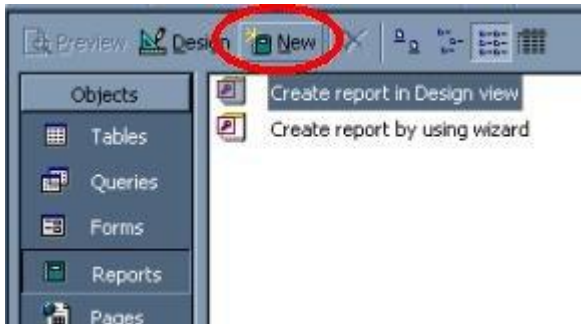


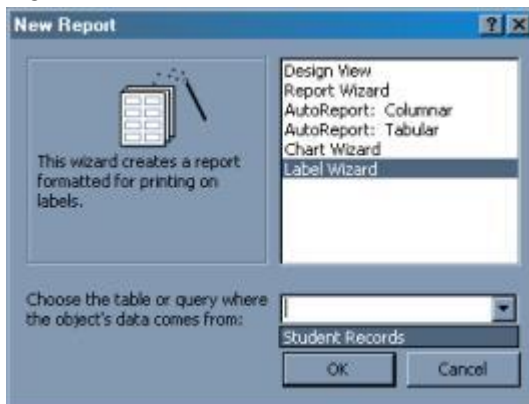
## **Creating Mail Merge Labels using a Wizard**

Microsoft Access lets you create Mailing Labels for your database that you have. To do this do the following:

1. Switch to the Database Window. You can do this by pressing F11 on the keyboard.
2. Click on the **Reports** button under **Objects** on the left side of screen
3. Click on **New**



4. Select **Label Wizard** and the table you would like to get your information from.



5. Click OK
6. Select the layout of your labels
7. Click Next
8. Select the font size and color you want on each label
9. Click Next
10. Select how you want your label to look
11. Click Next
12. Select how you want your labels sorted
13. Give your label report a name and preview it