

Lesson 6 -- Google Docs Sheets and Creating Mailing Labels.



This lesson will offer you a video and an example sheet permitting you to create mailing labels. This is a tremendous tool used over the holiday months or any old time. You may also design and create your own return labels. We will provide a video with step by step directions.

- 1) *Create a folder in your google drive and call it MAILING LABELS. Transfer the spread sheet we have listed with address into that folder.*
 - a. *First row of Google sheets has to be column headers.*
 - b. *Your data starts from the 2nd row onward.*
- 2) *Open up new Google Docs. This is the document where you will design your labels.*
 - a. *Click on Add-ons type in Avery (this is a form used in creating labels).*
 - b. *You should discover one listing which is free. Click on it.*
 - c. *If this is the first time you have used this product, Avery Label Maker, you will confirm by click on your email account.*
 - d. *Then click on Avery Label merge – New Merge. It will say working*
 - e. *Choose the product called “Address Labels”*
 - f. *I Normally choose 5160 30 labels 3 rows of 10 (hit select)*
- 3) *It will then ask you which spreadsheet you wish to use. Click on Address Labels.*
- 4) *Click select and a box will appear on the left and the address headers on the right.*
 - a. *Go to the first header that says NAME and click on it. It will move to the box. Click the header in the box so the cursor goes to the next line. Click on Address and it also will move to the box and be on the second line.*
 - b. *Click -- City, State and Zip Code place all on the third line.*
 - c. *When you have all headers on the sheet where you want them click on **MERGE**. Wait a few seconds then click on OPEN.*
 - d. *Your labels will be in a nice neat order. YOU would normally place special label paper in the printer and print this out. Example listed below.*

MR & MRS ADAMS
12 RIVER RD
EUCLID OH 44123

MR & MRS BROOK
345 ADAMS ST
WICKLIFFE OH 44092

MR & MRS CARLS
765 CARTER RD
MENTOR OH 44060

MR 7 MRS DONALD
567 LOYD RD
WICKLIFFE OH 44092

MR & MRS EDWARDS
199 E. 222
EUCLID OH 44123

MR & MRS FRANKS
1111 WHAT ST.
CONCORD OH 44026

MR & MRS GOULE|
5298 STRAWBERRY
WILLOUGHBY OH 44094

MR & MRS HUDACK
234 KIRTLAND RD
KIRTLAND OH 44092

MR & MRS INDIGO
1234 OXFORD DR
CONCORD OH 44026