

## 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 2<sup>nd</sup> 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