properties.
10. You can also save the labels in a variety of other file formats, all listed in the File > Save As dialog box.
11. If you have experience in modifying tables in Microsoft Word, you can alter the size of the cells to fit other standard label formats as well.



Additional Information

For assistance or additional information, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to regis@gvmc.org, or consult the REGIS Support Center at http://www.gvmc-regis.org/regis_users.html. For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>