

Access 2003: Mailing Labels

To create mailing labels, use **Reports>New**.

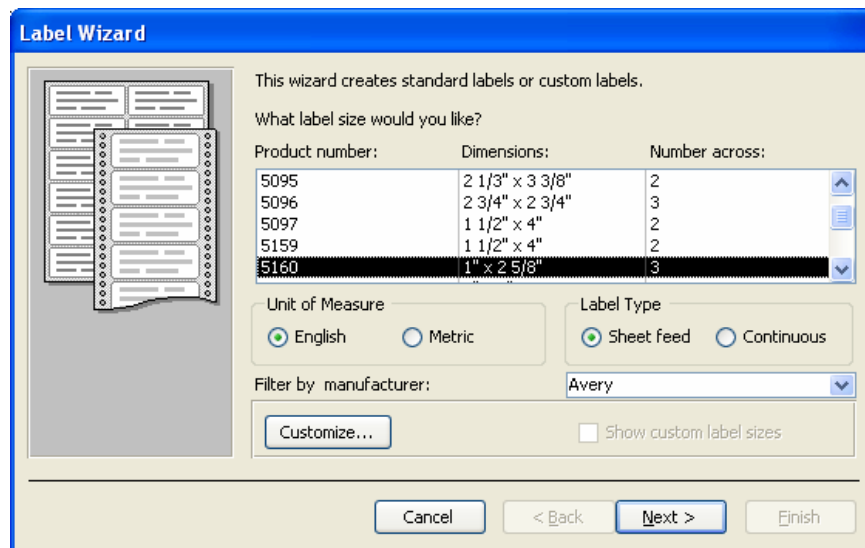
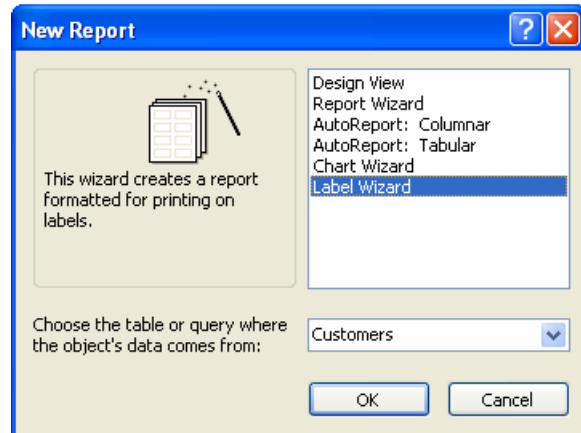
Choose the **Label Wizard**.

Choose the table or query where the label information is stored.

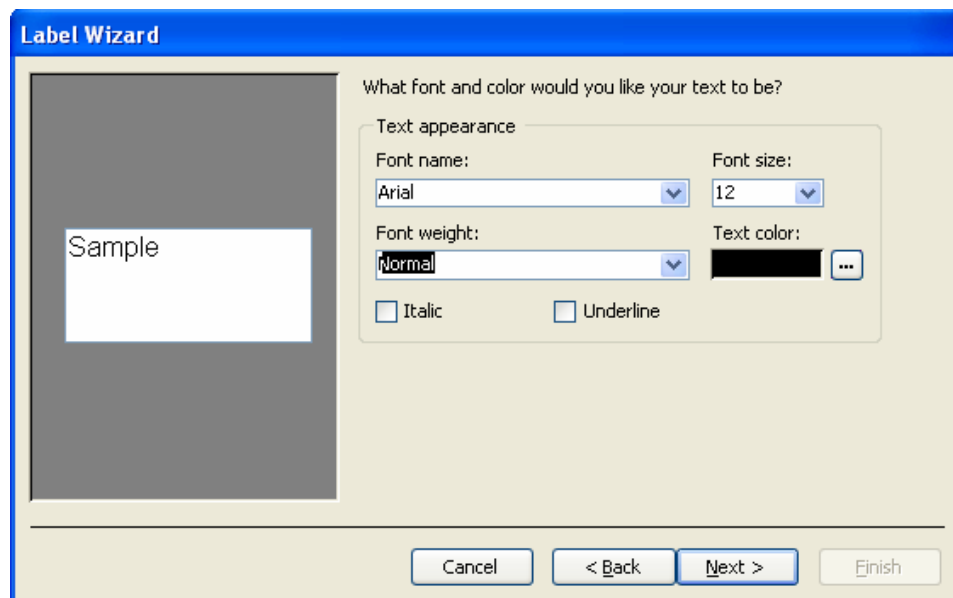
Click **OK**.

You will see the box below.

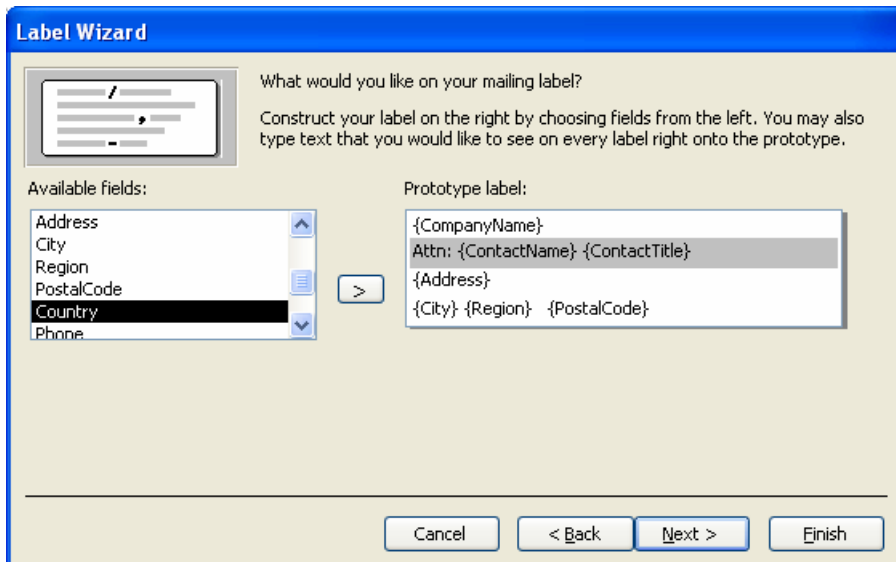
If you want the typical 30 labels on a page, choose Product number 5160, Avery.



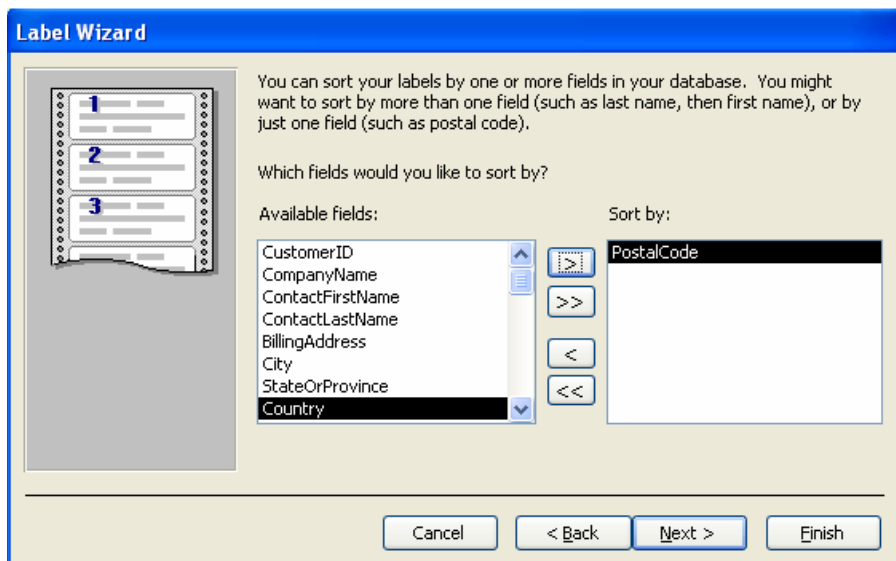
Click **Next**.



Choose Font name & size. Choose Font weight & color. Click **Next**.



Click on an available field and click on the > to place it on the label example. Notice that you can also include text such as “Attn:” on the label. Either **push Enter** on the keyboard or **click into the next row** to add more fields. Click **Next**.



Choose which, if any, field will be used for sorting all the labels. Click **Next**.

If you want to save the label report, give the report a name and save it. Click **Finish**.

When printing, you may get this message. You may need to adjust the margins.

Click **OK** and print 1 sheet. If the sheet is okay, ignore the message.

