

Microsoft Access – Labels



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?' and displays a table of options. The table has three columns: 'Product number:', 'Dimensions:', and 'Number across:'. The first row is selected, showing 'C2160' with dimensions '1 1/2" x 2 1/2"' and '3' across. Below the table, there are radio buttons for 'Unit of Measure' (English selected, Metric unselected) and 'Label Type' (Sheet feed selected, Continuous unselected). A 'Filter by manufacturer:' dropdown is set to 'Avery'. There is a 'Customize...' button and a checkbox for 'Show custom label sizes'. At the bottom, there are 'Cancel', '< Back', 'Next >', and 'Finish' buttons.

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

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.