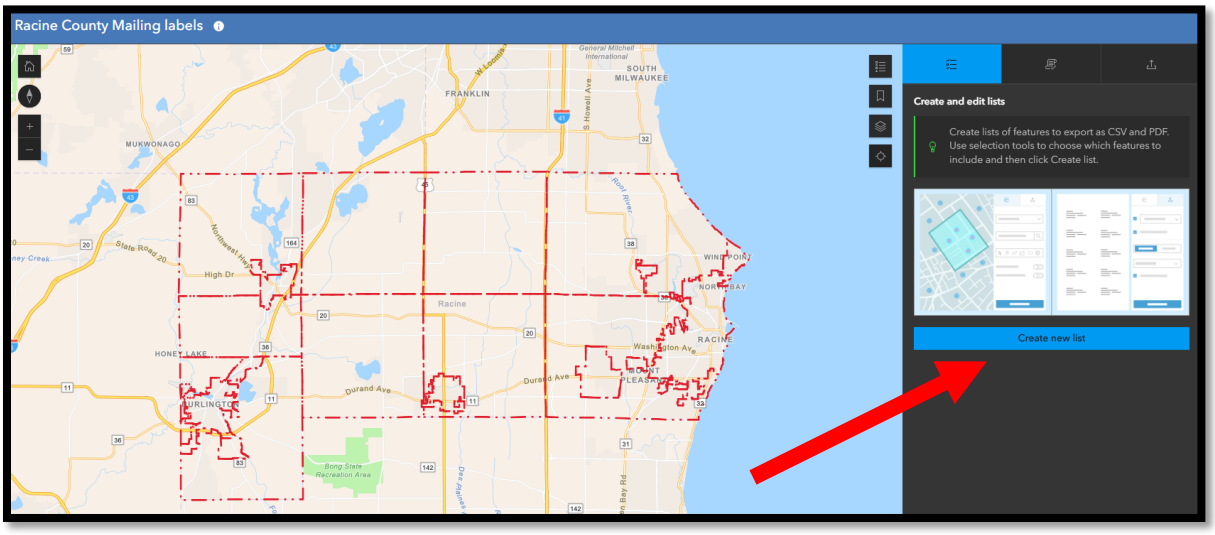
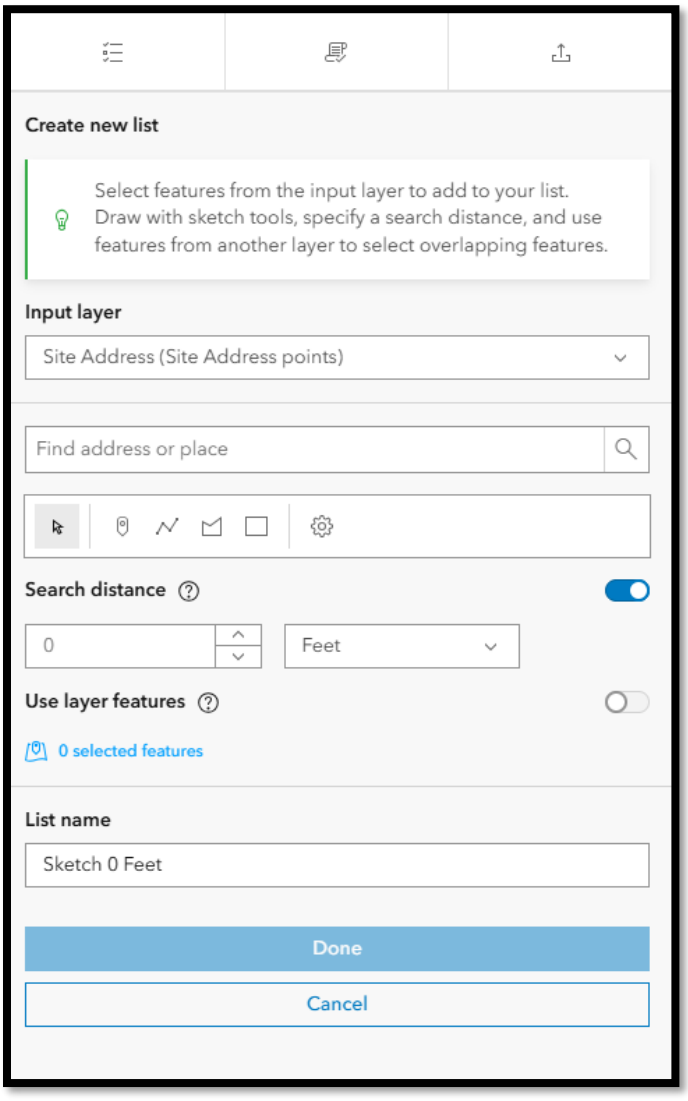
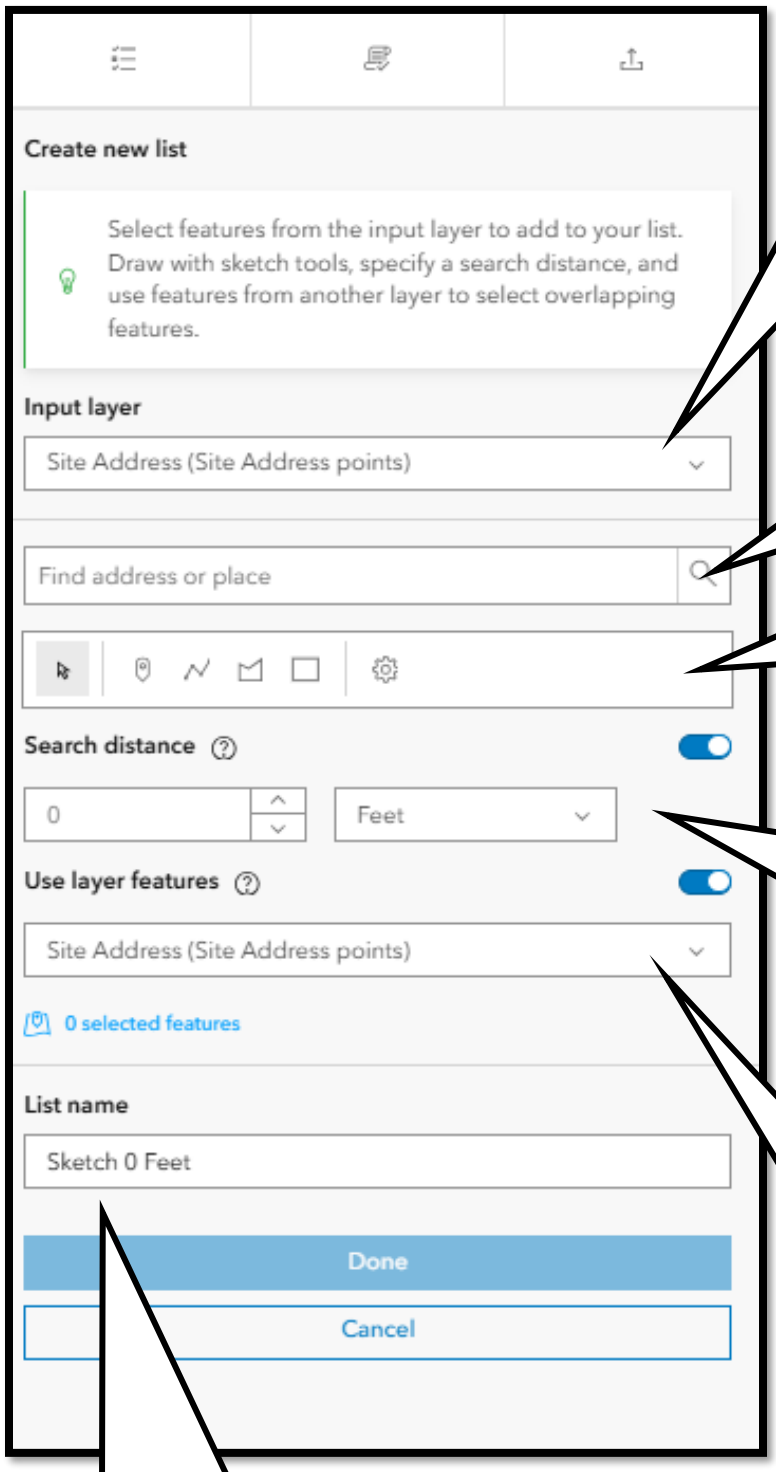
How to create mailing labels using the Racine County Mailing Labels Application

Open the Racine County Mailing Label Tool



Click on “Create new list” from the right side of the screen. Once selected, the following window will appear:





Choose which input layer you wish to have information to be added to the list.

Site address: Output will be addressed to the resident at the property.

Owner Mailing information: Output will be the property owner's name and mailing which can differ from the site address.

You can search for a Racine County address here and the map will zoom to the search result. It will not select your feature though.

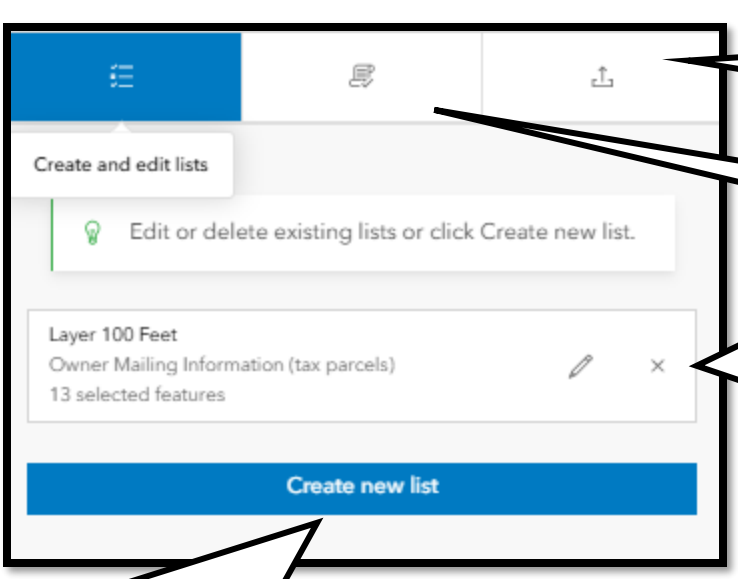
The selection tools will help you select the site address(es) or parcel(s) on the map. You can draw a point, line, or polygon.

The search distance will allow you to define the distance for a search buffer that will select input features (address points or tax parcels that intersect the buffer).

Turn on this option to select which layer you want to use for the buffer selection if different from the default selection area.

i.e. Do you want the parcel polygons buffered, or the site address points buffered?

You can name your list in this area.



Export Results

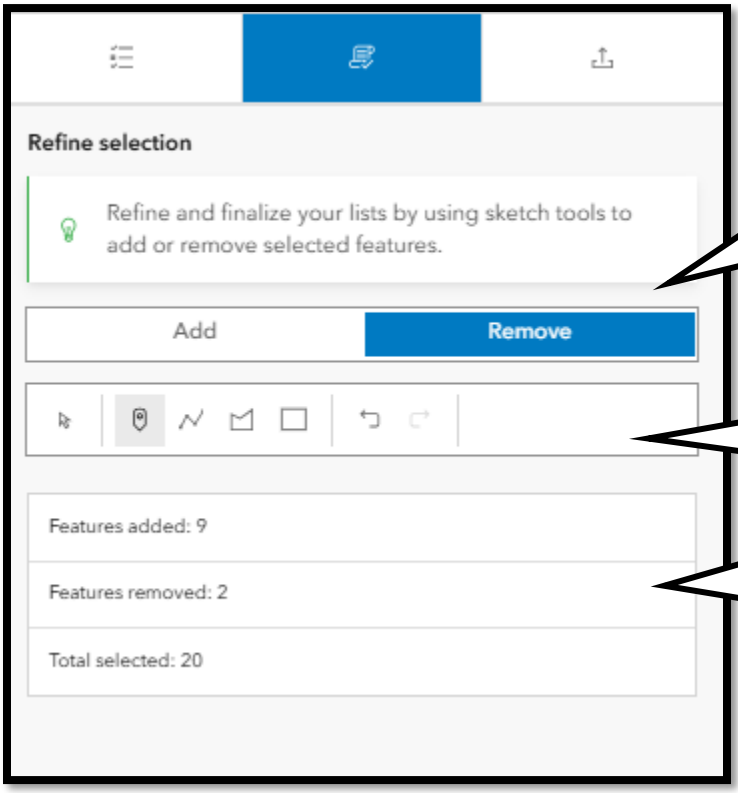
Refine your search.

Clicking on the pencil will open up the previous window to allow you to change your search criteria.

Select the "X" to discard the list.

Click here to create a new/additional list. Your current/previous list(s) will be saved

Refine your search

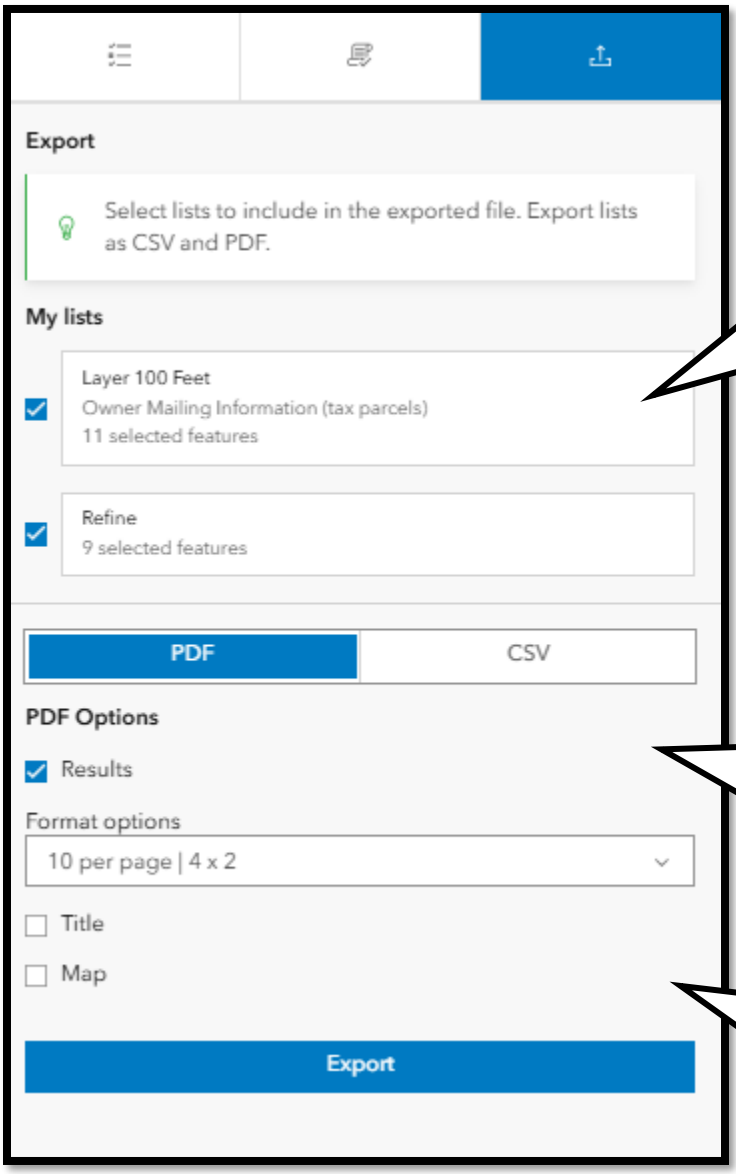


You can add or remove results from your list here.

The selection tools allow you to dynamically select on the map to add or remove features from your list.

As you add or remove features, the numbers change here on the screen.

Export your selected list



If you added or removed from your original list, or created more than one list, you can choose the list you want to export here.

Here you can choose how you want to export the information. You can select PDF or CSV file formats. PDF format will allow you to also choose from the dropdown menu for the label format.

You can also to choose to have the title of your list and the map of the selected features in your export. These are only available with the PDF format.