7. Delete records from a label print list

Discover how to delete one or more records from a label print list.

Note: If you would like to delete an entire label print list, including all the records in it, click the Remove button (🗑) for the list on the Label Print Lists screen.

Delete one or more records on the label print list

1. In the left navigation, click **My Labels > Label Print Lists**.
2. From the Label Print Lists screen, click the **Label Print List Name** for which you want to delete records.
3. In the Records accordion, select one or more records in the table.
4. Select **Delete Selected** from the Delete Labels drop-down menu. The Delete Selected Record(s) from Label Print List dialog opens with the following warning: You are about to delete # record(s) from the label print list.
5. Click **Delete** in the Delete Selected Record(s) from Label Print List dialog. The record(s) is removed from the label print list.

Delete all records on the label print list

1. In the left navigation, click **My Labels > Label Print Lists**.
2. From the Label Print Lists screen, click the **Label Print List Name** for which you want to delete records.
3. Select **Delete All** from the Delete Labels drop-down menu. The Delete All Record(s) from Label Print List dialog opens with the following warning: You are about to delete all # record(s) from the label print list.
4. Click **Delete** in the Delete All Record(s) from Label Print List dialog. All records are removed from the label print list.