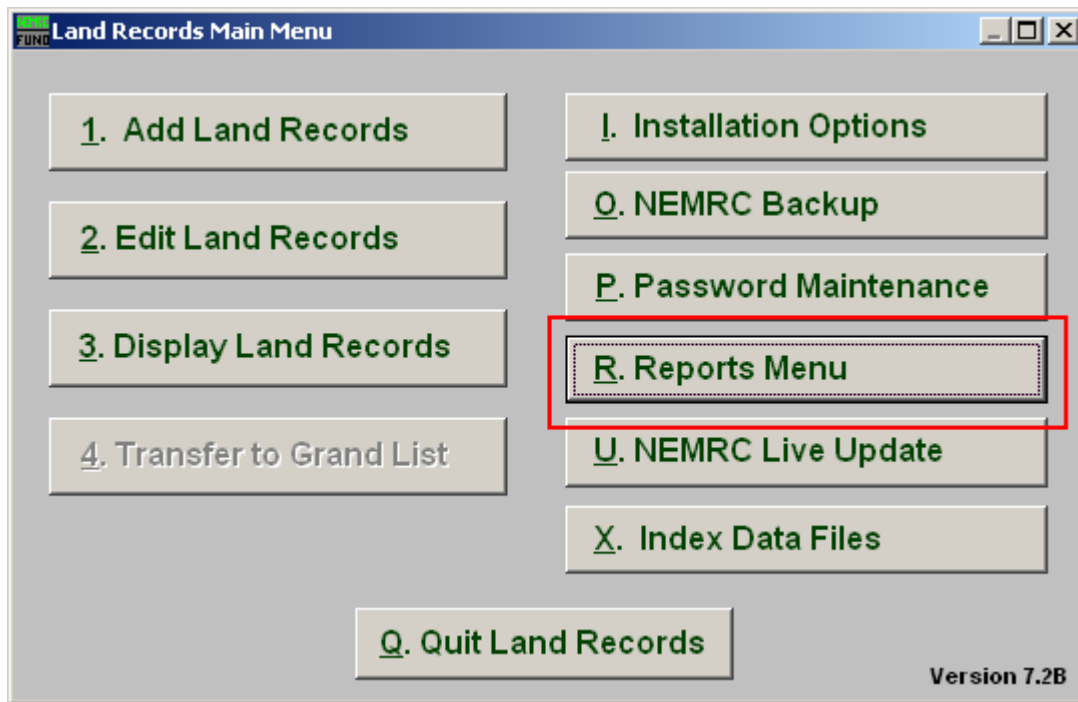


Land Records

R. Reports Menu: R. Return To Labels

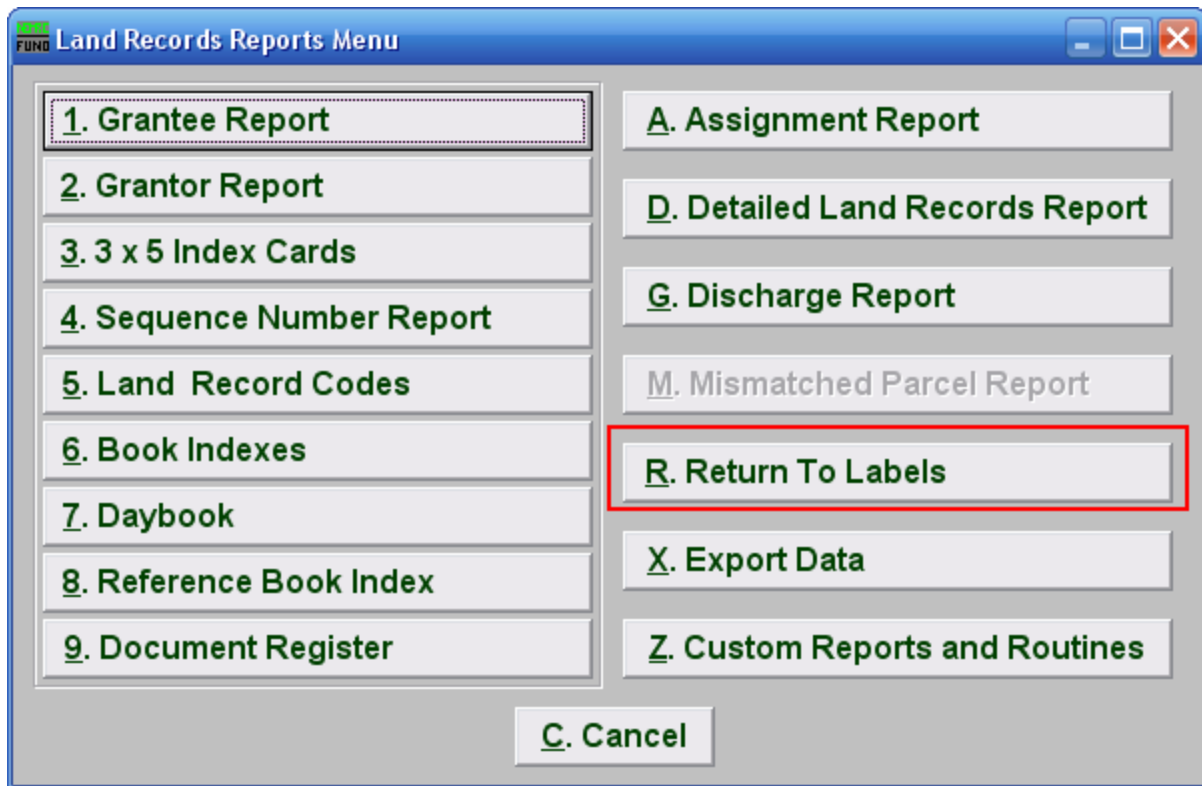
Table of Contents

Return To Labels	3
Print Label(s) as Entered	4
Print Label(s) for a Single Return	5
Print Selected Returns using a FoxPro Expression	6
Print Label(s) for All Returns.....	7
Print Alignment Test	8



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Land Records



Click on “R. Return To Labels” from the Reports Menu and the following window will appear:

Land Records

Return To Labels

Return to labels

Label style 1 2 Up

Print label(s) as entered 2

Print how many labels per record 3 1

Line one

Line two

Line three

Line four

Line five

Print PreView Cancel

1. **Label style:** Select the appropriate label style from the drop down list.
2. **Label selector:** Using the drop down arrow, select the type of label you want to use.
3. **How Many Labels:** Select how many labels you want to print per record.

Land Records

Print Label(s) as Entered

If you chose “Print Label(s) as entered,” the following screen will appear:

- 1. Line...:** If you chose “Print label(s) as entered,” type in the contents to print for each line defined.
- 2. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 3. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Land Records

Print Label(s) for a Single Return

If you chose “Print label(s) for a single return,” the following window will appear:

1. **Sequence number:** Enter the sequence number assigned to the record or click “Find” to select from the lookup table.
2. **Grantor:** Enter the Grantor assigned to the record or click “Find” to select from the lookup table.
3. **Grantee:** Enter the Grantee assigned to the record or click “Find” to select from the lookup table
4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
5. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

Land Records

Print Selected Returns using a FoxPro Expression

If you chose “Print selected returns using a FoxPro expression,” the following window will appear:

The screenshot shows a Windows-style dialog box titled "Return to labels". It features a "Label style" dropdown menu currently set to "2 Up". Below this is a dropdown menu for selecting the printing method, with "Print selected returns using a FoxPro expression" selected. To the right of this is a "Print how many labels per record" spinner control set to "1". Below these controls are three buttons: "New", "Edit", and "Delete". A large text field labeled "FoxPro filter expression" contains the text ":: 1". At the bottom of the dialog are three buttons: "Print", "PreView", and "Cancel". Red numbers 1, 2, 3, and 4 are placed below the filter expression field, the Print button, the PreView button, and the Cancel button respectively.

1. **FoxPro filter expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.
2. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
3. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
4. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

Land Records

Print Label(s) for All Returns

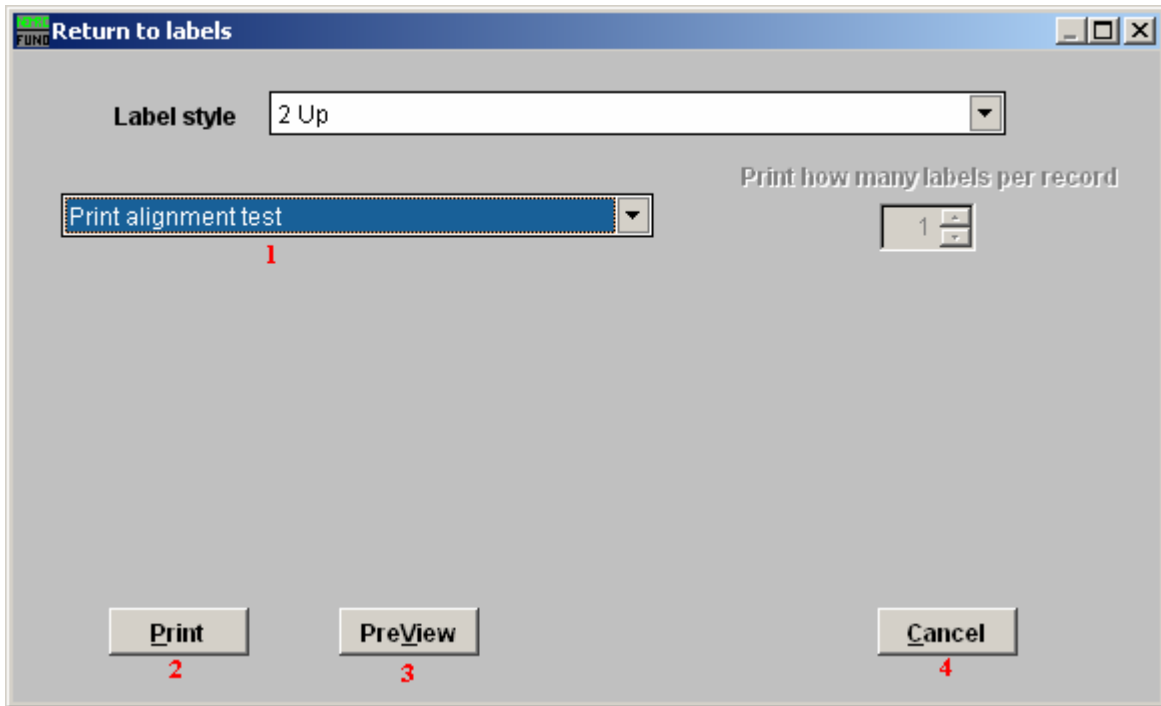
If you chose “Print label(s) for all returns,” the following window will appear

- 1. Print labels in which order:** Select what order you want the labels to print in.
- 2. Land record date range:** Enter the starting and ending dates to print labels for. Leave blank for all.
- 3. Print:** Click this button to print. Refer to GENRAL PRINTING for more information.
- 4. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Land Records

Print Alignment Test

If you chose “Print alignment test,” the following window will appear



- 1. Print alignment test:** This option is to test the alignment of the labels in the printer.
- 2. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 3. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.