

Make Mailing Labels using AppleWorks Database by Cindy O'Hora

One common use of a database is to make mailing labels. In the past, making professional looking labels was a complex process. AppleWorks 6 has streamlined that process considerably with the Label assistant.

About labels:

There are MANY kinds of labels. They come in a wide variety of sizes. Knowing that size is critical to effectively using the Label Assistant. You'll still need the size if you do not use the assistant. So go buy labels.

On each label package there is a brand name and number. For example: many home computer folks use Avery® 5260 labels for card mailings. Their dimensions are 1" by 2 5/8". You are not restricted to that brand or size. Choose the kind that meets your needs and customize the labels in AppleWorks to fit them. You should also pay attention to which kind of printer the labels are to be used in. Ink on laser labels may smear easily when run through an inkjet printer.

For these directions, we are using Avery® 5260.

1. Open your AppleWorks database.
2. Go Layout ... New Label Layout. This will activate the Label assistant.
3. You'll see a welcome dialog. Click Next.
4. Leave the setting Avery labels. Click Next.
5. Use the pop-up menu to tell AppleWorks which Avery labels you are using. (See why I told you to go buy them first?)
6. You are asked to choose the number of lines that fits the largest address in your database. If you have 4 lines because you have a person's name and then a business name line select 4. I'm choosing 3 lines.

7. Select the Fields

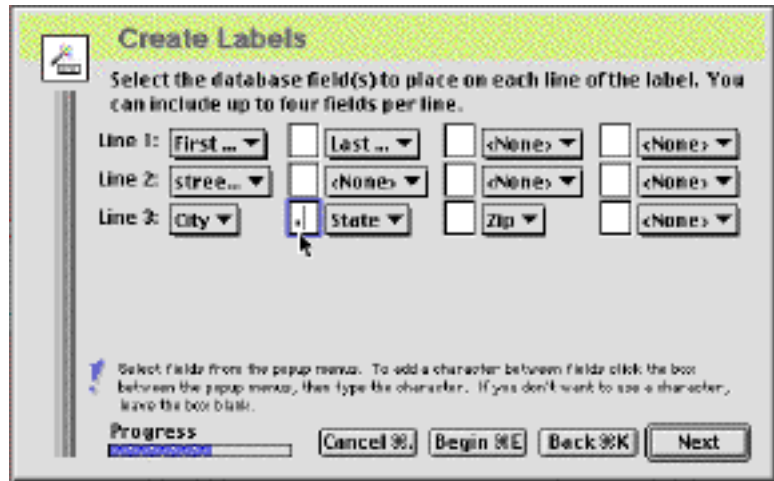
Line 1: Use the pop-up menu to choose the first name field. In the blank box enter a space. This will put a space between the first and last name. If you do not, they will flow together with no space on your labels. CindyO'Hora YUCH!

Select the last name field in the second pop-up menu in line 1.

Line 2: Select street address.

Line 3: Select City. In the blank box enter a comma followed by a space. Select State. Enter a space. Then set zip.

Click Next.



8. Set the font, size and style of your labels. Make wise choices. You want the labels to be readable by sorting machines. An address label using a font that is animals contorted into letter shapes may be thematically perfect for your child's zoo birthday party. But it will not be well received at the post office. Save it for the return address labels.

Size is also important. If you have 4 lines you may find that larger font sizes like 14 or 16 push letters out of sight on the labels.

Click Next

9. Name that layout - AppleWorks prompts you to name it Avery 5260. That is a good idea. In a year, that name will remind you of what type labels this layout needs. Click Next. Click Create.

When you exit the label assistant you'll see the new layout you have created. It will show only the selected fields. You'll note that the records in this layout are still running down the page. To view the database in "label layout". Go Window .. Page View. Now you should see the records in labels move across the page from left to right and then down to the next row. That is the pattern they will follow when printing. Go Window and unselect Page View to return to a linear view.

Changes in your database

Hold down on Layout in your menu bar and look at the bottom of the menu. You'll note that you now have two layouts for this database. To return to your original layout choose Layout 1 or the appropriate title in your list.

The label assistant has added fields to your database. They create the outcomes that the CONCAT function used to do in earlier versions of AppleWorks. They bring together the fields and spaces that give a professional appearance to your labels. You can see them by going Layout .. Define Fields. They should be at the end of the fields list.

Caveat: If you remove the new fields, you eliminate them in your label layout. It would only be prudent to remove them if you are eliminating that label layout. On the other hand, if you made mistakes in your label layout (did not put the blank spaces) you could eliminate these fields and start anew using the assistant.


 **Check that the layout's margins will fit the labels when printed on your printer.**

To avoid wasting expensive labels: I print one draft of the first 4 records of the labels on plain paper. Once printed, I hold it up to a bright light or sunny window with the label sheet behind the plain paper. I can see if the printed area will be within the margins of the labels.

I usually do this by selecting only the first 4 records and "hiding" the rest. Only the first 4 record's labels will test print on the paper. This saves ink. If you do not do that, you could accidentally print the entire database. UGH!

Another option if you do not know how to Select .. Hide is to set the printer command to only page 1. It will then print the first 30 records and stop.

To adjust the margins: Go Format ... Document. Now adjust the outside margins as needed. Be careful. Small changes can make a big difference. It can help to consult the owner's manual of your printer for the printable area defined for labels.

 **If you live in a one computer/printer household** - avoid confrontation by printing major projects like 400 mailing labels in batches. When you set the print command tell it to print pages 1- 2. Once that is done - print pages 3-4. Now someone else can print their major report or letter between batches.

★ **Want to add an image to your labels?** Go Layout .. Layout. File .. Insert or Copy ..Paste. Images added in Layout will appear in every label.

★ **Haste = Waste**

Take care to load your label sheets correctly in the printer. It can be very disappointing to print on the back of the sheet! Not that I've ever done that! Oh no, pas moi..

Be sure to check out my [redundant labels tip](#) for more projects harnessing labels.

"Not all of us have to possess earthshaking talent. Just common sense and love will do." --
Myrtle Auvil

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