

2 – The Public Notification “Buffer & Mailing Label” window appears

3 – Enter parcel number you want to buffer

1 - Select the Envelope/Letter icon “Buffer & Mailing Label tool”

4 – Check the “Apply a search distance” box

5 – Enter the distance you want to buffer – then Enter key

6 – Labels will default to “Avery 5160 Address Labels” (1” x 2-5/8”)

7 – You can see that the buffer found 83 addresses

8 – Click on Download

Download

9 – Open the Download and your Avery 5160 labels are ready to be printed