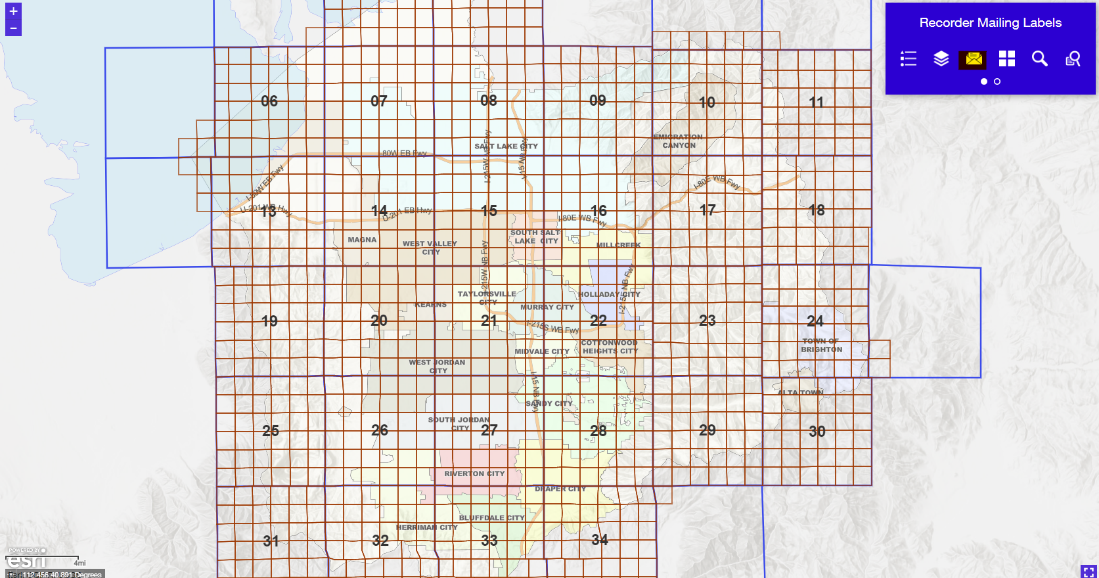
# **Mailing Label How-To**

FOLLOW this link: [Salt Lake County Recorder (arcgis.com)](https://slco.maps.arcgis.com/apps/webappviewer/index.html?id=3be7ecc04dd94627a0b442cee29f2cbc)

* Select Envelope Icon in the top right corner

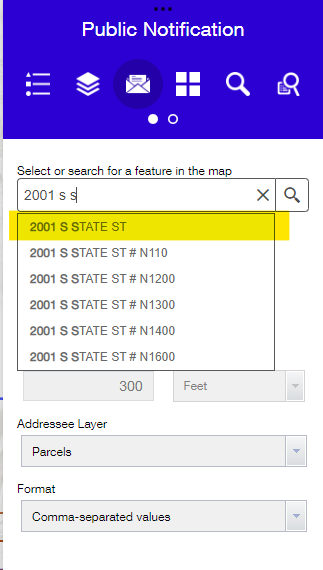


* Enter address in Composite Geocoder search box.

Graphical user interface, application

Description automatically generatedHelpful tool: Address must contain abbreviated direction. Ex: 2001 South State St. Needs to be input as 2001 **S** State St.

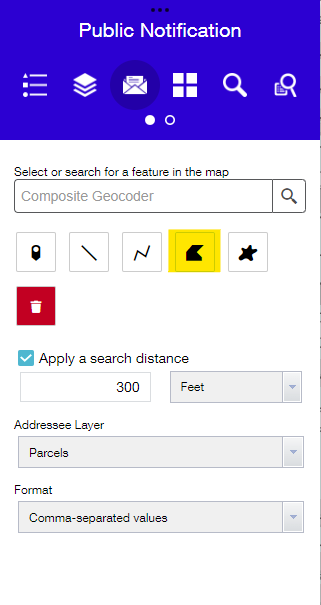
* Select from drop down list.



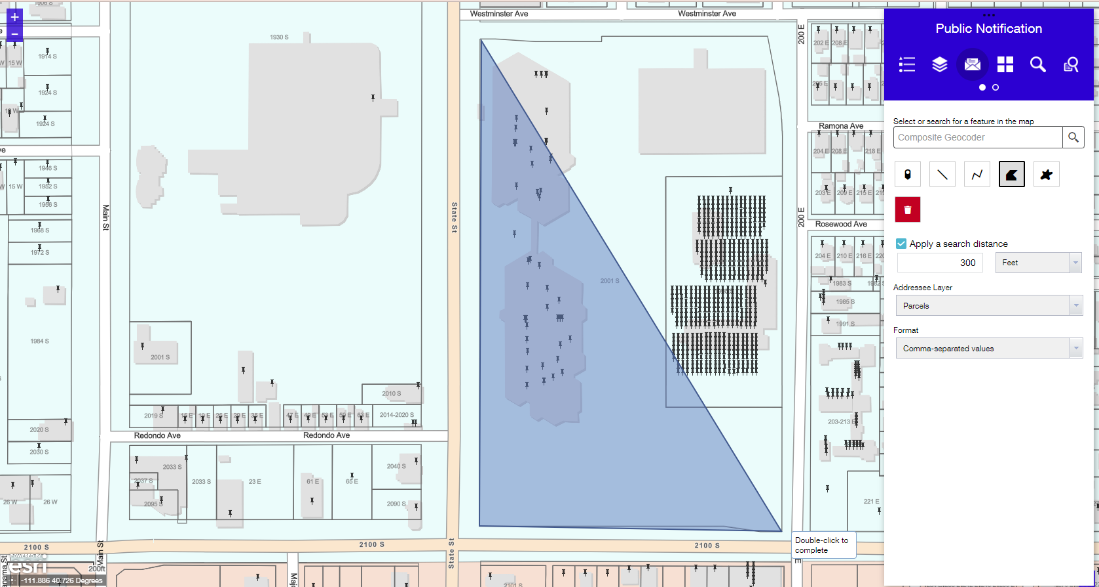
Map will zoom in to parcel



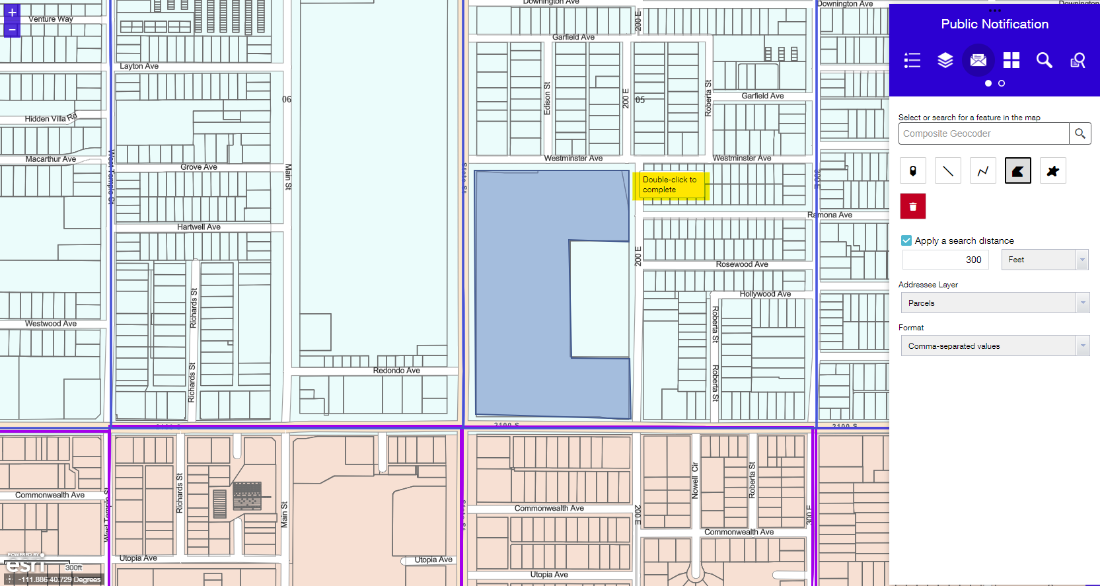
* Click polygon icon.



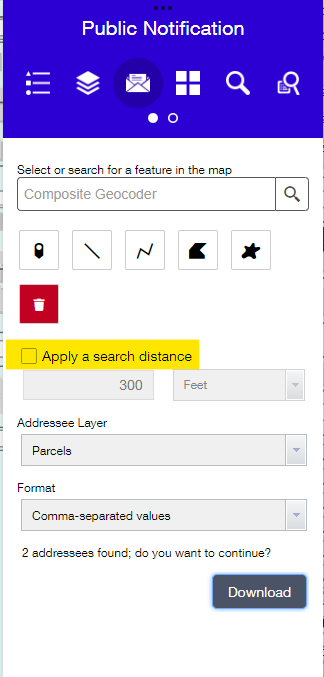
* Outline parcel by clicking corners on map until fully highlighted.



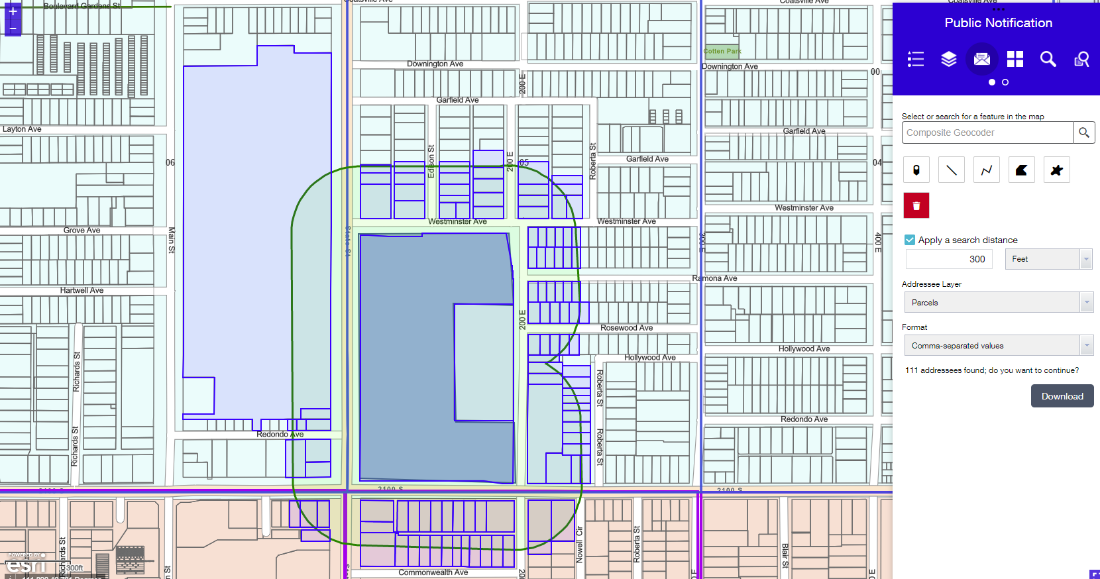
* Double click to end drawing.



* Select apply a search distance.



* Area for mailers will be highlighted.



* Select Format drop down list and click PDF label 1 x 2-5/8 inches, 30 per page
* Select Download.