# Printing Mailing Labels/Envelopes

Communication · https://learning.pcrecruiter.net/site/docs/communication/printing-mailing-labelsenvelopes/

In order to print mailing labels or envelopes from PCRecruiter, you must first create a rollup list of the records you would like involved. If you need assistance creating the rollup list, click here.

1. Select Rollups from your main toolbar
2. Choose the Rollups charm to the left
3. Locate the Rollup list you wish to print for
4. Choose Action followed by Print Mailing Labels or Print Envelopes

## Print Mailing Labels

Rollup Type: Choose if you are printing the Company or Name Rollup list.
Select Label Size: Choose the label size you are using
Select Address Type: Choose to use the home address (from name record), company address (from the company they are associated with), or  home address with company name.

## Print Envelopes

Rollup Type: Choose if you are printing the Company or Name Rollup list.
Select Envelope Size: Choose the envelope size you are using
Select Address Type: Choose to use the home address (from name record), company address (from the company they are associated with), or  home address with company name.
Use Return Address: Enter your return address as you would like it printed on the envelopes.

1. Print when finished