


ADDRESS LABELS

The recipe for getting them right first time....



FIRST 'CATCH' YOUR ADDRESSES

- ▶ This is the tedious bit
 - ▶ If you do not already have a Contacts list you can use then you will have to type them all into some program
 - ▶ If you have a Contacts list in an email program you should be able to use that providing you have stored street addresses as well as email addresses
 - ▶ You can export most Contacts lists to a separate file – choose to make a .csv file (or a .xls file if that is an option)
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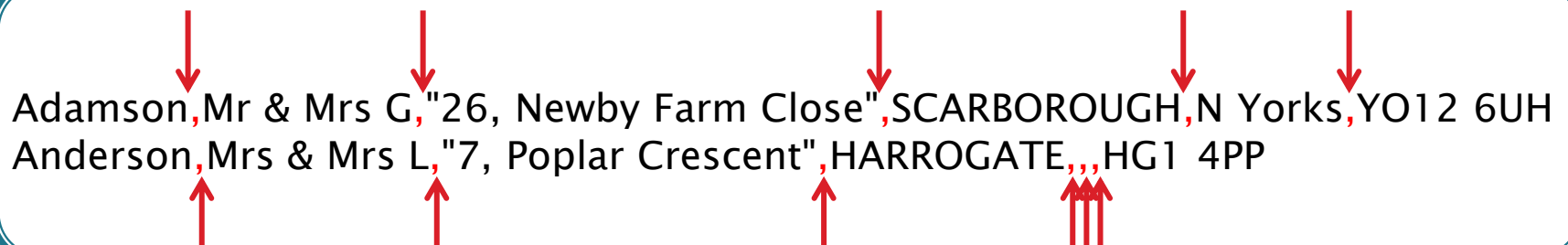
CSV files

- ▶ CSV stands for 'Comma Separated Values'
- ▶ If you look at a .csv file of addresses in a text editing program rather than the program you made it in this is what you will see:

```
Adamson,Mr & Mrs G,"26, Newby Farm Close",SCARBOROUGH,N Yorks,YO12 6UH  
Anderson,Mrs & Mrs L,"7, Poplar Crescent",HARROGATE,,HG1 4PP
```

The anatomy of the file


- ▶ Each entry is separated from the next by a comma (I have marked them in red)
- ▶ If there is no data in a field then there is just a comma
- ▶ If the field contains a text comma as part of the data that data is put in inverted commas



Adamson,Mr & Mrs G,"26, Newby Farm Close",SCARBOROUGH,N Yorks,YO12 6UH
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The diagram illustrates the structure of a CSV file. Red arrows point to the commas that separate the fields in each entry. For the first entry, arrows point to the commas after 'Adamson', 'G', 'Close', 'SCARBOROUGH', 'N Yorks', and '6UH'. For the second entry, arrows point to the commas after 'Anderson', 'L', 'Crescent', 'HARROGATE', and '4PP'. Additionally, three red arrows point upwards to the inverted commas that enclose the text '7, Poplar Crescent' in the second entry, demonstrating how a comma within a text field is handled.

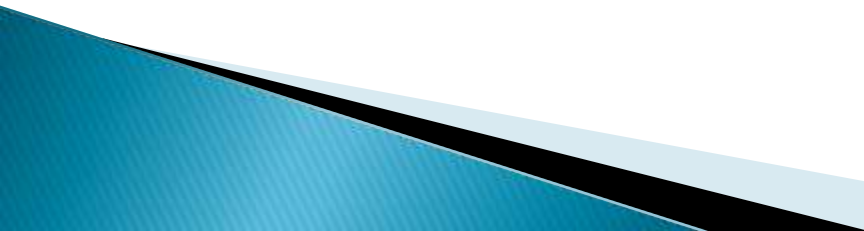
Programs you could use

- ▶ Microsoft Works database
 - ▶ Microsoft Office Excel – spreadsheet program
 - ▶ LibreOffice Calc –free spreadsheet program
 - ▶ Almost any other simple database or spreadsheet program
 - ▶ A dedicated contacts storage program
 - ▶ The contacts part of an email program
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IMPORTANT NOTE

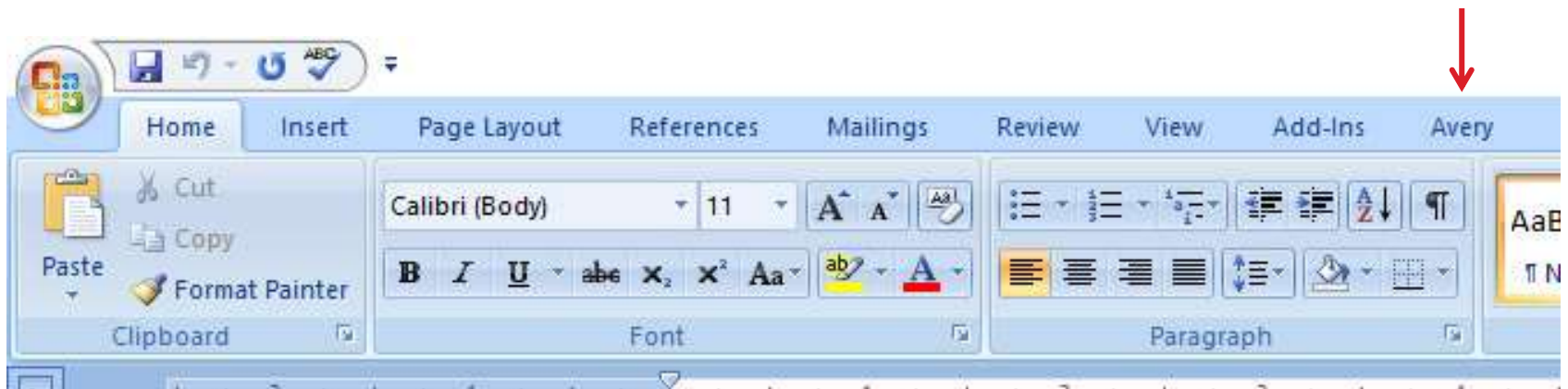
- ▶ If you are using a spreadsheet program you must add a row of cells at the top of the sheet giving the titles of each column
- ▶ For example:
Title | Initials | Surname | Address1 | Address2 | Postcode
- ▶ This is so the label program knows which information to put in each section

The story so far

- ▶ You have typed all your addresses into a program you know will allow you to export the data as a .csv file (or .xls)
 - ▶ Before you start, check the 'File' Menu for an option which says 'Export' and that this option includes the .csv file type (or .xls)
- or you may waste a lot of time
 - ▶ Type 'em all in and export the file
- 

Two free ways to print the labels

- ▶ The company 'Avery' which produces labels has some free software using .csv (and other) files
- ▶ This makes the job of using Microsoft Office super easy
- ▶ The software adds an 'Add-In' to Word as a new entry on the Menu list:



- ▶ Click on this Menu item and you see this:



- ▶ Click on that and you see this:



Follow the prompts

- ▶ First select your label type and orientation – and click ‘Next’

Select an Avery Product

1. Select an Avery product
2. Choose the sheet orientation option

HELP ?

Select your Avery product:

Product number or description: Search

Product category: <All product groups>

| Product No. | Description | Size | Colour |
|-------------|--------------------------------|---------------|--------|
| L7112 | Bag Toppers with Bags | 137 x 48 | White |
| L7115 | Removable Price Labels | 26 x 16 | White |
| L7116 | Removable Wall Signage | 190 x 275 | White |
| L7117 | Self-laminating Window Signage | 170 x 257 | White |
| L7119 | Glossy Clear Product Labels | 63,5 x 42,3 | Clear |
| L7120 | BlockOut Product Labels | 35 x 35 | White |
| L7121 | BlockOut Product Labels | 45 x 45 | White |
| L7122 | BlockOut Product Labels | 80 x 35 | White |
| L7123 | Removable Signage | 199,6 x 143,5 | White |
| L7124 | Removable Signage | 210 x 297 | White |
| L7125 | Removable Product Labels | 45,7 x 25,4 | White |
| L7126 | Removable Product Labels | 45 x 45 | White |
| L7127 | Glossy Clear Product Labels | 60 Ø | Clear |
| L7159 | Address Labels | 63,5 x 33,9 | White |
| L7160 | Address Labels | 63,5 x 38,1 | White |

Select orientation:

Portrait Landscape

Page layout:

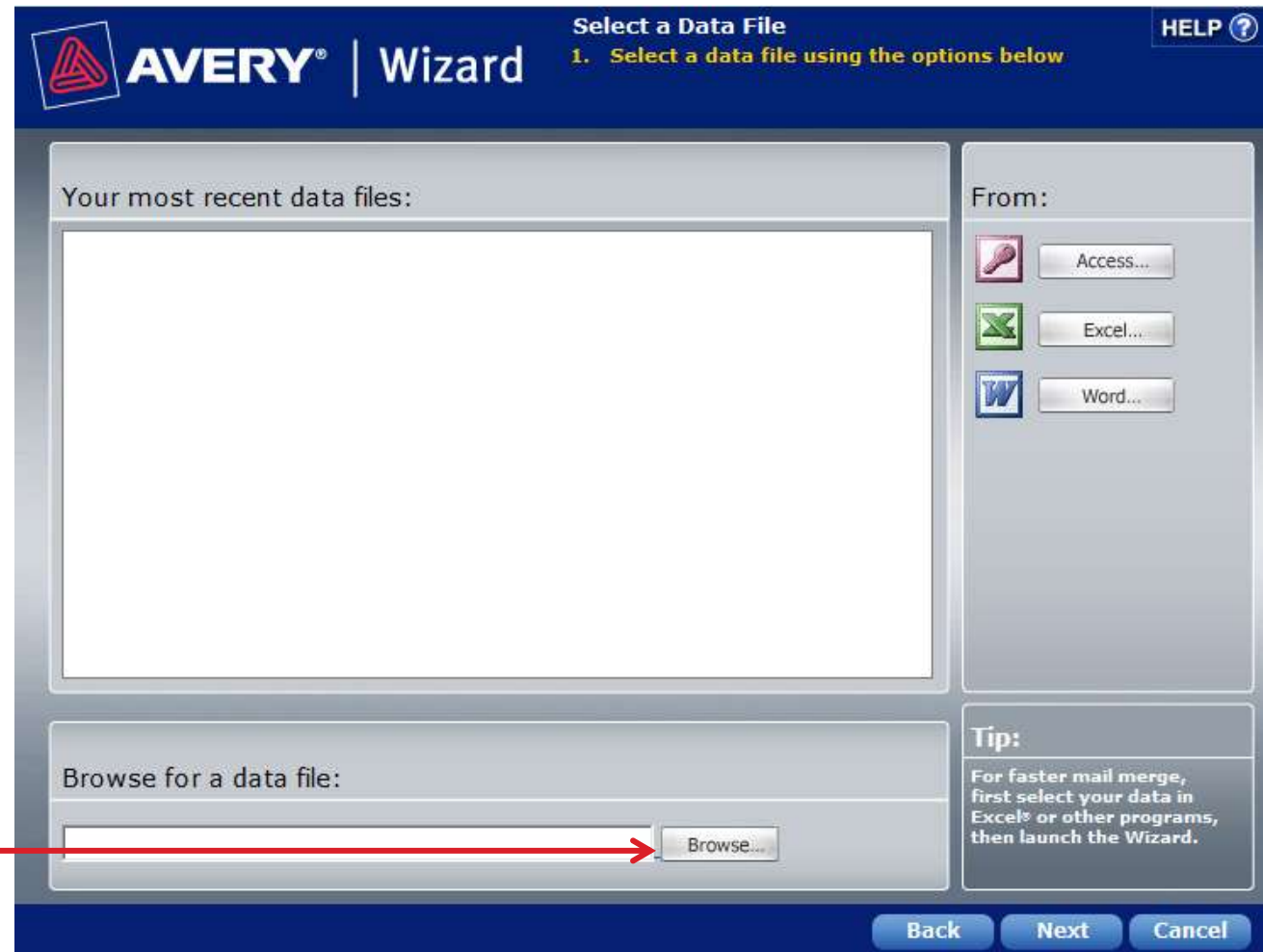
Back Next Cancel

- ▶ I use type L7160 – 21 on a sheet (3 x 7)

- ▶ Choose the Option to
'Merge data from an existing data file'

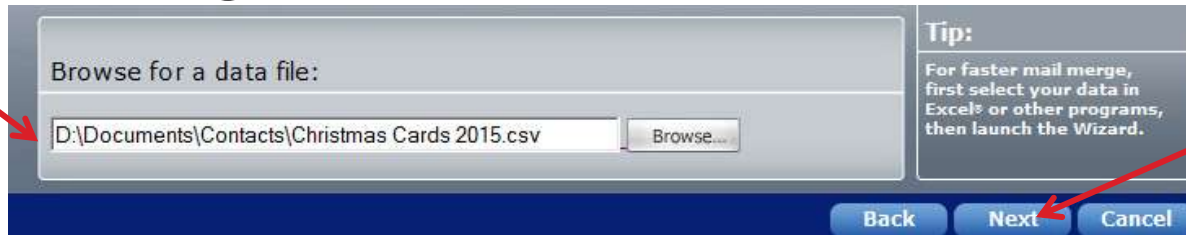


- ▶ Find the .csv file of your data and open it

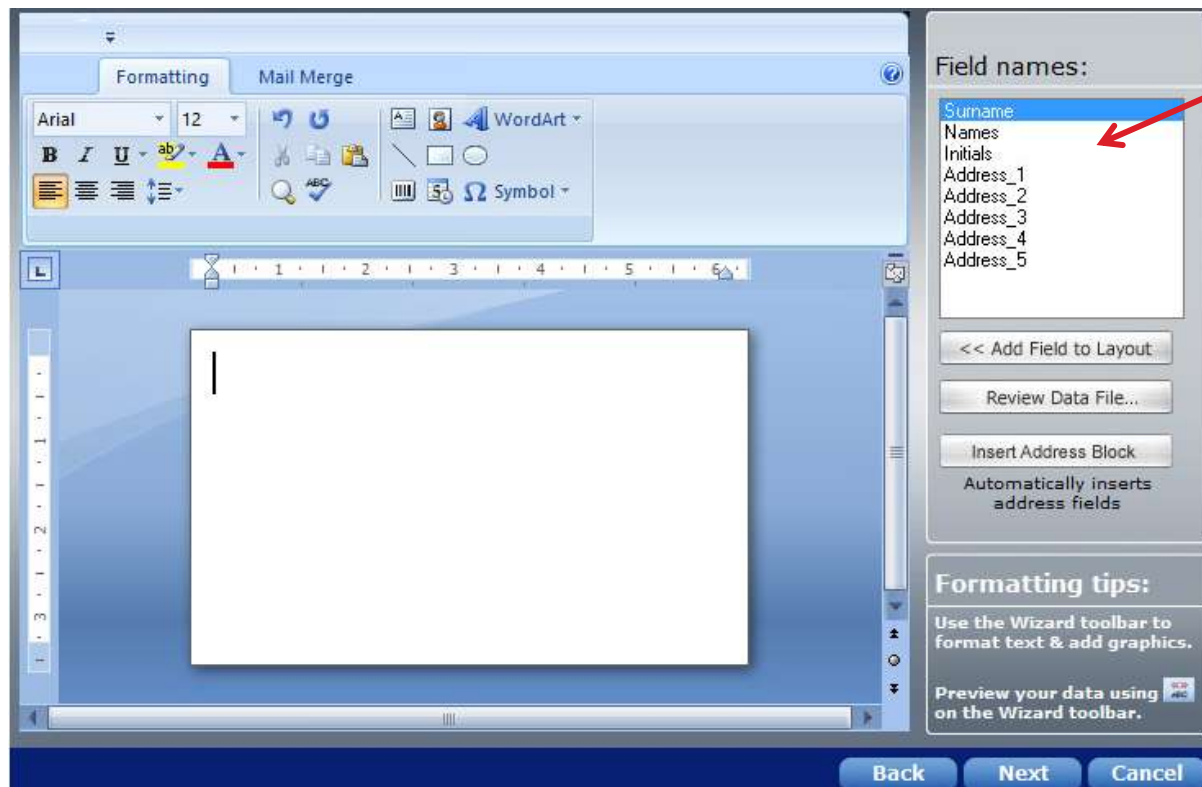


Find file

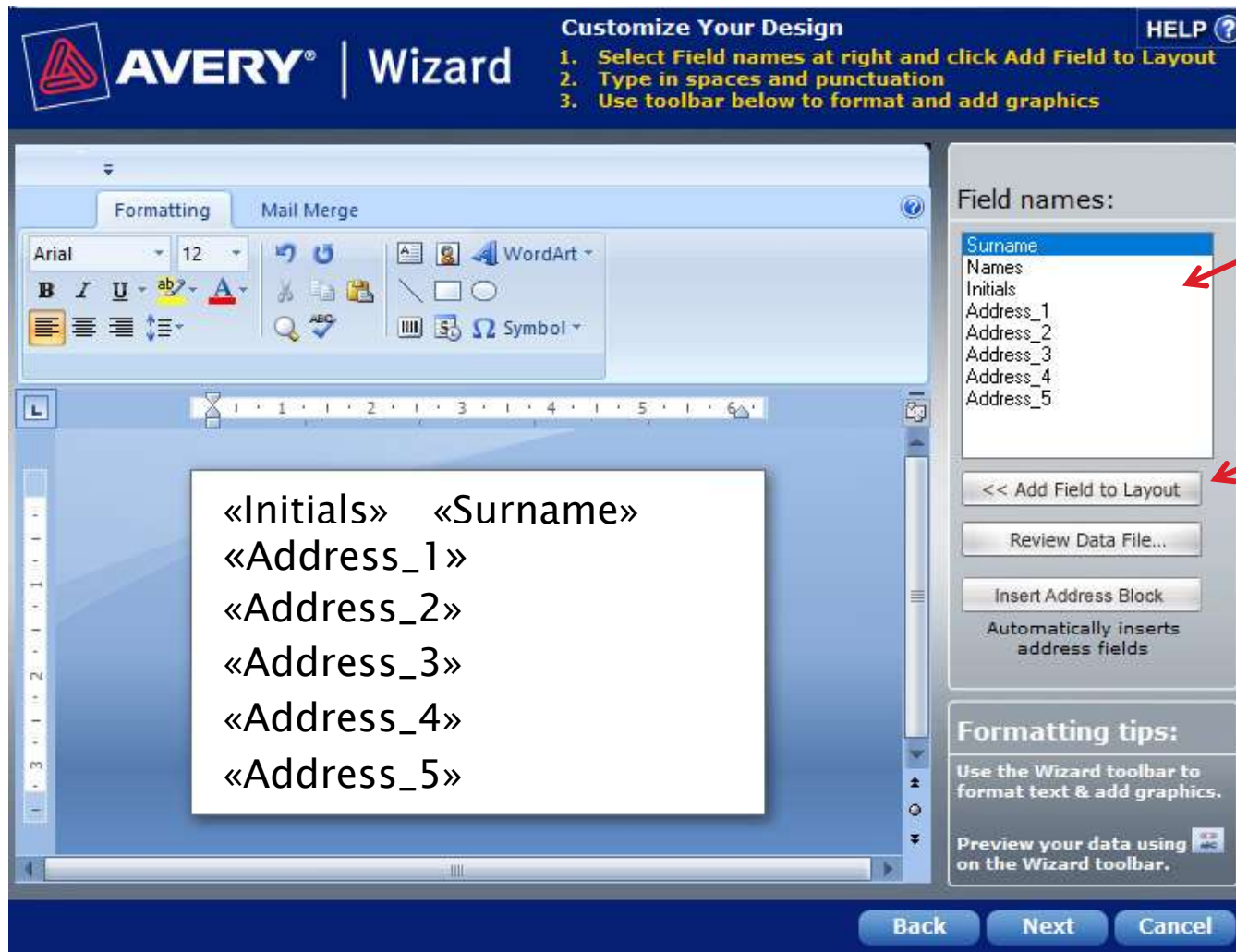
- ▶ Having found your file click 'Next'



- ▶ The field names and a blank label appear



- ▶ Add the fields in the order and in the places on the label you want them to print



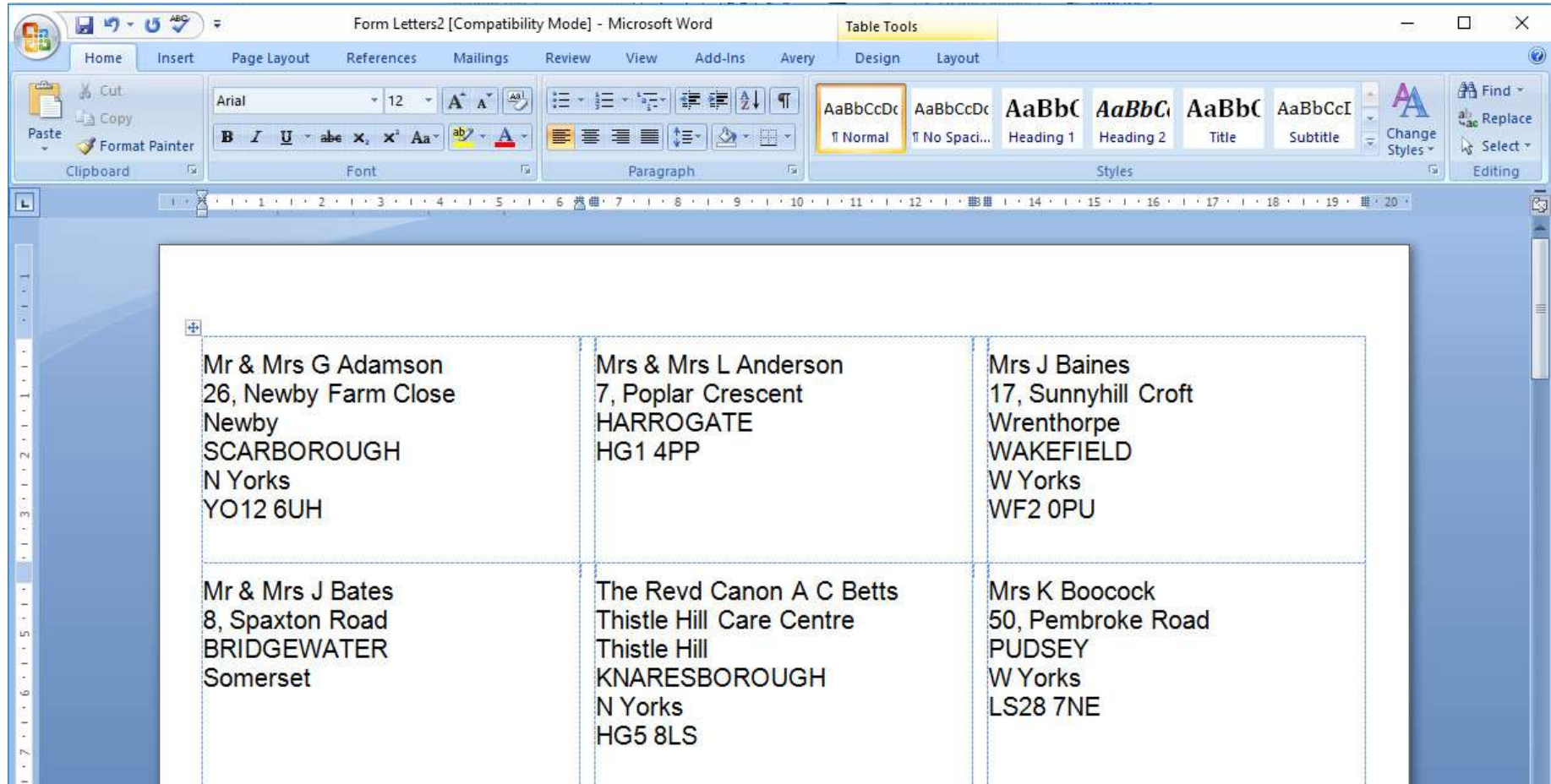
1
2

Press 'Enter' to start a new line

- ▶ Nearly there – just choose how you want the printing done on the label sheet



Back in 'Word' – ready to print



The screenshot shows the Microsoft Word interface with a table containing six address labels. The ribbon is set to 'Table Tools' with the 'Design' tab selected. The table has two rows and three columns. The text in each cell is as follows:

| | | |
|---|---|--|
| Mr & Mrs G Adamson 26, Newby Farm Close Newby SCARBOROUGH N Yorks YO12 6UH | Mrs & Mrs L Anderson 7, Poplar Crescent HARROGATE HG1 4PP | Mrs J Baines 17, Sunnyhill Croft Wrenthorpe WAKEFIELD W Yorks WF2 0PU |
| Mr & Mrs J Bates 8, Spaxton Road BRIDGEWATER Somerset | The Revd Canon A C Betts Thistle Hill Care Centre Thistle Hill KNARESBOROUGH N Yorks HG5 8LS | Mrs K Boocock 50, Pembroke Road PUDSEY W Yorks LS28 7NE |

Load your labels in your printer and go!

Where to get your labels

- ▶ If you buy Avery labels you may have to buy more than you need – 100 sheets perhaps
- ▶ You can get small numbers of sheets from stationers or ‘INKTOPRINT’ (shop near Tesco)
- ▶ Just make sure you know which ‘Avery equivalent’ to ask for – I use ‘L7160’
- ▶ And the Avery Wizard you can download from:
http://www.avery.co.uk/avery/en_gb/Templates-%26-Software

And now for the free way to do it

- ▶ There is a good instructional video on YouTube which walks you through using LibreOffice to compose and print labels

URL:

<https://www.youtube.com/watch?v=7n8Psg8yxPE>

- ▶ Let's watch it - notice how similar this is to the Avery Wizard

THAT'S ALL FOLKS

- ▶ This 'OW2' is now on the Computer page of the CTNA website for you to view and use
- ▶ If you are using it for your Christmas cards:

HAPPY CHRISTMAS