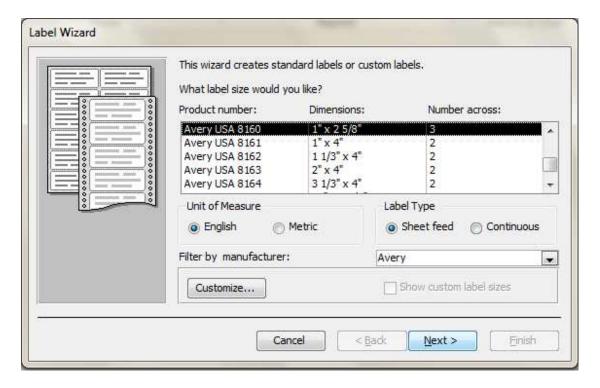
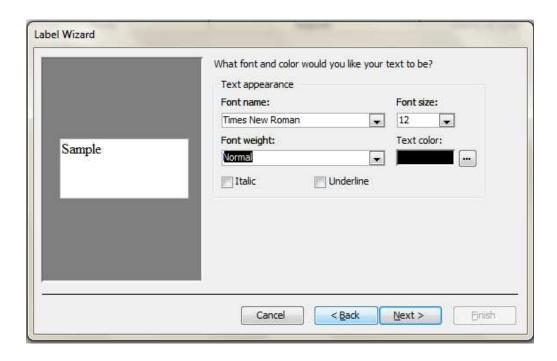
## Creating mailing labels in the Menagerie\_Kennel database using the label wizard

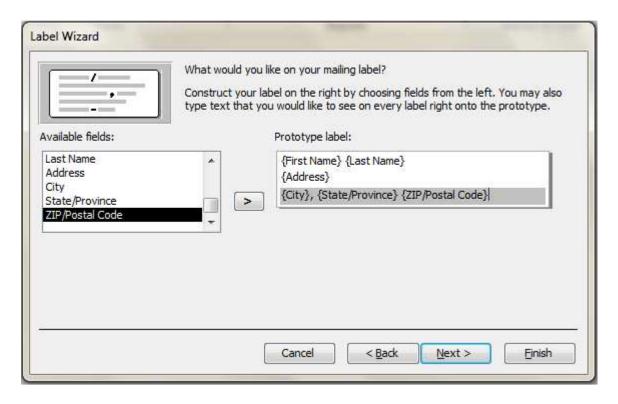
- 1. In the Navigation Pane, use a single left click of the mouse to highlight the query to be used for the mailing labels.
- 2. Click on the 'Create' tab on the menu. Click 'Labels' on the ribbon.



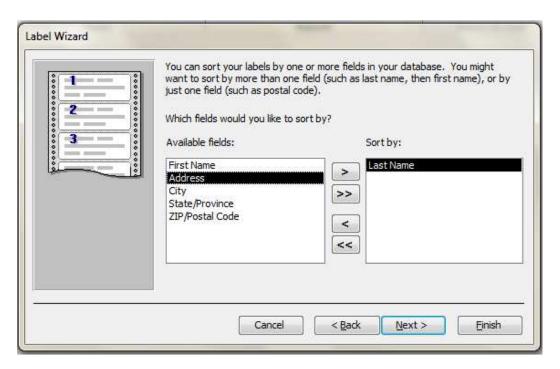
- 3. Select the type/size of address label you want to use. The common size is Avery USA 8160, 1" x 2 5/8" numbering 3 across on a sheet. After highlighting your selection, click 'Next'.
- 4. Choose the font and color specifics for the labels. Click 'Next'.



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:

Elizabeth Andersen	Catherine Autier Miconi	Thomas Axen
123 8th Street	456 18th Street	123 3rd Street
Redmond, WA 99999	Redmond, WA 99999	Redmond, WA 99999
Jean Philippe Bagel	Anna Bedecs	John Edwards
456 17th Street	123 1st Street	123 12th Street
Bellevue, WA 99999	Seattle, WA 99999	Bellevue, WA 99999
Alexander Eggerer	Michael Entin	Daniel Goldschmidt
789 19th Street	789 23th Street	456 16th Street
Kirkland, WA 99999	Redmond, WA 99999	Seattle, WA 99999
Antonio Gratacos Solsona	Carlos Grilo	Jonas Hasselberg
123 2nd Street	456 14th Street	789 24th Street
Bellevue, WA 99999	Kirkland, WA 99999	Kirkland, WA 99999
Peter Krschne	Helena Kupkova	Christina Lee
123 11th Street	456 15th Street	123 4th Street
Seattle, WA 99999	Seattle, WA 99999	Kirkland, WA 99999

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