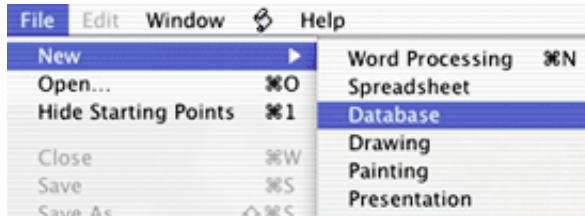




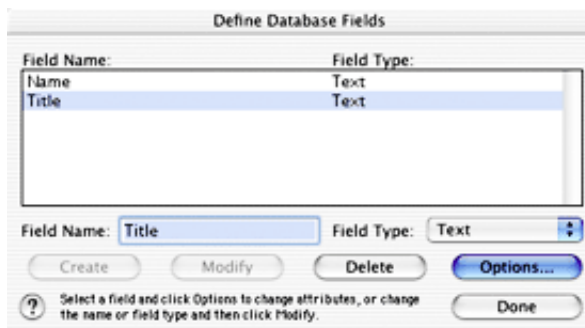
## AppleWorks 6 Creating Printout Labels

### Procedures for Creating Personalized Labels in AppleWorks

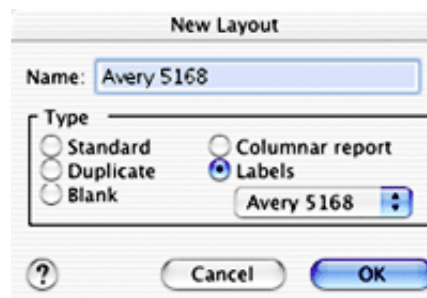
1. Go to the File Menu and select **New>Database**.



2. In the Define Database Fields window, create Field Names according to desired information. When completed, select **Done**.

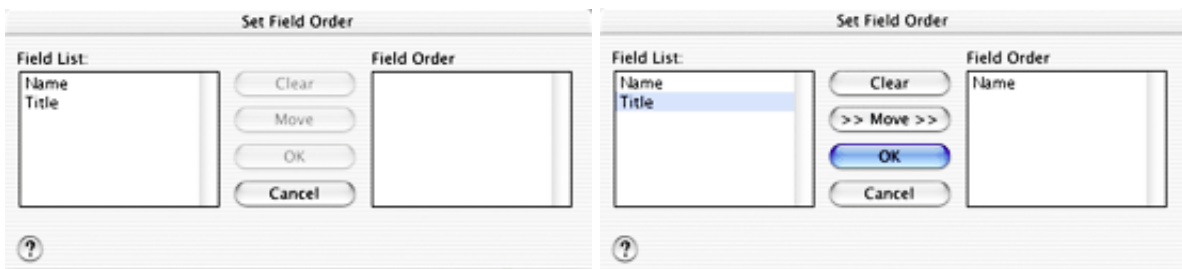


3. Next, go to the toolbar and click on the triangle/ruler icon and select **New Layout**. In the New Layout window, scroll to the proper label type for printing. Select **OK**.



4. The Set Field Order window will now be displayed, highlight the desired fields in the Field List and **Move** them into the Field Order area. When complete, click **OK**.

\* The Field List will display the items which were setup in Step 2.



5. Lastly, press the **List** button located in the toolbar to begin typing values into the designated fields.



**Note-**

Practice printing on a normal sheet of paper to determine if the label layout has been set up properly.

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