

# Microsoft Access – Address Labels



## Address Labels

Address labels have a separate wizard that generates address labels:

1. Select the table or query the data is coming from.
2. Click on the label button.
3. Select the label size by selecting the manufacturer and product number.
4. On the next step choose the font, size and colour.

The screenshot shows the "Label Wizard" dialog box in Microsoft Access. The title bar reads "Label Wizard". The main text says "This wizard creates standard labels or custom labels." Below this, it asks "What label size would you like?". There is a table with three columns: "Product number:", "Dimensions:", and "Number across:". The table contains the following data:

Product number:	Dimensions:	Number across:
C2160	1 1/2" x 2 1/2"	3
C2163	1 1/2" x 3 9/10"	2
C2241	1 1/4" x 7 31/50"	2
C2242	2" x 2"	3
C2243	1 1/2" x 1 1/2"	4

Below the table, there are two radio button groups: "Unit of Measure" with "English" selected and "Metric" unselected; and "Label Type" with "Sheet feed" selected and "Continuous" unselected. There is a "Filter by manufacturer:" dropdown menu set to "Avery". A "Customize..." button is located below the dropdown. A checkbox for "Show custom label sizes" is present and unchecked. At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

5. Then design the prototype label by adding the fields required by using the single arrow in the middle. The return key will move you to the next line and the spacebar is used for gaps in the fields if multiple fields are to be on one line.
6. On the next step choose the sort order.
7. On finishing you will see a preview of the address labels.