
Lesson 12 Creating Mailing Labels

Lesson Topics

- The Mailing Label Wizard
- Modifying the Labels
- Review Exercise

Lesson Objectives

At the end of the lesson, you will be able to:

- Use the Label Wizard to create a report designed to print mailing labels;
- Use Report Design view to modify the format of the mailing labels.

Student Files Used

You will use the following file from your student folder:

- Mailing Labels

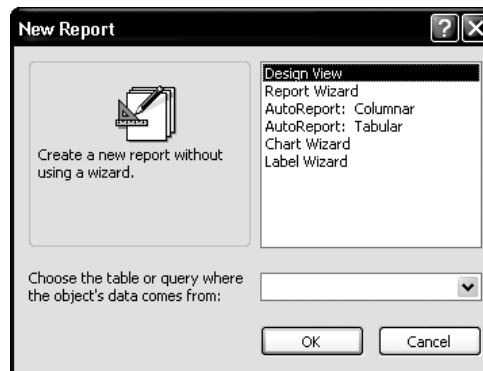
The Mailing Label Wizard

When a large number of names and addresses are stored in a database, it is common to print address labels for a mass mailing. Although you could create these mailing labels manually — they are simply a type of report — Access provides you with a wizard to help you through the process.

You are going to create mailing labels for a mailing to go home to the parents of each student.

1. **Open the *Mailing Labels* database file.**
2. Labels are a type of report object.
On the Database window, select the Reports tab.
3. **Click the New button.**

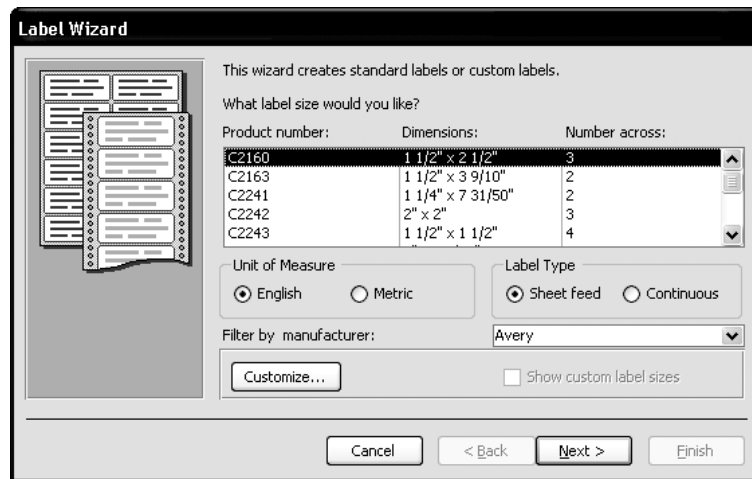
The New Report dialog box appears.



4. Your labels will use information from the *StudentsAndGuardians* query.
Click the drop-down list box at the bottom of the dialog box and choose the *StudentsAndGuardians*.
5. **Choose to create the report with the *Label Wizard*.**
6. **Click OK.**

After a few moments, the first dialog box of the Label Wizard appears. Notice the example on the next page.

You are asked to indicate what kind of label sheets you will be printing on. The list of *Product numbers* depends on the company chosen in the *Filter by Manufacturer* list box.

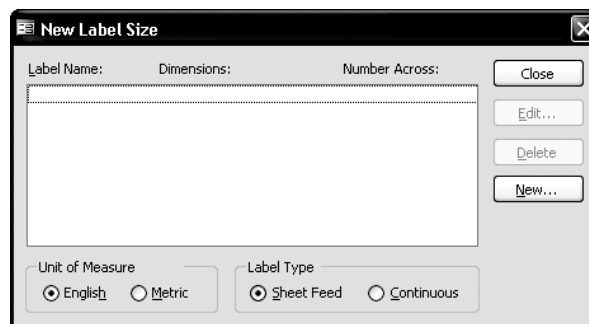


Notice that you can choose the *Unit of Measure* for the displayed labels and you can specify whether the labels are *Sheet fed* (for most laser and inkjet printers) or *Continuous* (for most dot matrix printers).

- If you do not have this information available, or if you can't find your product in the list, you can specify your own dimensions.

Click the Customize button.

The New Label Size dialog box appears.



If there are any custom label sizes already defined, they will appear here. Notice that you can edit a custom label, delete a custom label, or create a new custom label.

- You will not define a custom label size.

Click the Close button.

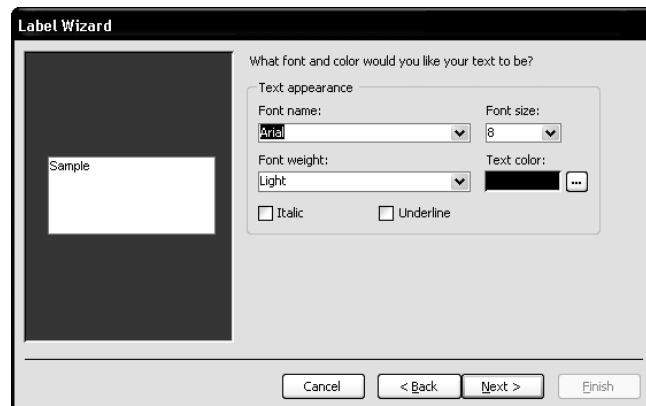
The first dialog box of the Label Wizard is active.

9. You are going to create a typical address label. It does not matter if you do not actually have a sheet of labels, for you will not actually print them.

If necessary, deselect the *Show custom label sizes* check box.

10. **In the *Unit of Measure* box, click *English*.**
11. **In the *Label Type* box, verify that *Short feed* is chosen.**
12. **In the *Filter by manufacturer* box, click the drop-down list box and choose *Avery*.**
13. **In the *Product number* list box at the top, select the *5260* labels.**
14. **Click the Next button.**

The next dialog box in the wizard appears. You are asked to specify the format for the text to be used on the label.

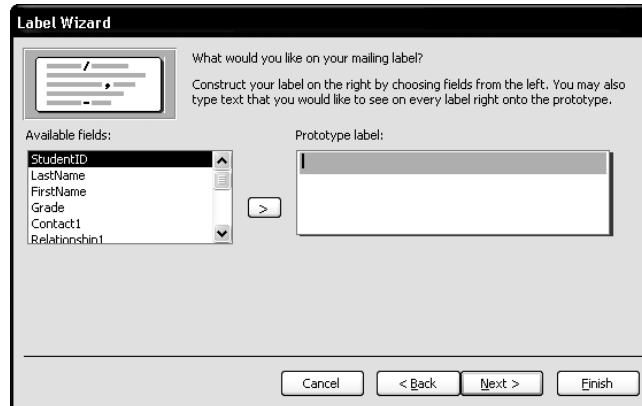


The options that you choose on this dialog box will affect all of the text on the mailing labels. To apply formatting to individual controls, you must finish the wizard and then apply the formatting in Report Design view.

15. You will accept the settings that have already been chosen.

Click the Next button.

The third dialog box appears.



This is where you create the sample label. On the left, notice the *Available fields*. You will place them in the *Prototype label* on the right, just as if it were a Report Design window.

- 16.** As with any report, you can combine fields with text. The top part of every label will contain a standard phrase.

Verify that the insertion point is in the upper left corner of the *Prototype label*.

A grey highlight indicates the line that is currently being edited.

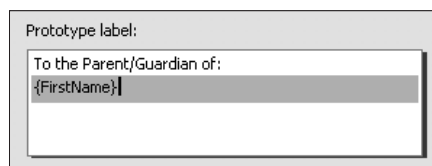
- 17. Type:** To the Parent/Guardian of:

- 18. Tap the ENTER key to move down one line in the label.**

Notice that the grey highlight moves down one line.

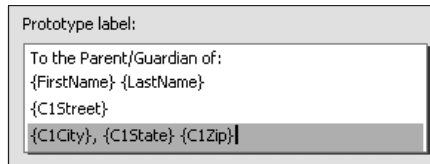
- 19. In the *Available fields* list box, double-click the *FirstName* field.**

Notice that the field is placed in the *Prototype label*.



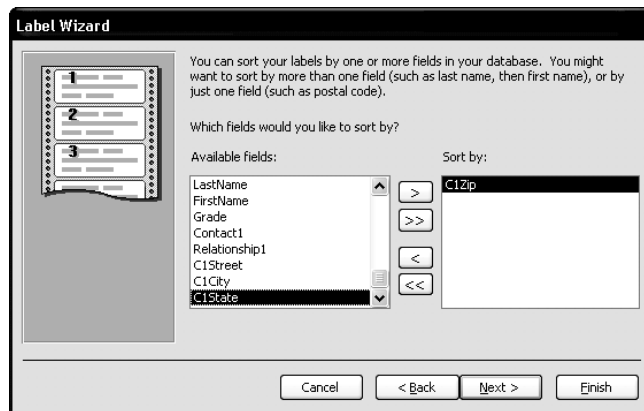
- 20. Tap the spacebar to insert a space between the *FirstName* field and the next field.**

21. In the *Available fields* list box, double-click the *LastName* field.
22. Tap the ENTER key to move to the next line.
23. In the same manner, insert the *C1Street*, *C1City*, *C1State*, and *C1Zip* fields so that the *Prototype label* looks like the one below. Be sure to include the appropriate spaces and commas.



24. Click the Next button.
 You are asked to specify the sort order.
25. You will sort the labels alphabetically by ZIP code.

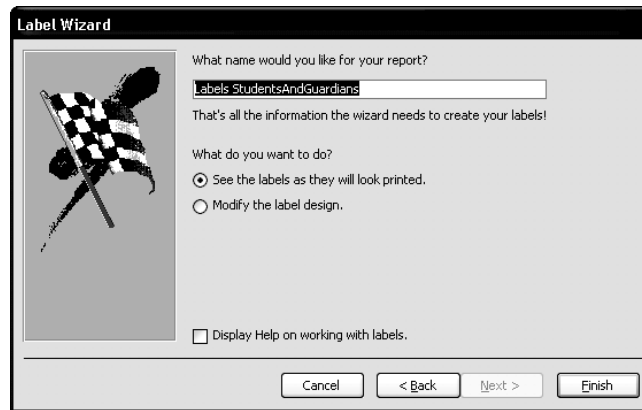
Double-click the *C1Zip* field to move it to the Sort by list box.



Tip: Sorting by ZIP code is always a good idea if you will be sending out a large mailing.

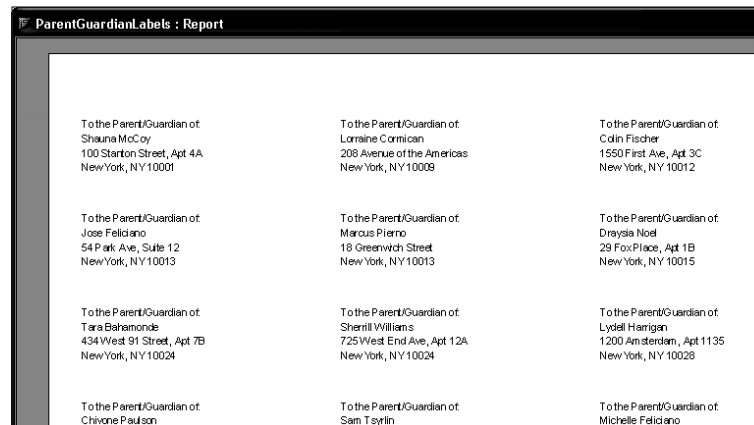
26. Click the Next button.

The last dialog box in the wizard appears, asking you to name the labels.

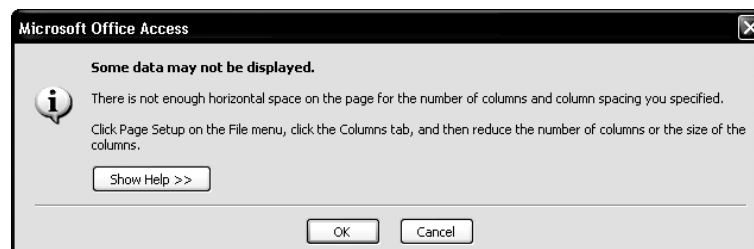


27. Change the name of the label report to *ParentGuardianLabels* and then click **Finish.**

After a few moments, the labels appear in Print Preview view.



Note: If you see an alert box like the one below, it may be because the report width or height were inadvertently increased. Switch to Design view and decrease one or both.



28. If necessary, click the *Zoom Control* drop-down list box and choose *100%*.

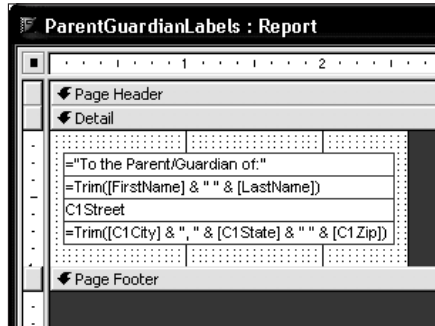
Notice that all of the text on the labels is formatted identically. Also notice that the labels are sorted by ZIP code.

Modifying the Labels

Just as you can modify any report design, you can modify the labels that are created by the Label wizard. You are going to modify the *ParentGuardianLabels* report object by formatting some of the text and adding a box around the label.

1. **With the *ParentGuardianLabels* open, switch to Design view.**

Notice the design of the labels.



The design contains only a Detail section, which has been sized to match the label size. Also notice that all of the controls are calculated Text Box controls. The top control is used for the text that you typed on the label. The other controls use the Concatenation operator (&) to combine the Text data type. In addition, the *Trim()* function is used when concatenating the fields. The *Trim()* function eliminates any spaces that might appear at the beginning or end of the expression between the parentheses.

2. You are going to modify the design of the labels.

Select the control that contains *To the Parent/Guardian of:*

3. **On the Formatting toolbar, click the Bold button and then click the Italic button.**

That text will appear in bold, italic type.

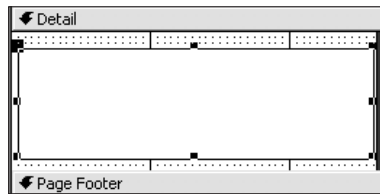
- You are going to add a box around the address.

On the Toolbox toolbar, click the Rectangle button.



- Beginning at the upper left corner of the Detail section, drag to create a rectangle that is just smaller than the label.**

When you release, notice that the rectangle object covers the controls on the label. You will define the rectangle to be transparent.



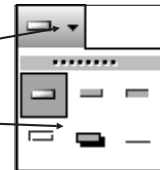
- With the rectangle object selected, click the down arrow next to the Fill/Back Color button and choose *Transparent*.**



You can see the controls again.

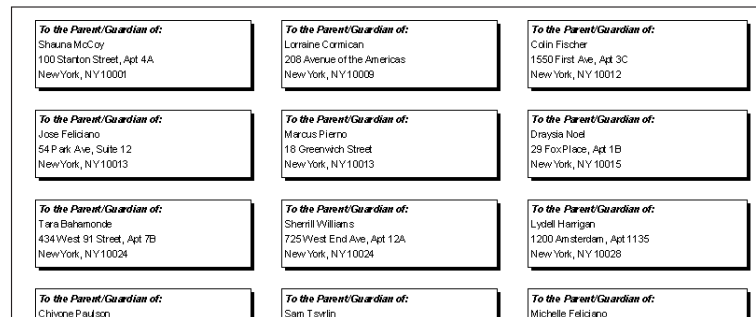
- You are going to format the box as a drop shadow.

On the Formatting toolbar, click the down arrow of the Special Effect button and choose the *Shadowed* option.



- Save changes to the report design.**
- Switch to Print Preview view.**

Notice the new design of the labels.



(If you received an alert box like the one described in the note on page 223, follow that note's instructions.)

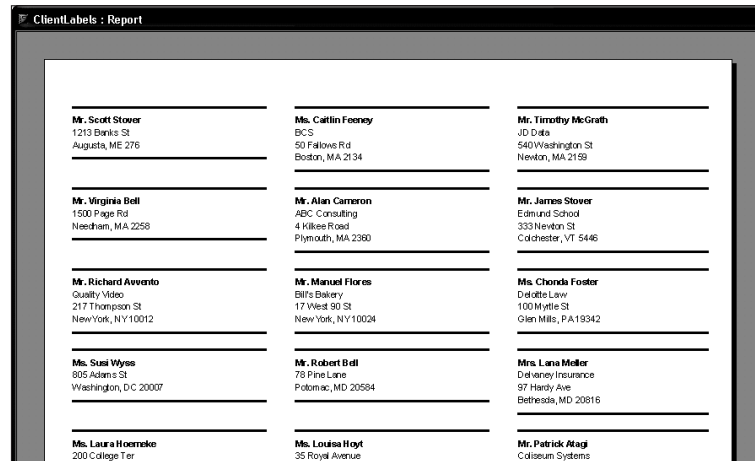
10. **Close the Print Preview window.**
11. **If necessary, close the Report Design window.**

Review Exercise

To review the concepts presented in this lesson, you are going to create mailing labels from a text file that you will import into the database.

1. **The *Mailing Labels* database should still be open.**
2. **Using the techniques presented in Lesson 11, import the tab-delimited *Clients* text file into the *Mailing Labels* database as a new table object. Note that the *Clients* text file contains the names of the fields in the top row of data. Make sure you identify the *PostalCode* field as a text data type. Name the imported table object *MyClients*.**
3. **Use the Label Wizard to create appropriate mailing labels from the *MyClients* table object (use *Avery 5260* labels). Sort the labels by the *PostalCode* field. When finished with the wizard, name the labels: *ClientLabels***
4. **In Report Design view, format the labels so that the client name is in bold text.**
5. **Use the Line button to create a horizontal line above and below the client information. Format the two horizontal lines as *Flat* with a *Border Width* of *2 points*.**
6. **Save changes to the report design and then switch to Print Preview view.**

The labels should look similar to the following:



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End of Lesson 12