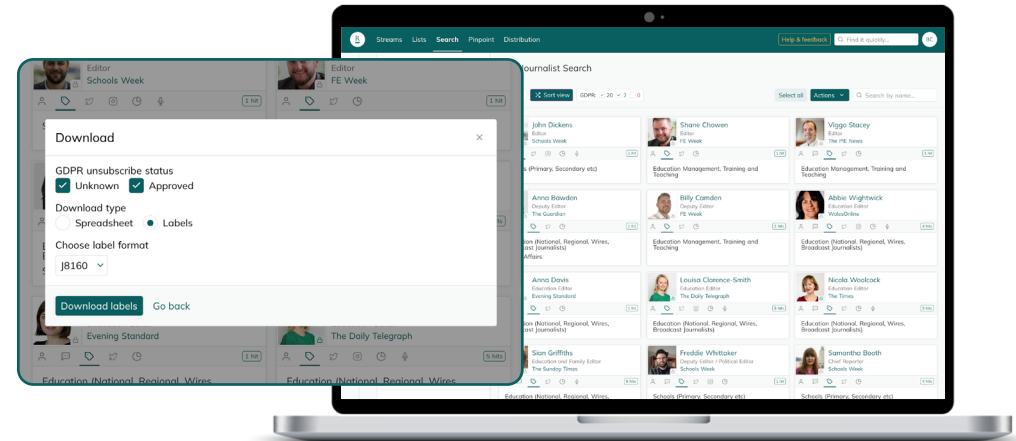# Roxhill

## USER GUIDES
## SHIPPING LABELS

Roxhill's **shipping labels feature** takes the hassle out of printing labels for your press packages. Simply select the relevant recipients, choose your label format, and click to **download.**
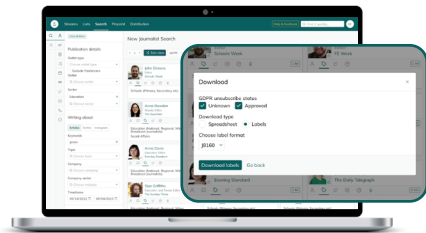
## Need a little help?

If you need further help, contact your account manager via **Help & feedback** and they'll get back to you as soon as possible.

## Download your shipping label

- You can download shipping labels from a **Search** or from within one of your **Lists**.
- To download all, click '**Actions**' and '**Download X**'.
- If you only want to download a small selection, click to select them first.
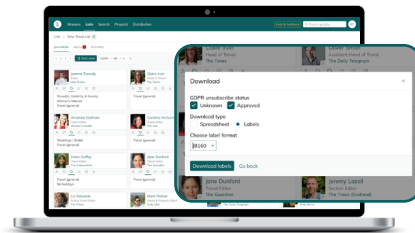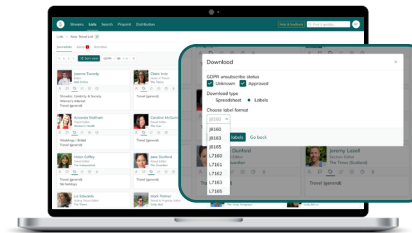


## From a Search

- Perform a search and click to select the relevant recipients, or click **Actions** and '**Download X**' to download all.
- Select **Labels**, choose your label format, click '**Download Labels**' and you're ready to print.

## From your Lists

- Go into your list and click to select the relevant recipients, or click **Actions** and '**Download X**' to download all.
- Select **Labels**, choose your label format, click '**Download Labels**' and you're ready to print.

## Label Formats

- You can choose from 7 different label formats.
- Click to select whichever one matches your label printing paper.
- Click '**Download labels**' and you're ready to print.

## Stay GDPR compliant

**TOP TIPS**

In the shipping labels window, you will see a GDPR bar showing the number of contacts you've selected under:

○ Unknown = Unknown

● Approved = Approved

**Anyone that is marked as Rejected will not be available for you to download labels for.**

*Note: You must keep your lists updated to reflect the journalists that do and do not wish to be contacted by you again.*