

MAILING LABELS REPORT

The exercise is designed to explain the steps for creating Mailing Labels using Microsoft Access. **The Jobs database will be used to complete this exercise.**

❖ Make sure that **Reports** is selected in the **Objects** bar.

❖ Click the **New** button on the database window to create a new report.

❖ Select the **Label Wizard** report type.

❖ Select the **Employer** table in the **Choose the Table or Query where the object's data comes from** box.

❖ Click **OK**.

❖ The first dialog box of the **Label Wizard** will display.

❖ In this box, specify the dimensions of the labels you will be using.

❖ To select the label size, click the **Sheet Feed** label type button, if necessary.

❖ In the box that appears under **Label type**, click the drop-down arrow and choose **Avery**, if necessary.

❖ Under **Unit of Measure**, click the **English** radio button, if necessary.

❖ Under **What label size would you like?**, click **C2163**.

❖ The **Size** will be **1 1/2"** by **3 9/10"** and the **Number Across** will be **2**.

❖ Click **Next** to move to the **second** dialog box.

❖ In the screen that appears, you are allowed to change the font name, size, weight, and text color.

➤ Under **Font Name** choose **Arial**.

➤ Under **Font Size** choose **10 point**.

➤ Change the **Font Weight** to **Medium**.

❖ Click **Next** to move to the **third** dialog box.

❖ The **Label Formatting** screen will be displayed.

❖ Scroll down and then select the **Contact First Name** field.

❖ Click the **right** arrow button.

➤ This field will be placed on the first row of the label.

➤ The field will be displayed in the **Prototype label** box on the right-hand side of the window.

This wizard creates standard labels or custom labels.

What label size would you like?

Product number:	Dimensions:	Number across:
C2160	1 1/2" x 2 1/2"	3
C2163	1 1/2" x 3 9/10"	2
C2241	1 1/4" x 7 31/50"	2
C2242	2" x 2"	3
C2243	1 1/2" x 1 1/2"	4

Unit of Measure: English Metric

Label Type: Sheet feed Continuous

Filter by manufacturer: Avery

Buttons: Cancel, < Back, Next >, Finish

What font and color would you like your text to be?

Text appearance

Font name: Arial

Font size: 10

Font weight: Medium

Text color: [Color Picker]

Italic Underline

Buttons: Cancel, < Back, Next >, Finish

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

- City
- State/Prov
- PostalCode
- Country
- ContactFirstName
- ContactLastName

Prototype label:

```
{ContactFirstName} {ContactLastName}
{EmployerName}
{Address}
{City} {State/Prov} {PostalCode}
{Country}
```

Buttons: Cancel, < Back, Next >, Finish

- ❖ Press the spacebar and place the **Contact Last Name** field on the same line as the **Contact First Name** field in the **Prototype label** box.
- ❖ Press the **Enter** key.
- ❖ Select the **Employer Name** field to place it on the second line of the box.
- ❖ Press **Enter**.
- ❖ Select the **Address** field and place it on the third line of the **Prototype label** box.
- ❖ Press **Enter**.
- ❖ Place the following fields on the fourth line, including the proper spacing.
 - **City, State, Postal Code Country**
 - Remember to click the **right** arrow button after selecting each field.
- ❖ Press **Enter** and then place **Country** on the last line of the **Prototype Label**.
- ❖ Review the **Prototype Label** box and make any necessary corrections.
- ❖ Click the **Next** button to move to the **fourth** dialog box.
- ❖ When asked for the **Sort** order for the output, select the **Postal Code** field as the **Primary** sort key and the **Employer Name** as the **Secondary** sort key.
- ❖ Click **Next**.
- ❖ When asked for the title of the **Report**, input **Employer Mailing Labels**.
- ❖ Make sure the option, **See the labels as they will look printed**, is selected.
- ❖ Click the **Finish** button to view the labels.
- ❖ Click the labels sheet in **Print Preview**. The first sheet of the labels will display.

