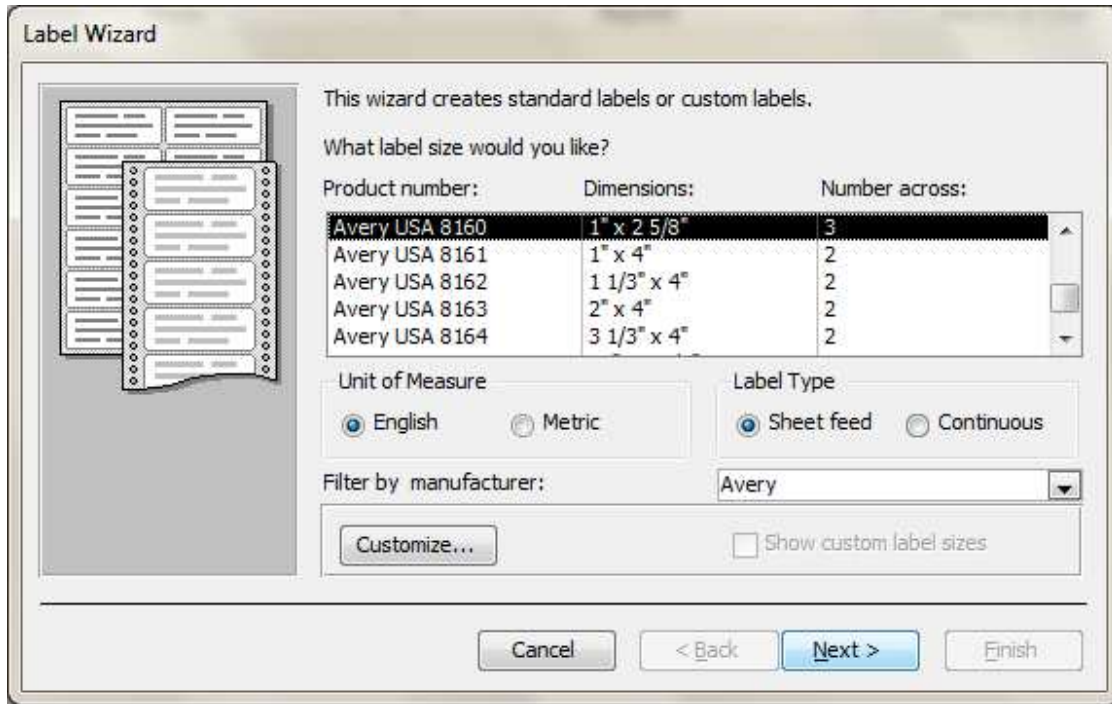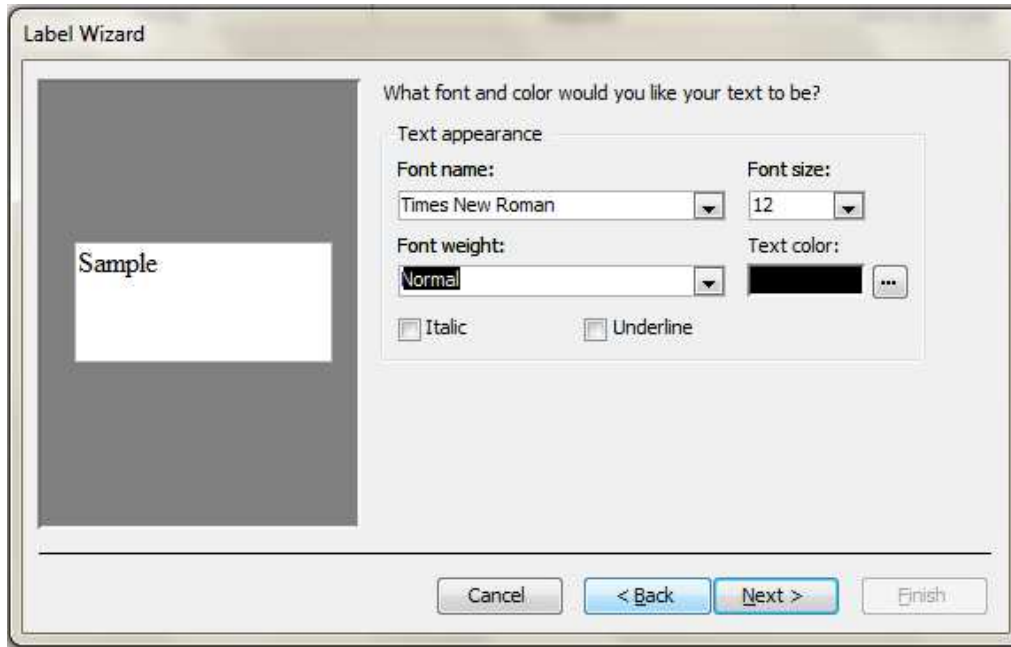**Creating mailing labels in the Menagerie_Kennel database using the label wizard**
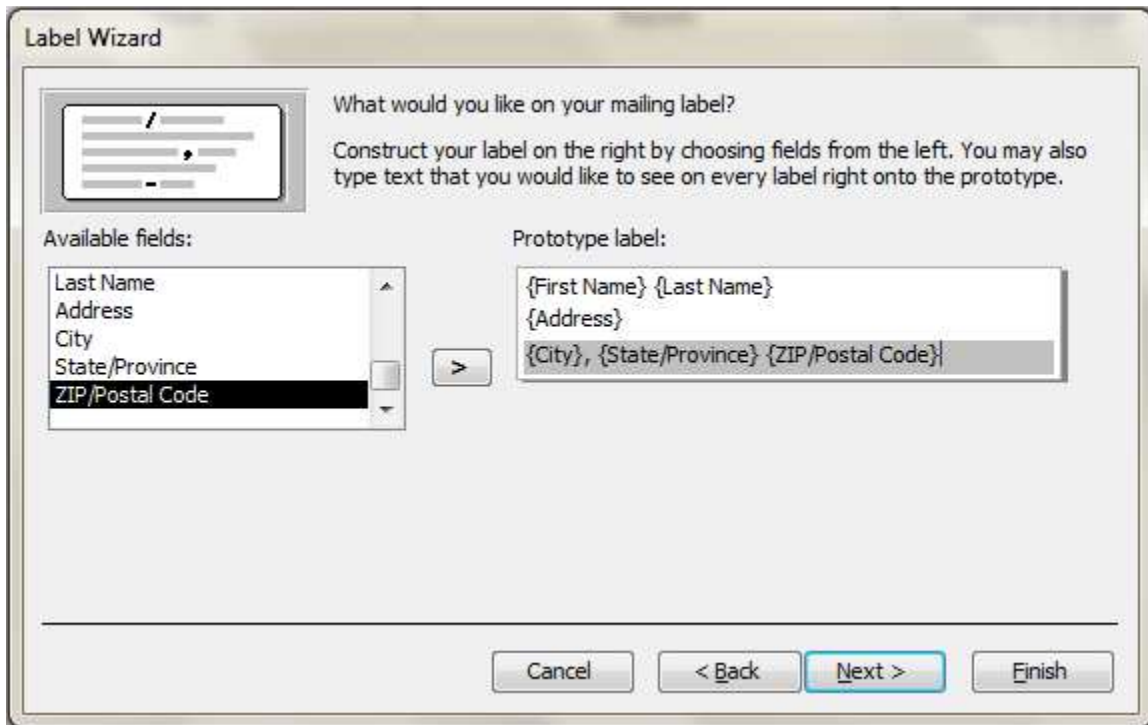
1. In the Navigation Pane, use a single left click of the mouse to highlight the query to be used for the mailing labels.
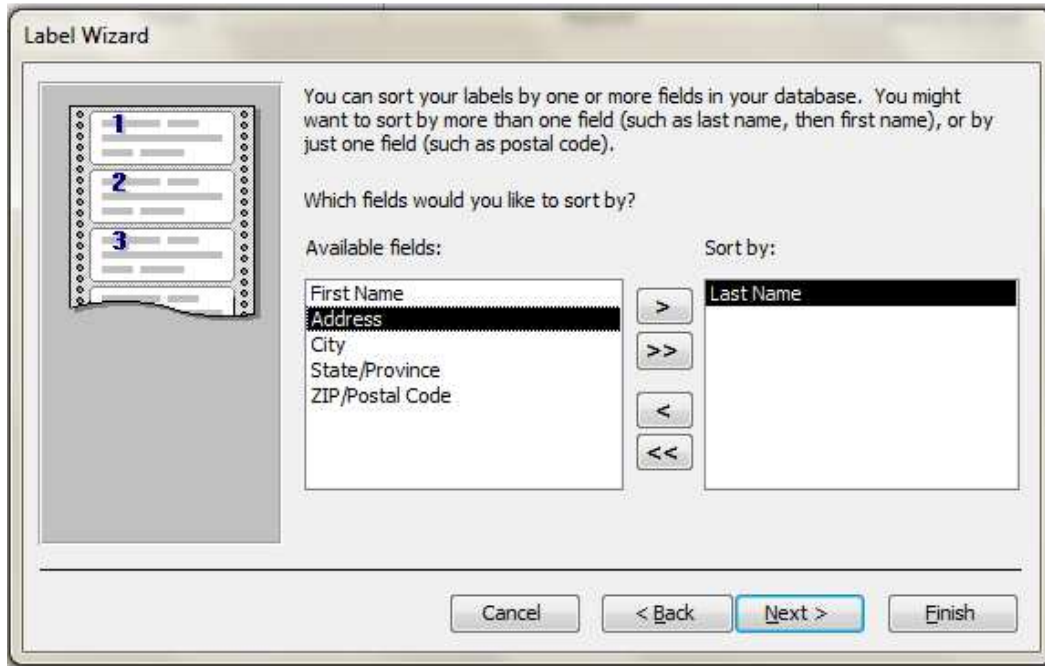2. Click on the 'Create' tab on the menu. Click 'Labels' on the ribbon.

3. Select the type/size of address label you want to use. The common size is Avery USA 8160, 1" x 2 5/8" numbering 3 across on a sheet. After highlighting your selection, click 'Next'.
4. Choose the font and color specifics for the labels. Click 'Next'.

5. Set up the prototype label (this is the layout of the data fields as they should display for printing). Notice there is a space between {First Name} and {Last Name} as well as between {State/Province} and {Zip/Postal Code}. There is a comma between {City} and {State/Province}. This creates the proper address layout for an envelope. You must place your cursor in the Prototype label box to add the spaces and the comma. Without these the pieces of the address all run together on the label. Once you've completed the set-up, click 'Next'.
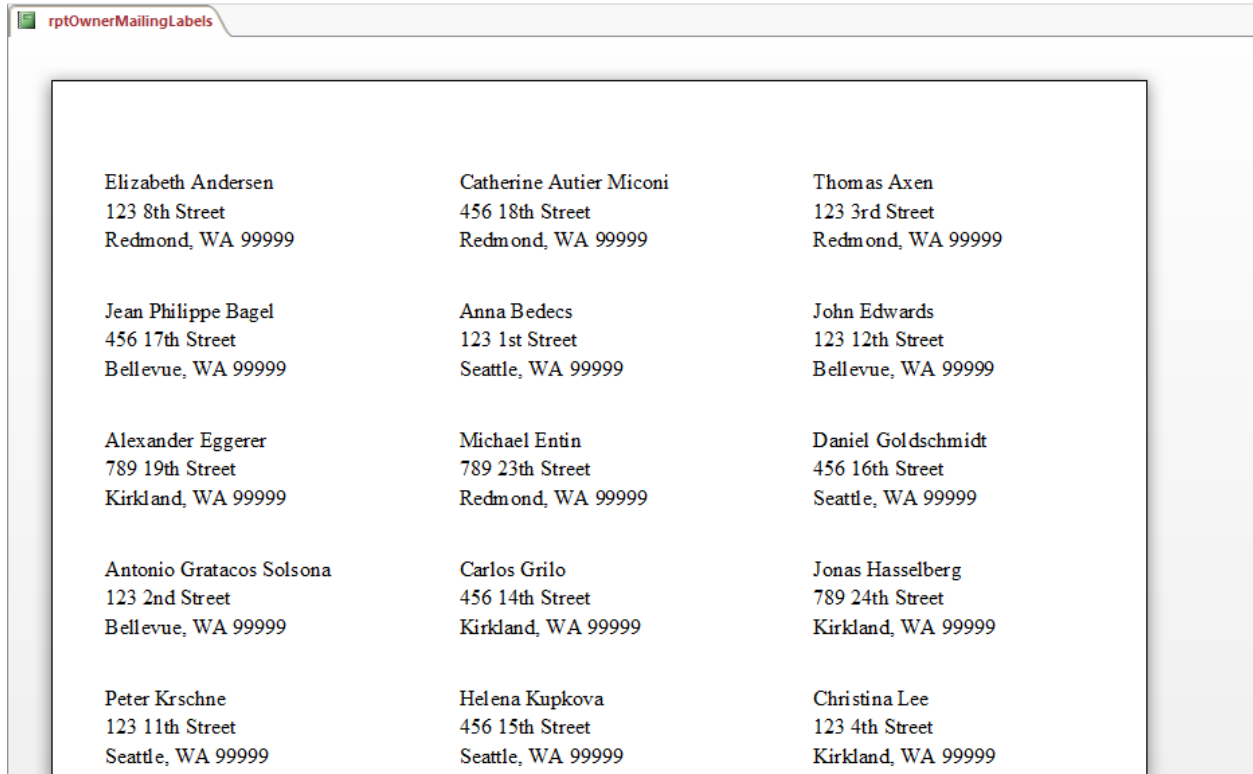
6. Most address labels are sorted either alphabetically by last name or numerically by zip code. Select the field on which to sort the labels and click 'Next'.

7. Change the name of the labels to start with 'rpt' and end with 'labels'. Leave 'See the labels as they will look printed' selected. Click 'Finish'.

8. Your screen should now look like this:

9. Close the labels. If asked to save the changes choose 'Yes'.
10. Follow these steps to create the Vet Mailing Labels.