

MSWorks Labels

You can use these Labels as Name tag, Membership Labels, etc. They don't have to just be used for mailings. It's a good idea to purchase the particular label card stock or label peeloffs before creating the label. Then you can select to use the size label by the form # on your box of labels.

Example: If you buy Avery # 5620, then when you're selecting the Label product and style, you would select Avery # 5620.

On the Tools menu, click Labels.

- or -

Use the Works Task Launcher to start a labels task.

In the Labels dialog box, click Mailing labels.

Click OK.

The Label Settings dialog box appears.

Under Printer Information, select the printer you are using.

Under Label Information, select the label product and style.

- or -

Create a custom label.

Works opens a new label document and displays the Open Data Source dialog box.

Click the data source in mail merge, a file that contains fields such as names, addresses and other information that are merged into a document you want to use.

The Insert Fields dialog box appears.

In the label area of the document—the area that is not grayed out—click where you want to insert a field a column in List view that shows a category of information, such as a serial number or purchase date.

In the Fields list, click the type of field you want to add to the document.

If you're using the Address Book as the data source, you can click Address Block to insert both the name and address in a single step.

Press Insert.

For each field you want to insert, repeat steps 8 through 10.

Add any spaces, punctuation, and paragraphs to the label document.

For example, type a comma and a space between the field codes for city and state.

In the Insert Fields dialog box, click View Results.

To move between labels in the document, click the arrows in the View Results box.

When you finish inserting fields, click Close.

After you close the Insert Fields dialog box, you can view the labels by pointing to Mail

Merge on the Tools menu, and then clicking View Results.

On the File menu, click Save.

In the File name box, type a name for the label document.

Click Save.

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