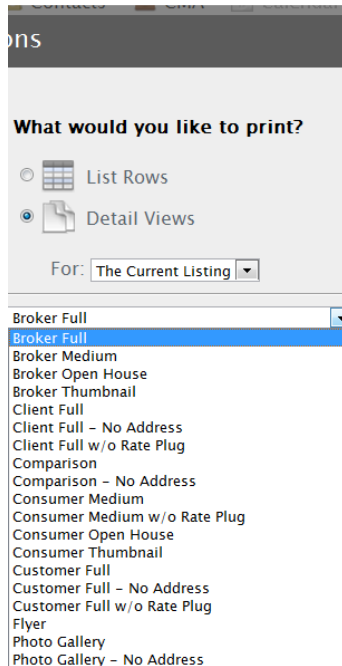# Printing & Emailing

Printing Listings

The Print & Email functions are located on the right side of the toolbar.

1. Select Print, Detail Views and choose the report style and then select print or print preview.
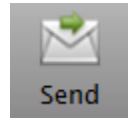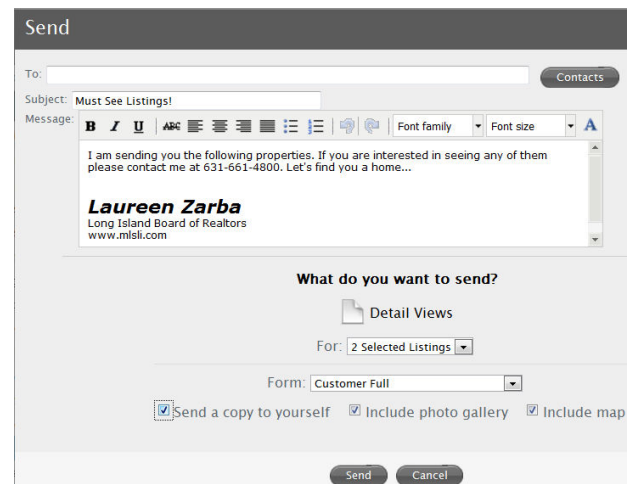

Printing in List rows

Select Print, List Rows to Printout the listings in a spreadsheet format. The report will already be in landscape.

Emailing Listings

1. Select the listings to be emailed and press the Send button located on the right side of the toolbar.

2. Type the email address and select the report style and press send.

Printing Mailing Labels in Public Records

1. Select the Public Records Tab and search for the addresses for your mailings.
2. Press the Print button and choose Detail Views and the mailing label size.