

Printing mailing labels

Labels are commonly used for printing address lists (where each label shows a different address), but they can also be used for making multiple copies of one label only, for example return-address stickers, or labels for CDs/DVDs or other items.

Before beginning this process, note the brand and type of labels you intend to use. You can also define your own label size; see Step 6.

Tip

If you are printing the same information on each label, you may find the Business Cards dialog useful. Access it through **File > New > Business Cards**. The Labels and Business Cards dialogs are very similar.

Preparing for printing

To prepare mailing labels for printing:

- 1) Choose **File > New > Labels**. The Labels dialog opens.
- 2) On the *Labels* page (Figure 324), select the *Database* and *Table*.
- 3) From the Database field drop-down list, select the first field to be used in the label (in this example, FNAME), then click the left arrow button to move it to the Label text area.
- 4) Continue adding fields and inserting desired punctuation, spaces, and line (paragraph) ends until the label is composed. Figure 324 shows the completed label.

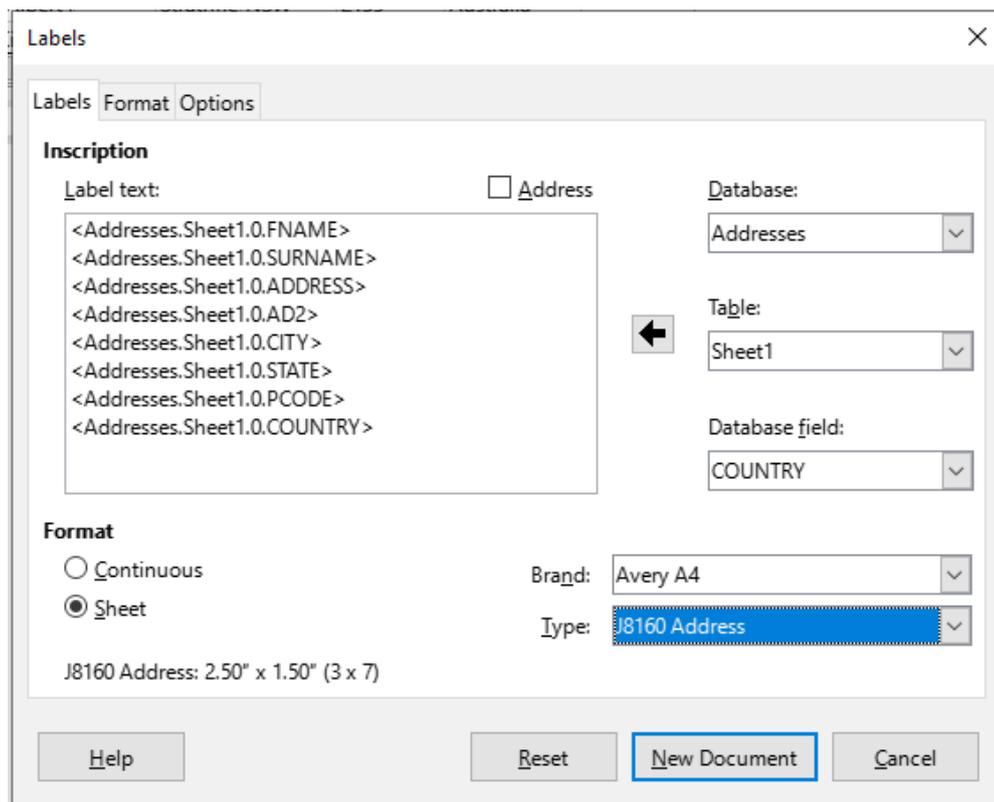


Figure 324: The completed label

On some operating systems, a scroll bar will appear below the *Label text* box and you can see where the paragraph ends are located. On others (as in the example), the fields may appear in a list and you cannot see where the paragraph ends are located. You can check them later in the procedure (Step 8).