



# Osprey Approach: Label Printing (Browser)

This help guide was last updated on  
Dec 21st, 2023

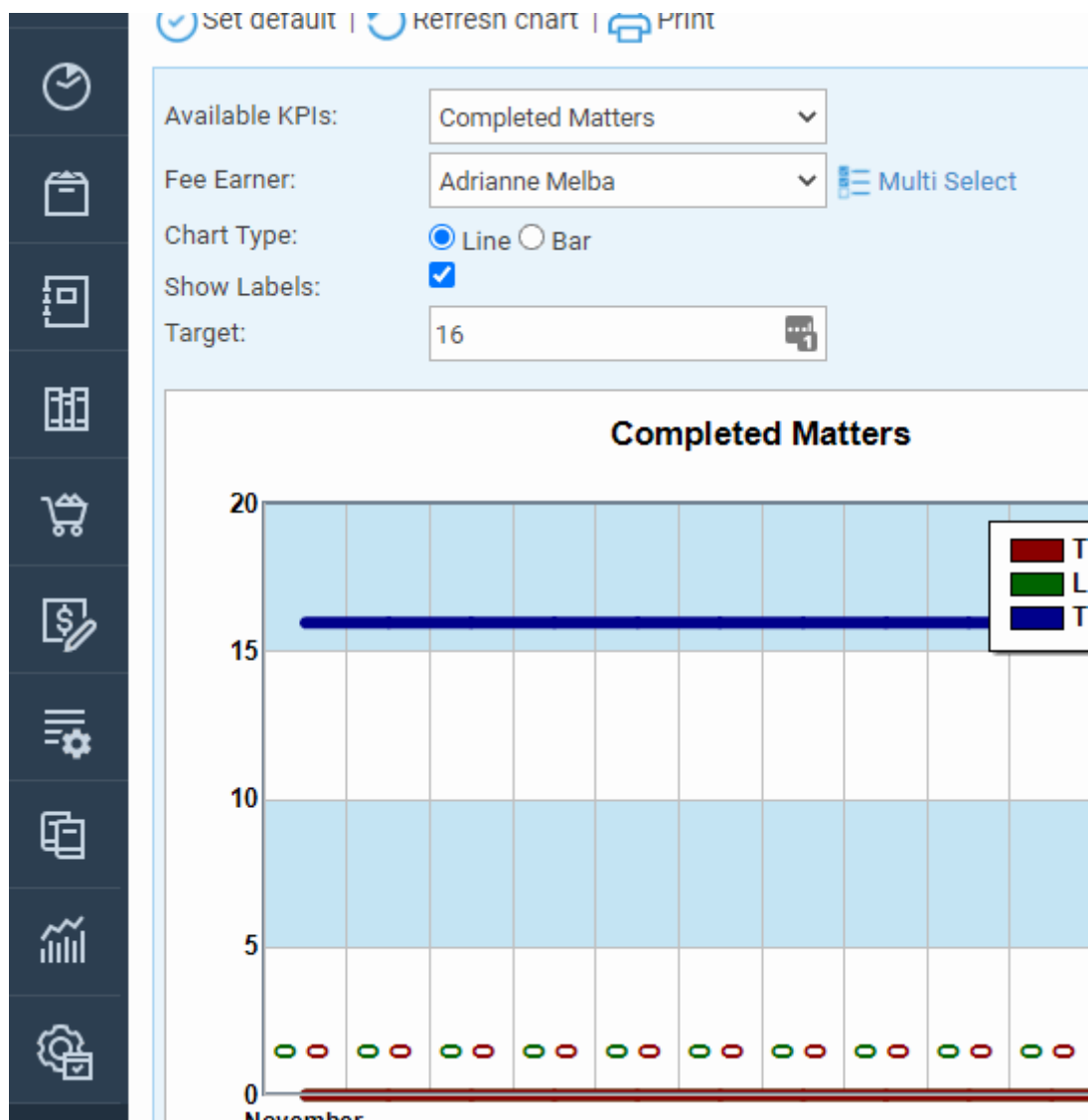
The latest version is always online at  
<https://support.ospreyapproach.com/?p=30700>



You can produce a printed matter label for your paper files using Osprey. This guide will show you how.

## Enable Label Printing

Before you can print labels for your files, you will need to turn on the option to do so. In the browser, navigate to Supervisor > System Setup > Configuration Settings:



Supervisor > System Setup > Configuration Settings

Locate the switch called Label Printing, right click it, and set it to True, then Save your changes.




Supervisor > Code Setup > Labels Setup > Add >


 Save


 Cancel

Label Description:


Right click your new label template, and select Edit

 New


 Export





LABEL DESCRIPTION
testtest
fraser test


 Edit


Select Design

 Save

 Delete

 Cancel

 Design

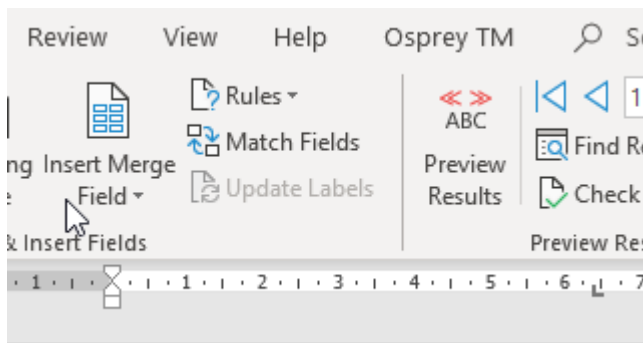
 Preview

Label Description:

Word will open. You can now design your template.

Create the template to fit the stationery you have. We would recommend using a table for this.

To place merge fields into the document, select Insert Merge Field from the Mailings tab on the ribbon and choose the appropriate field.



{INCLUDETEXT "C:\\Users\\neilb\\AppDa

Our Ref:	{ MERGEFIELD MATTER_ client_no } { MERGEFIELD
Your Ref:	

Once you have designed your first label, copy the data into the second cell. Then place your cursor at the start of the text in the second cell and select Rules click Next Record. The entire row can be copied to the remaining cells.

Close and Save the template.

## Printing Labels

To print matter labels, Select Clients & Matters>Matters>Label Printing:

