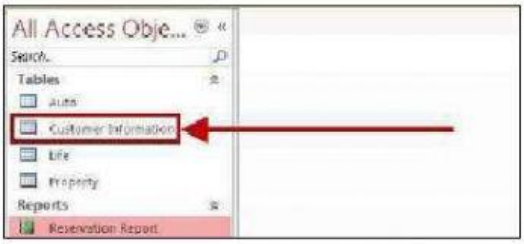
Lesson 3 Creating Mailing Labels Using a Report

If you have a list of mailing addresses in your Access database, you can create a report that will generate labels on the information found in your database. To create the mailing labels:

1. Select the *table* containing the *data* that you will use to create your *labels*.**1**

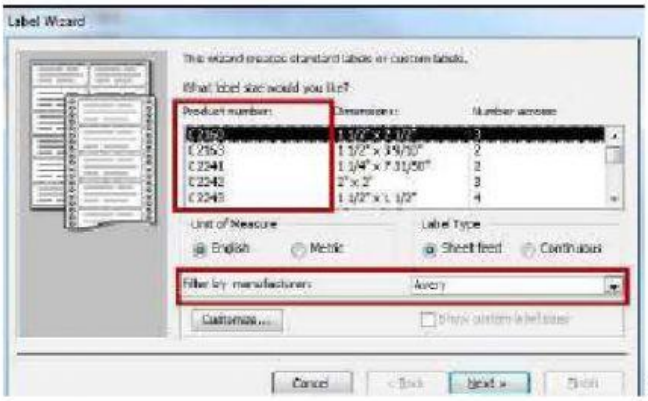


1

2. From the ***Create*** tab,click **Labels,2**

2

3. The *Label Wizard* window appears. *Under Product Number*, select the label code provided by the label manufacturer (e,g, Avery) and click **Next**.3



3

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4. A list of formatting options will appear. Make any desired adjustments to the **formatting** options and click **Next. 4**

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5. A list of *available* fields from the selected table will display. Under *Available Field,* select a field, then click the arrow button to move fields over to the **Prototype** label field**. 5**

5

6. Repeat **step 5** until all desired fields have been added under Prototype Label. Click Next **6.**

Note: When adding fields, be sure to account for spacing and punctuation between your fields. Fields added one after another without spacing or punctuation will

display all information from the table as one long string of text.

7. A list of available fields is displayed for you to sort your labels on. If you would like to *sort* the data, select a fields under *Available fields*,then click the arrow to move the selected field in to the *Sort* by *column*.

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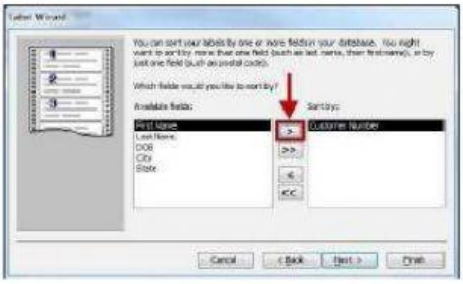

7

8. Continue sorting fields until you are finished,then click **Next.**

9. In the next window,enter the name for the report and click the *Finish* button.8

8

10. The report will be created and saved under you list of ***Access Objects.***

11. To print the labels, see the section *Printing a Report*.

Questions.

1. **Explain the steps of Creating a Mailing list using a Report.**

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