



Creating Mailing Labels in Microsoft Access

Now that I have added all of the fields, it is time to add the Trim function to each of them. The Trim function takes on the following format: **Alias: Trim([field_name])**

The alias is used to replace the field name so that it is easier to use when creating the mailing labels. If you do not add an alias Access will automatically create one for you which can be confusing when laying out your labels.

- For the first field in your query, use the format **Alias: Trim([field_name])** I am going to use **First Name** as the alias for *name_pers_first*.

Your first field should look something like this.

Field:	First Name: Trim([name_pers_first])
Table:	
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	
or:	

Now whenever I run my query and view the results the field name of **name_pers_first** will be replaced with **First Name**.

- Continue this process for your remaining fields.
- Enter any criteria that you have for your query. In this example I am going to enter five Student IDs as the criteria in the *numb_stud_id* field.

It is best to always preview the results of your query before beginning to create the mailing labels.

- Click on the **Run** button to run your query.

	First Name	Last Name	Address 1	Address 2	City	State	Zip	numb_stud_id
▶	Pamela	Smith	2840 Woodland Hills Drive	Colo Springs CO 80918		CO	80918	911191200
	Franklin	Crawford	186 Aspetuck	New Milford CT 06776		CT	06776	911191203
	Colleen	Berger	1201 Lauren	Midlothian VA 23113		VA	23113	911191205
	Student	Vislm	987 State Street	State College PA 16801		PA	16801	911191900
	Brian	Smyftxs	112 Shields	University Park PA 16802		PA	16802	911192001

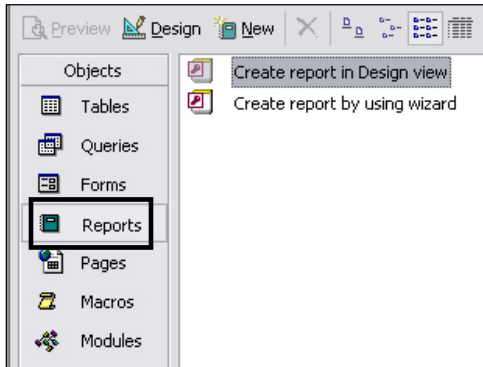
There are a few things to pay attention to when reviewing these query results. First is that the field names have been replaced by the alias' that were entered in the Design Grid. Second, these students' town, state and zip code are all grouped together in the *Address 2* field. Finally, the *City* field is blank. Since the *Address 2* field contains the rest of the address that is needed, there is no need to use the *City*, *State* and *Zip* fields when creating the layout of the labels.

- Save the query as **qry_mailing_labels**

9. Close the query

Using the Label Wizard

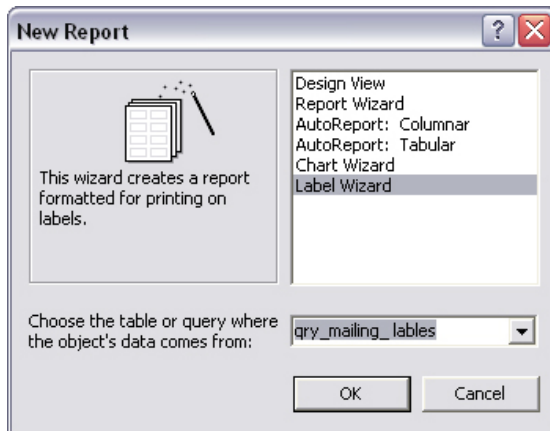
1. From the *Objects Pane* click on **Reports**



2. Click on the **New** button

A Window titled *New Report* will open

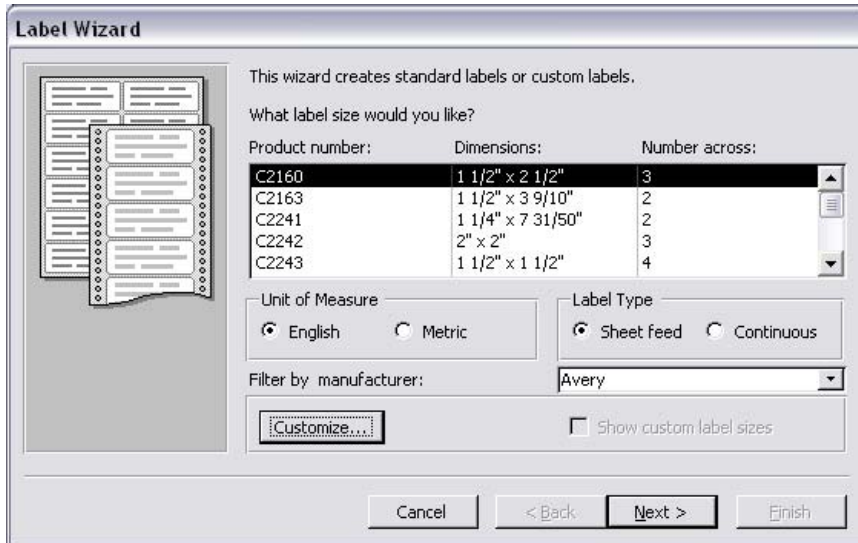
3. Click on **Label Wizard**
4. From the drop down menu choose the query you created in the last section. I will choose the **qry_mailing_labels** query



5. Click **OK**

The Label Wizard will open. The first screen allows you to set the following options:

- The desired label size. The dimensions are specified as height x width.
- The unit measure
- Label Type: Sheet feed or Continuous
- The brand of the label by manufacture



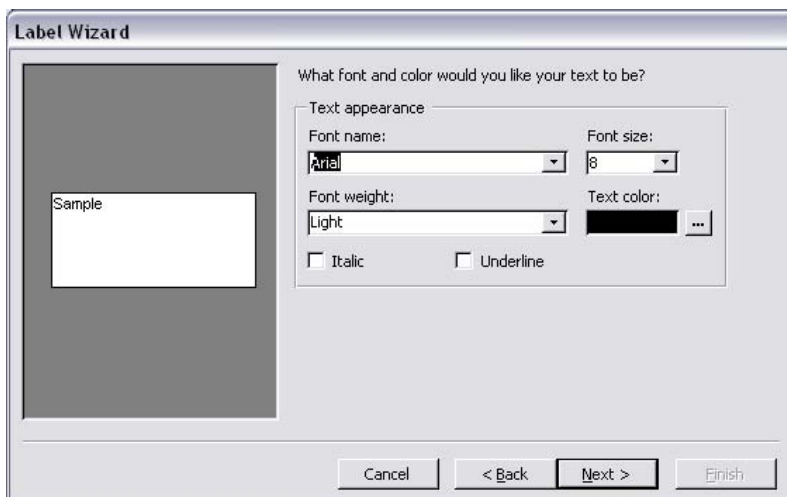
6. Select your desired settings for each of the options

7. Click **Next**

8. The second screen of the Label Wizard will appear

The second screen allows you to set the following options:

- Font name
- Font size
- Font weight
- Text color
- Italics and/or underline

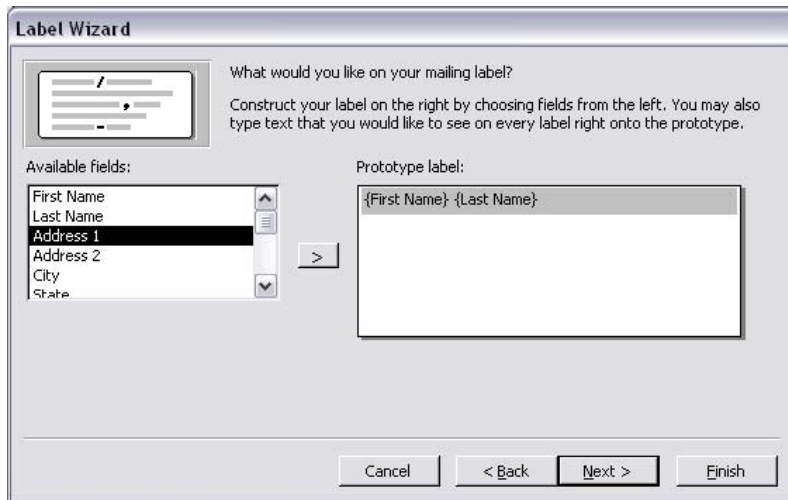


5. Select your desired settings
6. Click **Next**

The third screen allows you to layout your mailing labels.

- To add a field to the label highlight the field and click on the > button
 - To delete a field highlight the field and press the **Delete** key.
 - To move to the next line on the label press the **Enter** key
 - Add spaces, punctuations and other characters as needed when laying out the labels
7. Click on the first field that you want to add and click on the > button. In this example I am going to add the **First Name** field to the label first.
 8. Press the space bar to add a space after the first field you added to the label
 9. Highlight the second field that you want to add to the label and click on the > button. I will add the **Last Name** field.

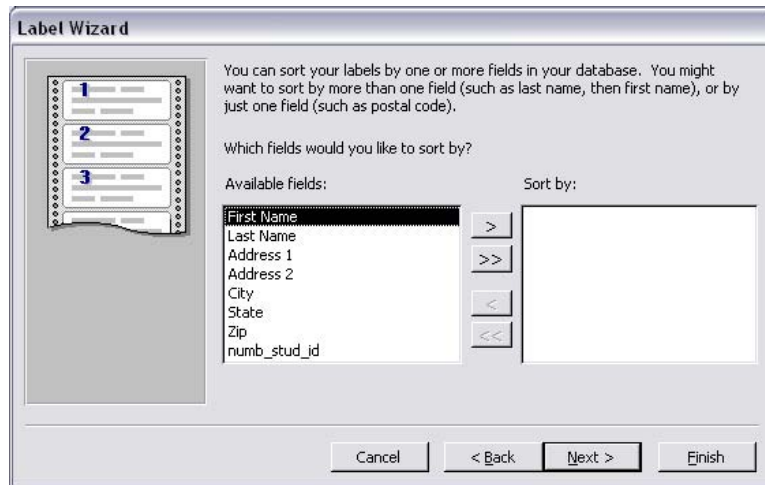
Your screen should similar to this:



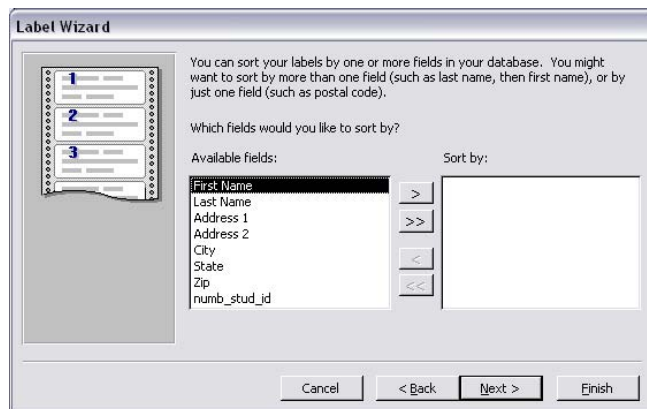
10. Press the **Enter** key to move to the second line of the label
11. Click on the next field that you want to add to the label and click on the > button. In this example I am going to add the **Address 1** field to the label.
12. Press the **Enter** key to move to the third line of the label

13. Click on the next field that you want to add to the label and click on the > button. As we saw earlier the city, state and zip code of each student are listed in the **Address 2** field; therefore this is the last field that I need to add to the label to complete the layout.

14. When you are finished adding fields to the label click on **Next**.



The fourth screen allows you to select which field(s) you want to sort the labels on.



15. Click on the field that you want to sort your labels on then click on the > button.

- To add all field to the *Sort by* box click on the >> button.
- To remove a single field from the *Sort by* box click on the < button
- To remove all field from the *Sort by* box click on the << button

In this example I am going to add the **Last Name** field to the *Sort by* box

16. Click on **Next**

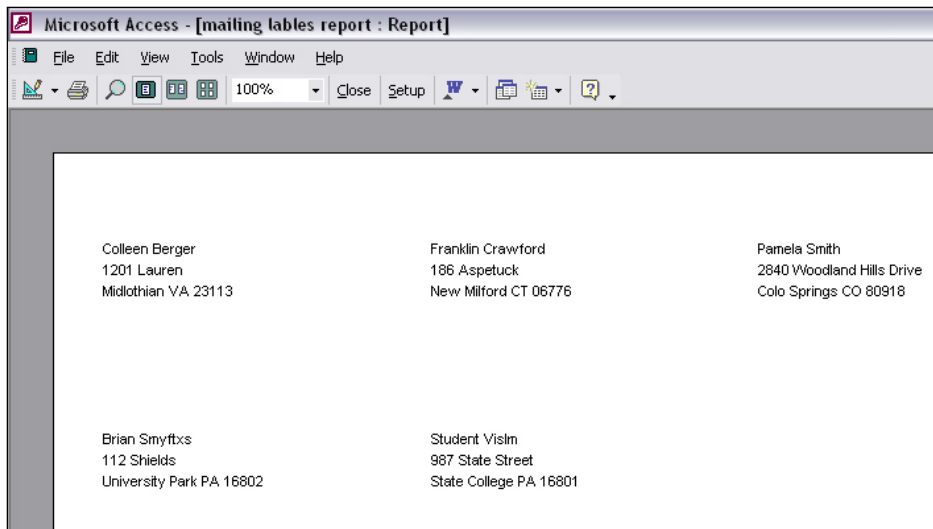
The next screen prompts you to give the report a name.

17. Name the report. I am going to name my report **mailing lables report**.



18. Click **Finish**

A preview of your mailing labels will appear.



19. To print your labels click on the print button.

