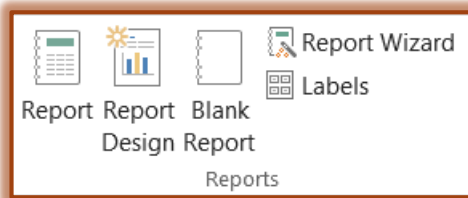


## MAILING LABELS REPORT

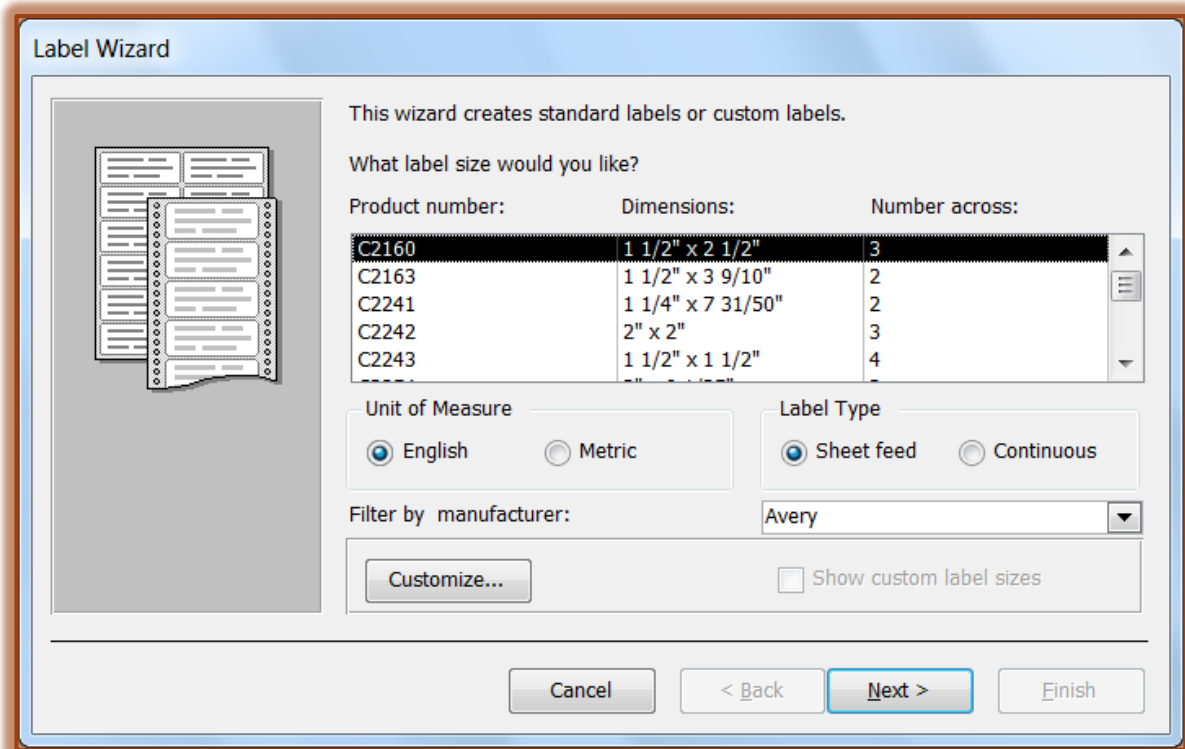
This exercise is designed to explain the steps for creating Mailing Labels using Microsoft Access.

The **Jobs** database will be used to complete this exercise.

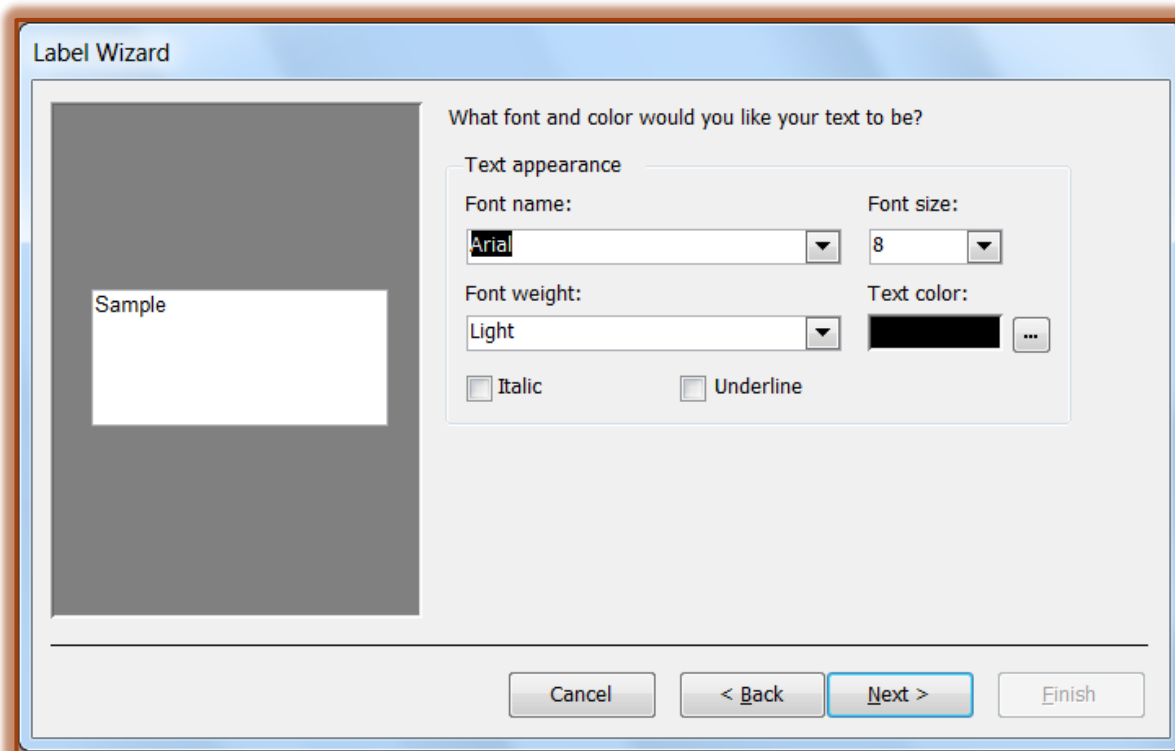
- ✚ In the **Navigation Pane**, click the **Employer** table.
- ✚ Click the **Create Tab**.
- ✚ In the **Reports Group**, click the **Labels** button (see illustration below).



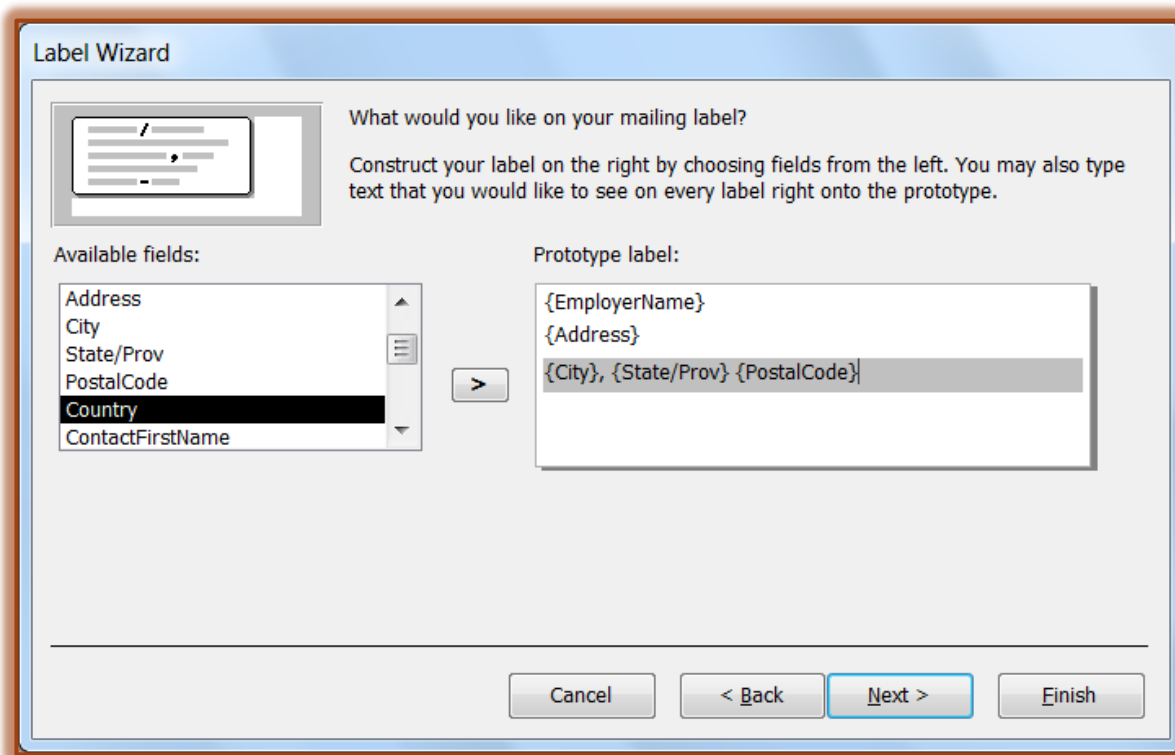
- ✚ The first step in the **Label Wizard** will display (see illustration below).



- ✚ 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).

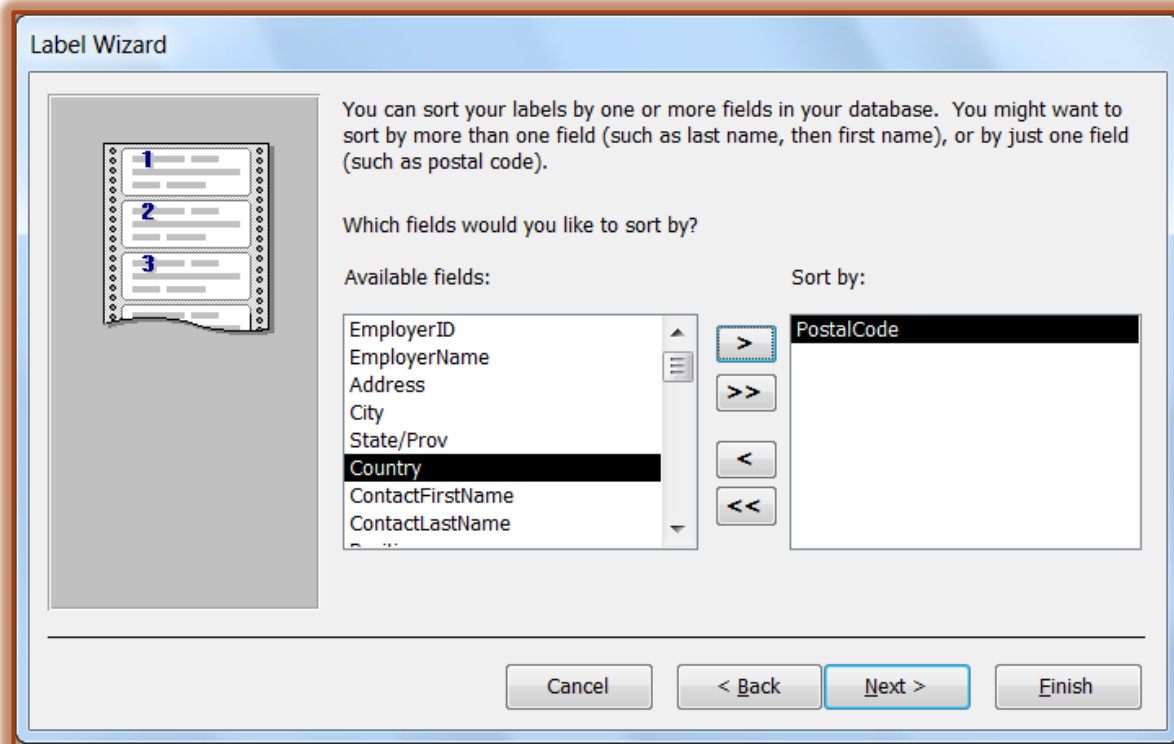


- ✦ In the screen that appears, you are allowed to change the font name, size, weight, and text color.
- ✦ Make any changes to these options. Remember, to think about the label size when choosing the font size.
- ✦ Click **Next** to move to the **third** step in the wizard (see illustration below).

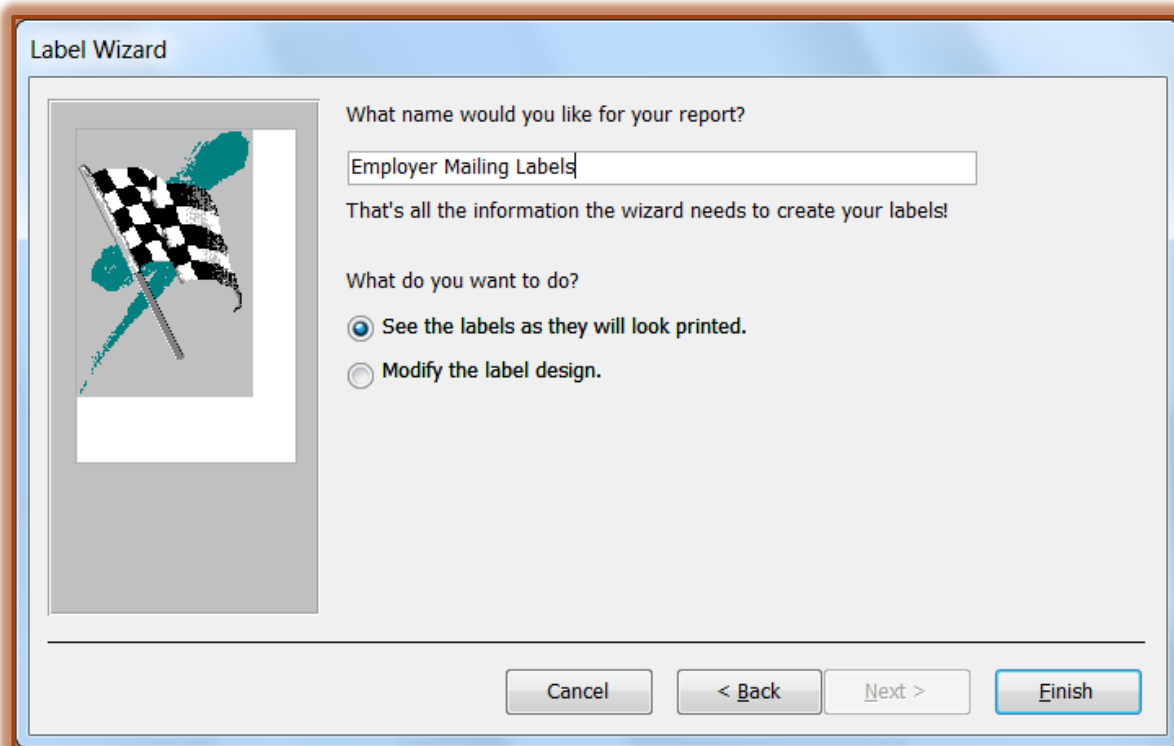


- ✦ The **Label Formatting** screen will be displayed.
- ✦ Select the fields that are to be added to the label from the **Available Fields** list.

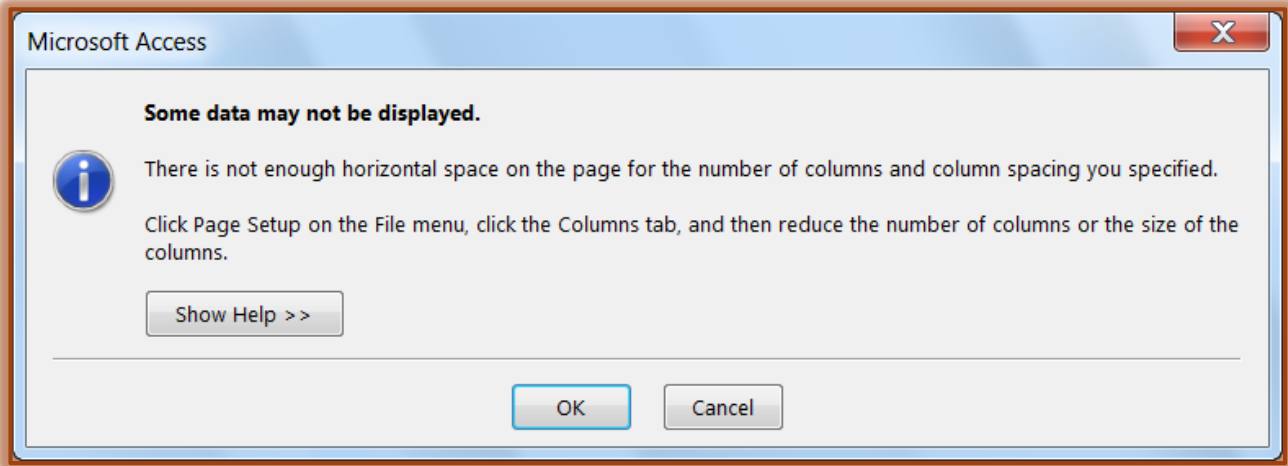
- ✚ Click the arrow next to the **Available Fields** list to move the field to the **Prototype Label**.
- ✧ Review the **Prototype Label** box and make any necessary corrections.
- ✧ Remember to insert spacing or press Enter when creating the label
- ✚ Click the **Next** button to move to the **fourth** 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.