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

- In the Navigation Pane, click the Employer table.
- Click the Create Tab.
- In the Reports Group, click the Labels button (see illustration below).

The first step in the Label Wizard will display (see illustration below).

- In this box, specify the dimensions that will be used for the labels.
- 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 the Product Number that is to be used for the label.
  - To determine the Product Number for the label, check the label box.
  - The Product Number will be located on the box.
- Click Next to move to the second step in the wizard (see illustration below).
In the screen that appears, you are allowed to change the font name, size, weight, and text color. Make any changes to these options. Remember, to think about the label size when choosing the font size. Click **Next** to move to the **third** step in the wizard (see illustration below).

The **Label Formatting** screen will be displayed. Select the fields that are to be added to the label from the **Available Fields** list.
Click the arrow next to the **Available Fields** list to move the field to the **Prototype Label**.
- Review the **Prototype Label** box and make any necessary corrections.
- Remember to insert spacing or press Enter when creating the label.

Click the **Next** button to move to the **fourth** step in the wizard (see illustration below right).

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** to move to the last step in the wizard (see illustration below).
When asked for the title of the Report, input Employer Mailing Labels.

Click one of the options under What do you want to do. These are:

- **See the labels as they will look printed** – Choose this option to view the labels in Print Preview.
- **Modify the label design** – This will open the labels in Design View. Once in Design View the formatting options may be changed.

Click the Finish button to finish the process.

If the first option in the last step is selected, the message as illustrated below may appear.

Click OK to finish the process.

Click the labels sheet in Print Preview. The first sheet of labels will display.