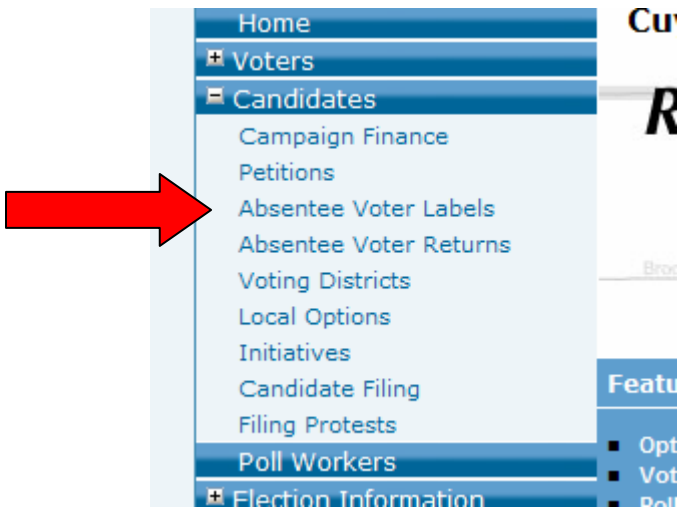


Access the internet and go to <http://boe.cuyahogacounty.us/>

From Home page  
Select Candidates



Select Absentee Voter Labels:



**Absentee Voter Labels**

**Absentee / Vote by Mail Mailing Schedule**

**November 3, 2009 General Election**

**Updated 09/25/2009**

- September 22, 2009 - Data processing of absentee applications begins.
- Label information of absentee applicants will be available at approximately 8:30 am the day following processing. This mailing schedule is subject to change. As updates to the schedule are made we will post the information immediately. Please check this web page frequently for updates.

**September 29, 2009 Primary Election**

**Updated 08/28/2009**

- August 27, 2009 - Data processing of absentee applications begins.
- August 29, 2009 - Label information of absentee applicants will be available. This mailing schedule is subject to change. As updates to the schedule are made we will post the information immediately. Please check this web page frequently for updates.
- August 27, 2009 to Current - All valid applications are processed daily and ballots are mailed the next business day.

**Absentee Voter Labels**

DATA ON THIS PAGE INCLUDES ABSENTEE VOTERS REQUESTED THROUGH 09/28/2009

NOTE: FIELDS MARKED \* ARE REQUIRED:

\*Election Date:

Dates Issued: From:  To:

Party:

\*District Type:

[Print Report 5160 Labels](#) [Export](#)

Select Election Date from drop down

Select dates issued: If running for first time use 01/01 of current year then end date of day before running it.

For running any day after that you should be entering the from date as the day before and the to date is the same as to date.

Select the desired party or All for All

Select District Type

Examples:

**Absentee Voter Labels**

DATA ON THIS PAGE INCLUDES ABSENTEE VOTERS REQUESTED THROUGH 09/26/2009

NOTE: FIELDS MARKED \* ARE REQUIRED.

\*Election Date:

11/03/2009: NOVEMBER 3, 2009 GENERAL ELECTION

Dates Issued:

From: 1/1/2009 To: 9/26/2009

Party:

All

\*District Type:

Ward District

\*District:

BAY VILLAGE WARD 1

**Print Report 5160 Labels**

**Export**

For daily after the 27<sup>th</sup> you would enter each day:

**Absentee Voter Labels**

DATA ON THIS PAGE INCLUDES ABSENTEE VOTERS REQUESTED THROUGH 09/26/2009

NOTE: FIELDS MARKED \* ARE REQUIRED.

\*Election Date:

11/03/2009: NOVEMBER 3, 2009 GENERAL ELECTION

Dates Issued:

From: 9/28/2009 To: 9/28/2009

Party:

All

\*District Type:

Ward District

\*District:

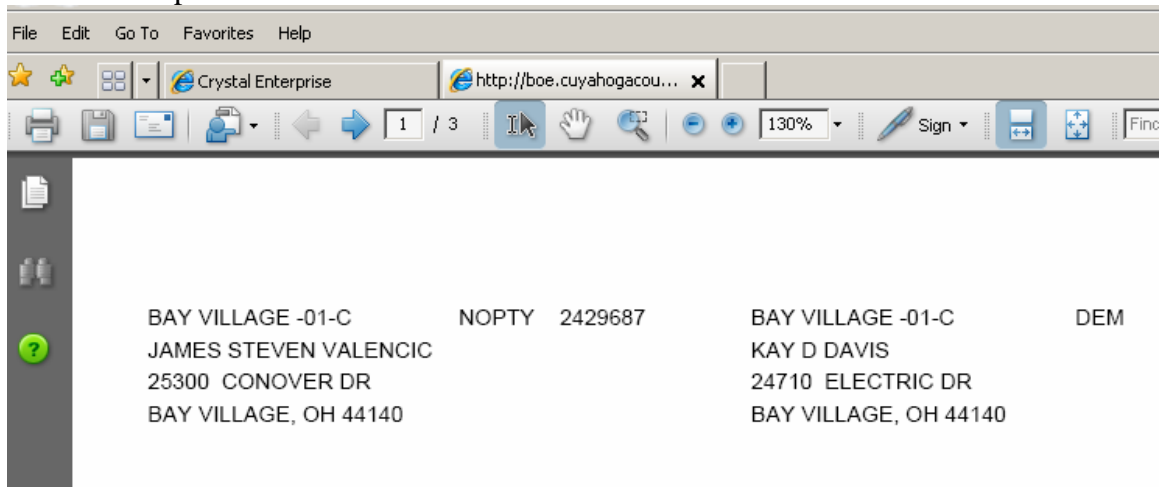
BAY VILLAGE WARD 1

**Print Report 5160 Labels**

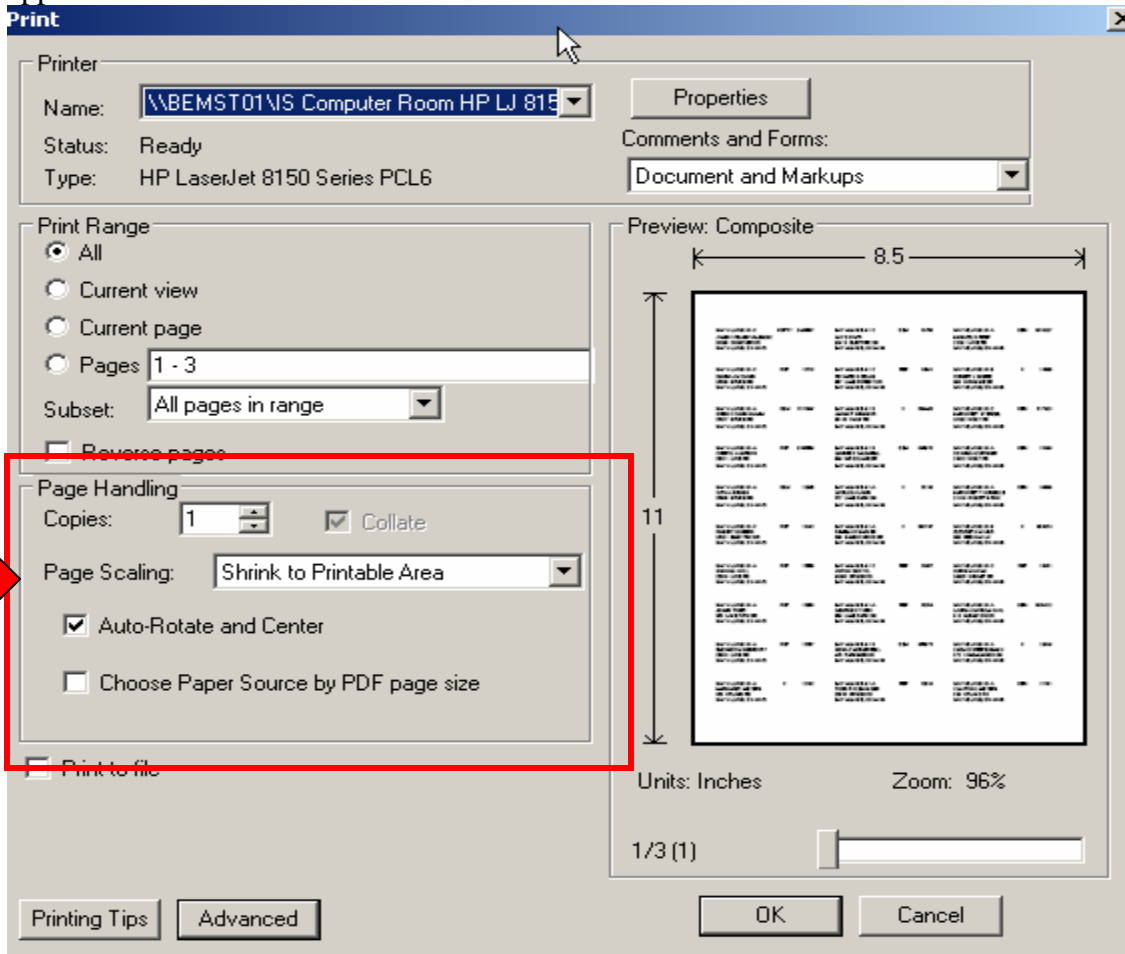
**Export**

Then to print the labels you click on the "Print Report 5160 Labels"

Which will open a new window with what should be the label format of data.



Then when you are ready to print them you will select File/Print this screen should appear:



Make sure the Page Scaling is set to NONE

Page Handling

Copies:   Collate

Page Scaling:

Auto-Rotate and Center

Choose Paper Source by PDF page size