

## Computer Bytes – March 2015

*Provided By: Harv Oliver, HANDS-ON Consultations*

Hello Friends & Business Associates –

While we are IT professionals here at **HANDS-ON Consultations**, and most of our work encompasses addressing of personal computer hardware and/or software issues, many of our tasks also include assistance with software applications, at many levels. Relative to that, I wanted to provide some information this time around that is something I believe business or home users can use.

I realize many of you, particularly businesses, may have some form of labeling process already in place. This is for those of you who don't, or are looking for a simpler solution. As you may be aware, ©*Microsoft Office* provides 'mail merge' features that allow you to create labels from documents created in Microsoft applications. This is a usable feature, however, many may find the procedures a bit cumbersome and extensive as I personally do. I'm sharing today about another tool, ©*Avery Design & Print*. Many of you are probably familiar with Avery as they have been leaders in the label world for years. I came across the Avery Design & Print and found after minimal use, I could much more easily generate labels. I also introduced the program/procedure to one of my office assistants, who having never seen, within 15 minutes was creating usable labels.

Firstly, the application is FREE (the price is right!). You can download from the Avery website for PC or Apple systems. Be sure to choose the free option. In starting your labels you can of course simply type in each recipient's information on the label template of your choice in the Avery program and save, building upon the file for all your contacts and future mailings. The really neat part is you can also import from Microsoft Excel. This is particularly helpful to those who already have a contact list in Excel or if you want to start one. The key is to build your Excel file properly. You would want to make row one your 'headers' and align as a mailing label would. For example: Column 1 is First Name, Column 2 is Last Name, Column 3 is Address, etc. You then of course enter your contact information accordingly in the rows under the correct header column. Then, when you import to Avery it aligns properly. The other advantage is whenever you want to update, you update your Excel contacts master file, then just merge again to Avery. Another thing to be aware of is when you 'save', choose the option to save to your computer. The first save option is to save 'online'. No need for that. The Avery tool lets you pick the label type/number so you can buy the size you want and the program adjusts accordingly. This is of course why they provide the tool FREE – so you buy their labels.

As always, we are here to assist. We can give you an intro to this process or guide you with any of your computer operations.

NOTE: These are suggestions only so USE AT YOUR OWN RISK. If you have any questions or concerns, please contact our offices for professional service/guidance.

I hope our suggestions help you in your computer operations. Until next time, don't forget your backups! For more information, contact Harv Oliver, HANDS-ON Consultations, (805) 524-5278, [www.hocsupport.com](http://www.hocsupport.com)