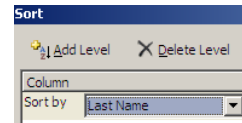
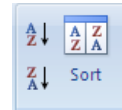
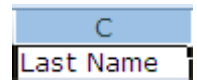
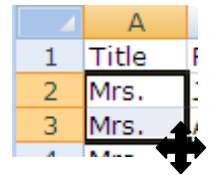


Working with an address list

- Begin by typing in labels in your first row (Title, First Name, Last Name, House No., Street, Town, State and/or any other labels you wish.) (Note: the more specific the labels, the more useful your spreadsheet will be.)
- Fill in your data. Mr. and/or Mrs. titles may be filled in using the fill handle. If you are creating a neighborhood address list, street names, town, state and zip code and also be filled in using the fill handle.
- Save
- Once you have your data saved in your spreadsheet, you may choose to do any of the following:
 - Format your data by choosing the Home tab, clicking on column headings and choosing to align data, left, right or center.
 - Copy and paste it into a new worksheet by clicking and dragging across your data, click the Home tab→copy→click sheet 2→paste
 - Alphabetize your address list by clicking the Column C (Last Name) heading, choosing the Data tab→Sort A-Z→Expand Selection→Sort by Last Name→Sort→OK
 - Organize it numerically by clicking on the Column D (House No.) heading, choosing the Data tab→Sort A-Z→Expand Selection→Sort by House No→Sort→OK



To Create Address Labels

- Click and drag across your data
- Choose the Add-Ins Tab
- Click Avery Wizard→Next→Choose a label size (usually 5260) and fill across or down→Next→Select blank template (or other template) to customize
- Select fields and click the “Add Field to Layout” button to place the fields where you want them (eg. <Title> <First Name> etc.) Use the enter key to place fields on the second and third lines.
- Click Next
- Choose a merge direction, down or across. Print Preview, if necessary
- Click Finish
- Print your labels