FastBase Accounting & Distribution System

Printing Sticky Labels For Customers

The following document is a FastBase user's guide to printing Customer Sticky Labels from FastBase. This process involves exporting a csv file and utilising the mail merge function in Microsoft Word to print the labels.

The processing of the CSV file and the mail merge function mentioned in this document are specific to Microsoft Excel and Word 2003. Other versions of word of excel will also be compatible with some variations.

- Log into FastBase
- Go to Reports -> Labels -> Customer Sticky Labels
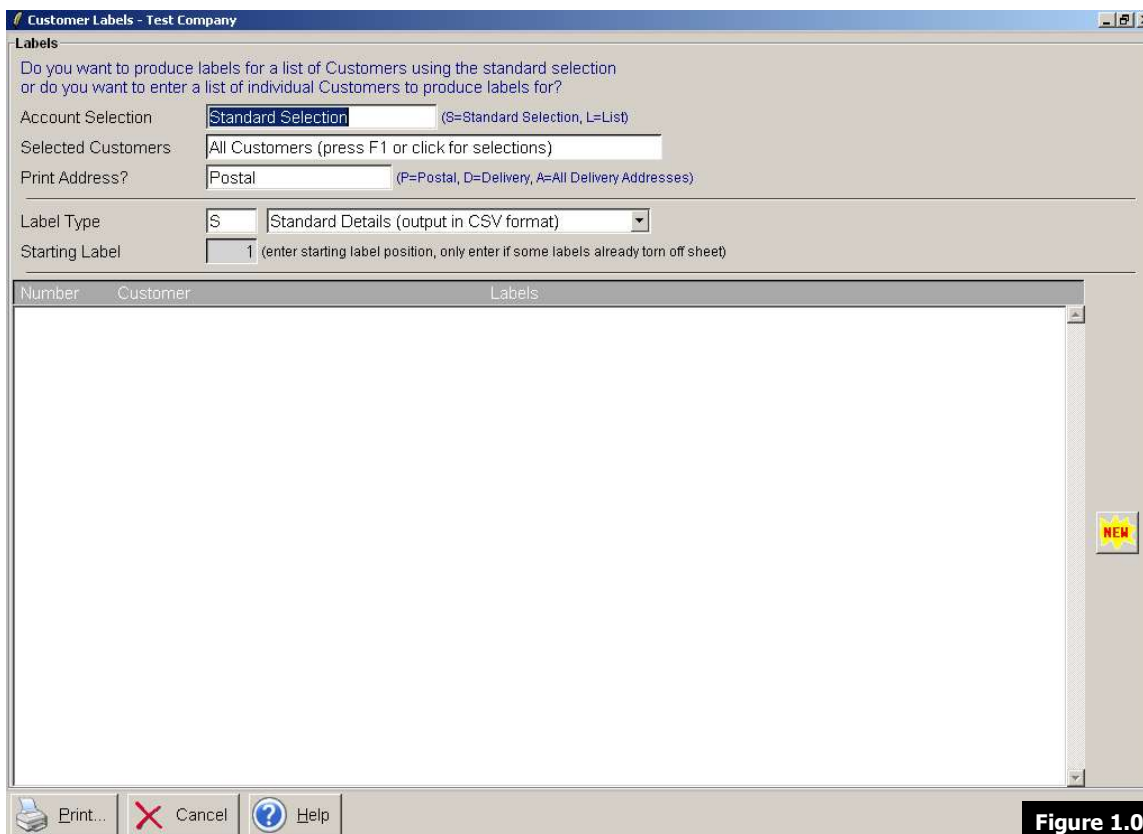- The following screen (Figure 1.0) below should appear

Figure 1.0

- Click or press the F1 key in the "Selected Customers" field (Make your customer selections)
- Set the "Label Type" field to Standard Details (Output in CSV format)
- Click on Print in the screen (Figure 1.0) above
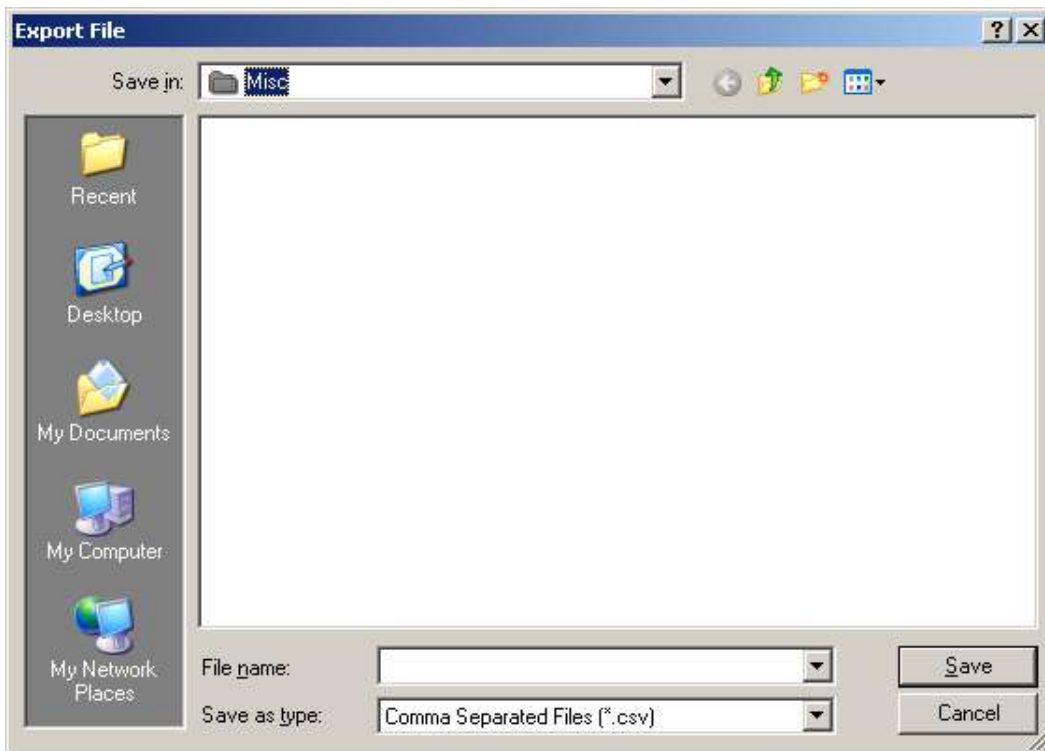- The screen (Figure 2.0) below will appear

Figure 2.0

- Specify the name of the file and the location where the file is to be saved
- Click on Save in the screen (Figure 2.0) above
- The message (Figure 3.0) below should appear

Figure 3.0

- Click OK on the message (Figure 3.0) above
- The message confirms that the output file has been generated and saved to the specified location

NOTE: The above method of producing sticky labels does not print the labels. Instead, it creates a CSV data file which can be be imported into another application (Eg. Microsoft Excel) for processing.

- Launch Microsoft Excel
- Go to File -> Open
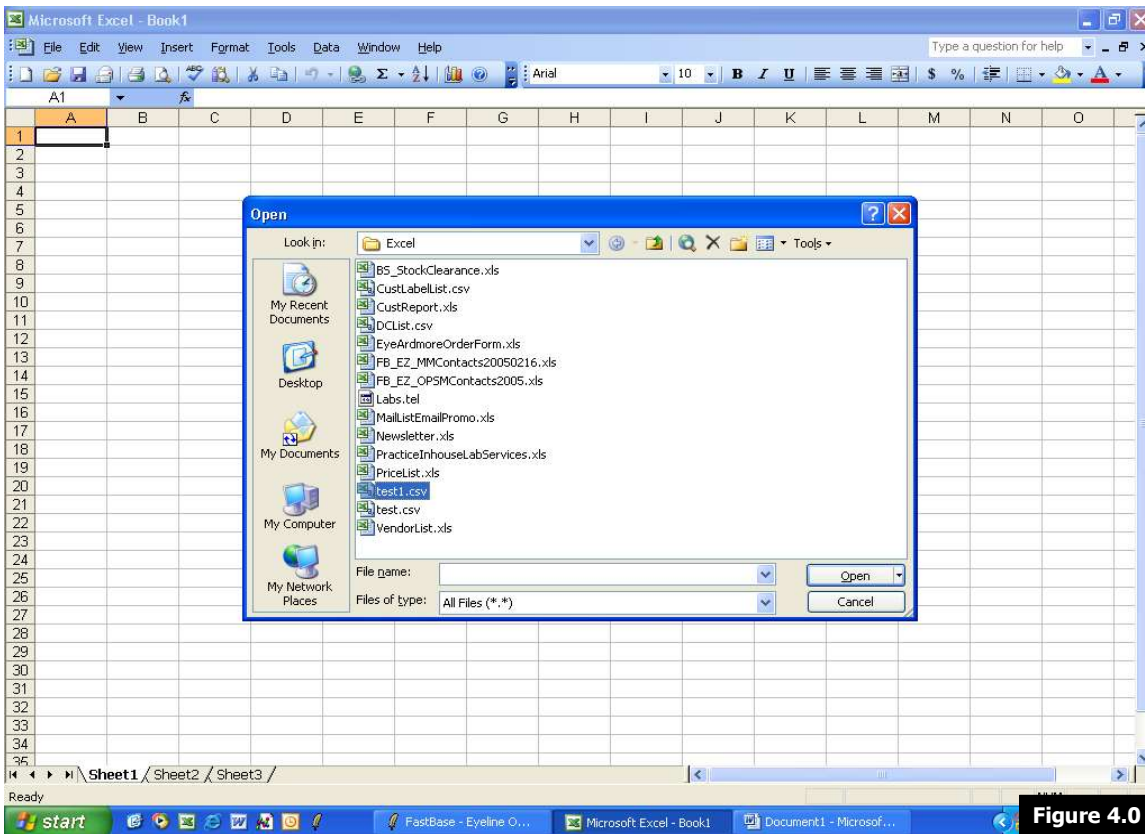- The screen (Figure 4.0) below will appear

Figure 4.0

- Locate the csv file and Click on Open
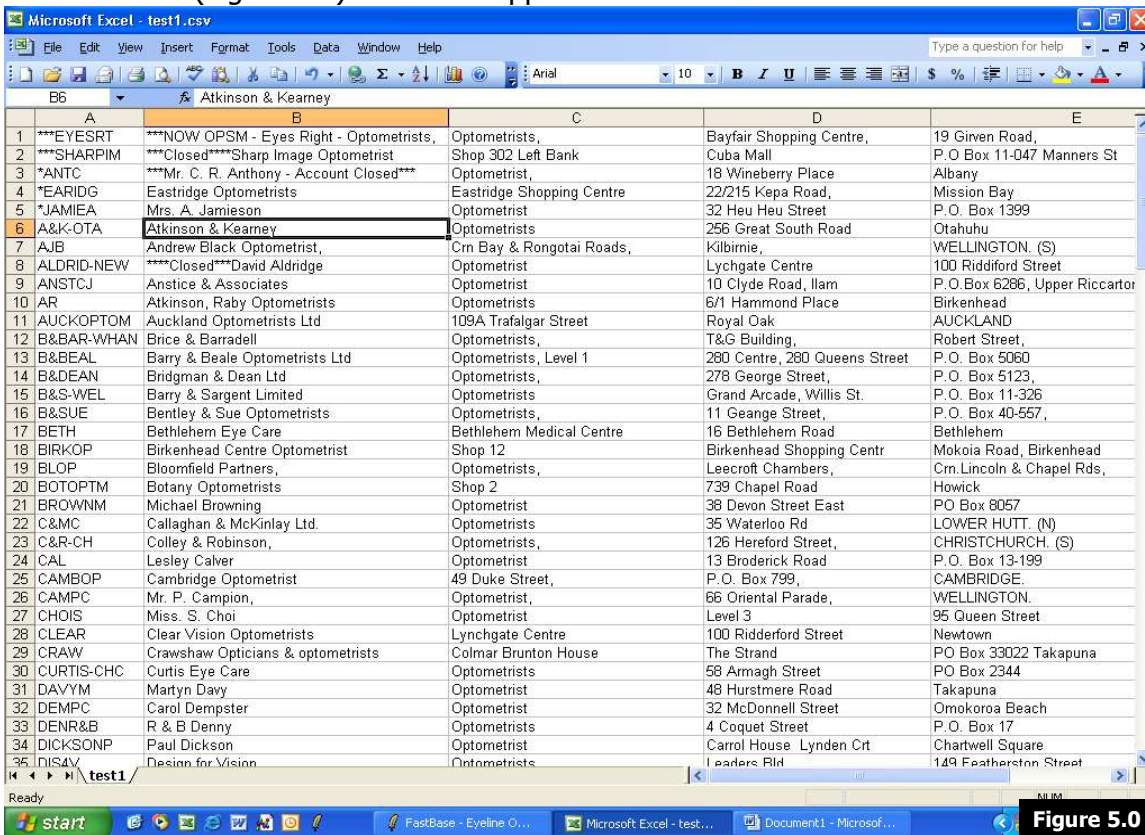- The screen (Figure 5.0) below will appear

Figure 5.0

- Delete the column that contains the customer numbers
- Add a new row above row 1
- Give each column a heading
- Column 1 – Name, Column 2 – Address1, Column 3 – Address2 and so on

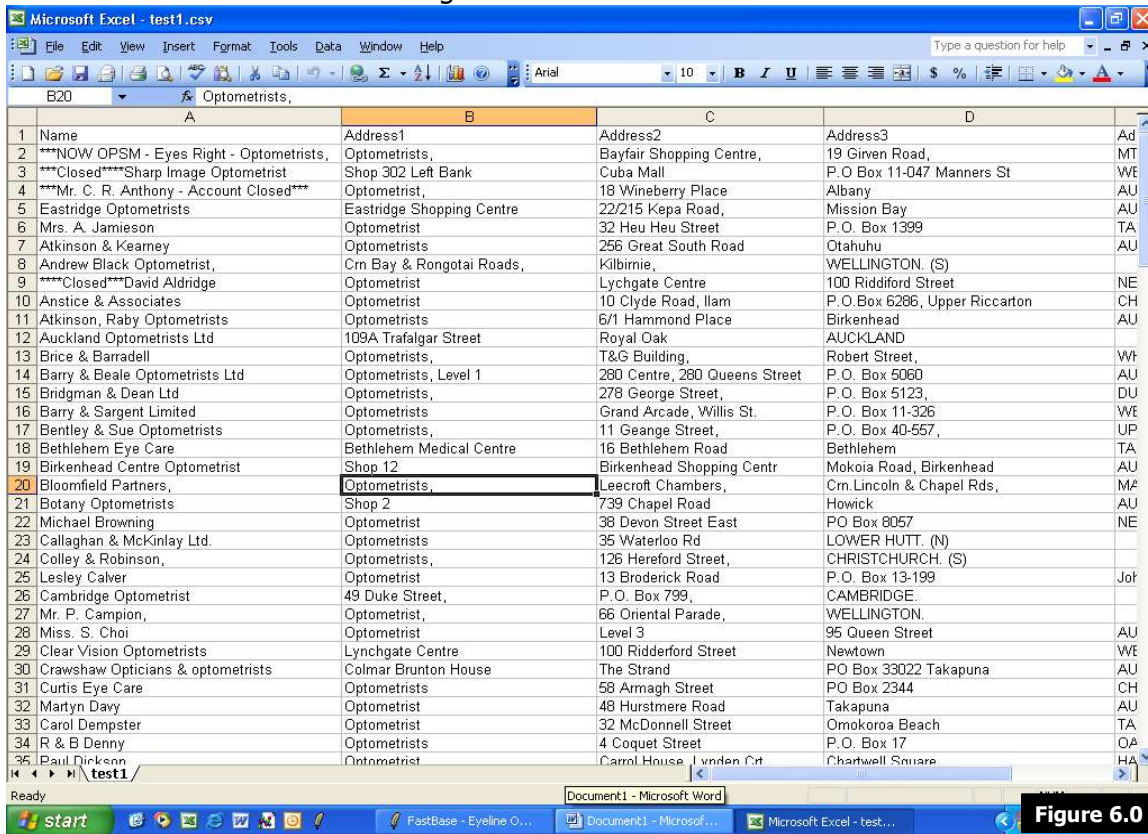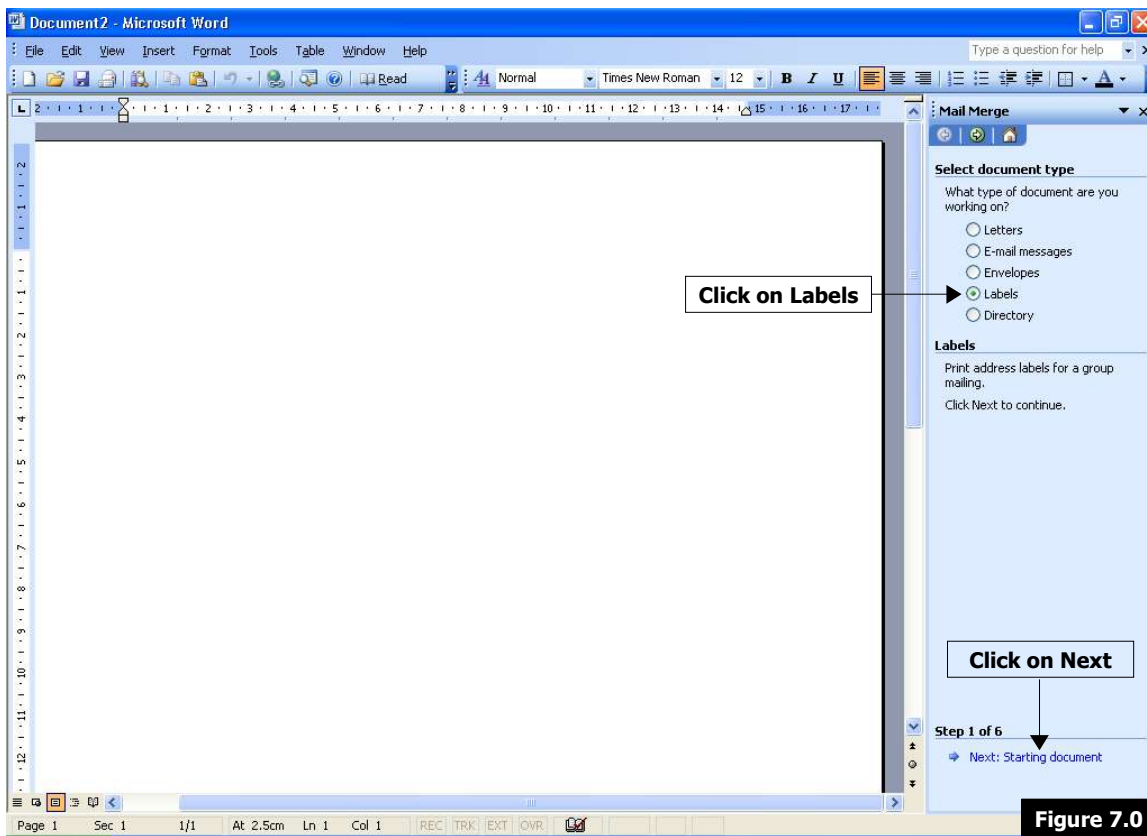- The screen should resemble Figure 6.0 below

Figure 6.0

- Save all your changes and exit Microsoft Excel
- Click "Yes" on all dialogue boxes

- Launch Microsoft Word
- Open a blank Microsoft document
- Go to Tools -> Letters and Mailings -> Mail Merge
- The screen (Figure 7.0) below will appear

Figure 7.0

- Check the "Labels option" as indicated in the screen (Figure 7.0) above
- Click on Next as indicated in the screen (Figure 7.0) above
- The screen (Figure 8.0) below will appear
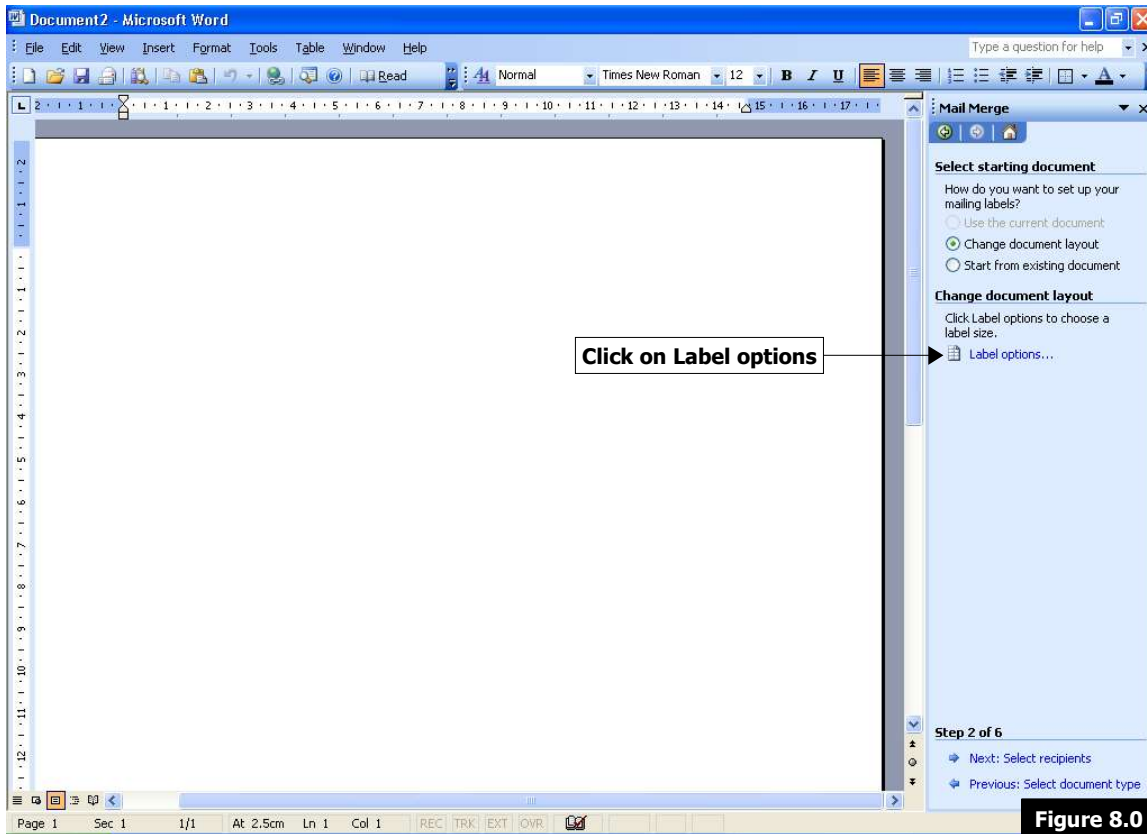
Figure 8.0

- Click on "Label options" as indicated in the screen (Figure 8.0) above
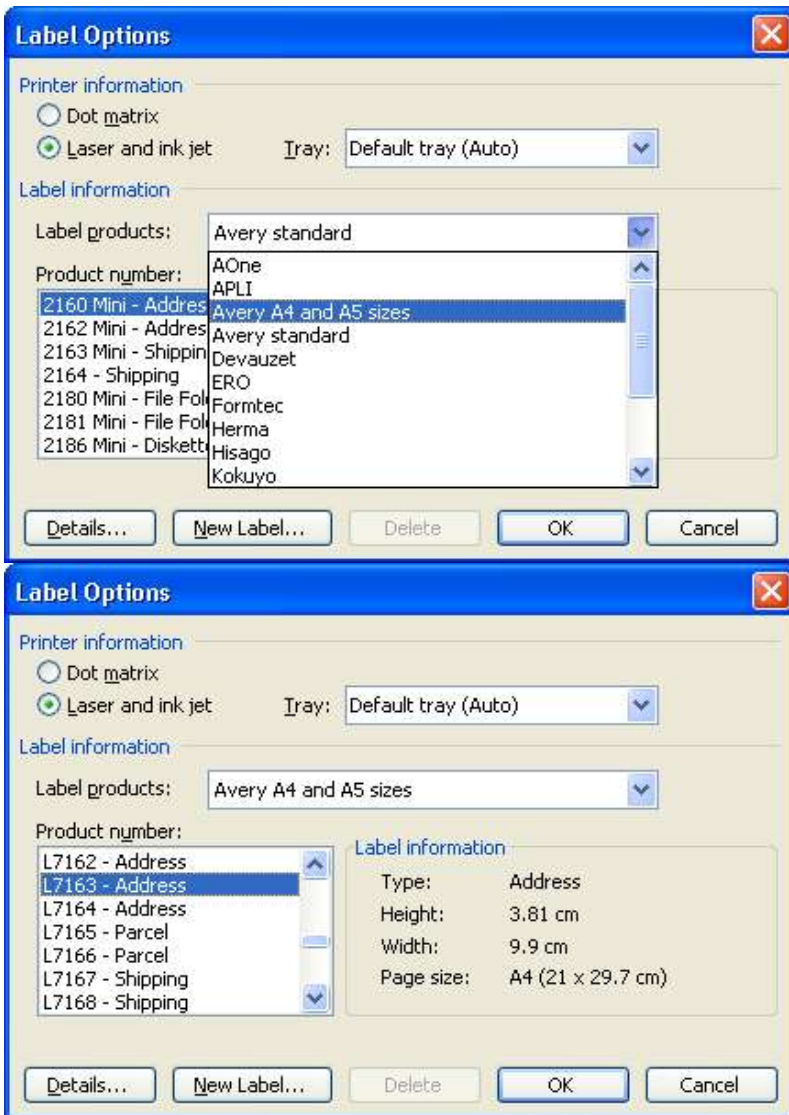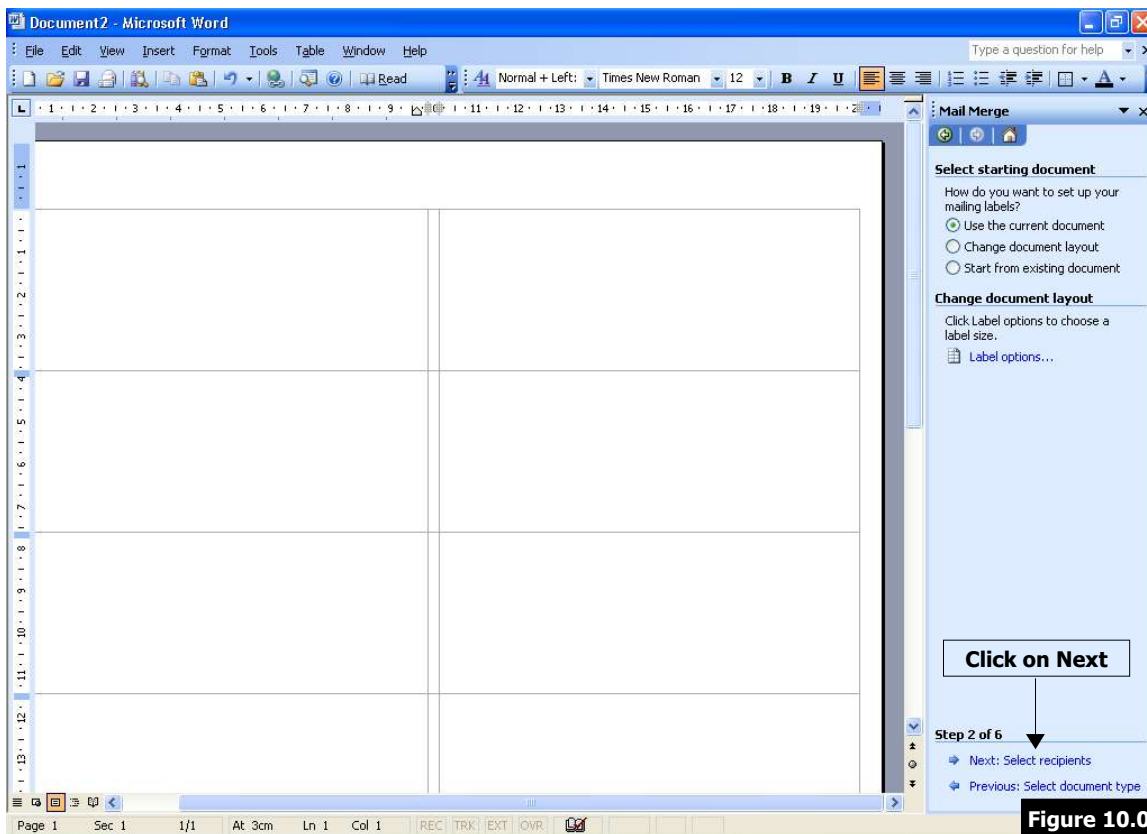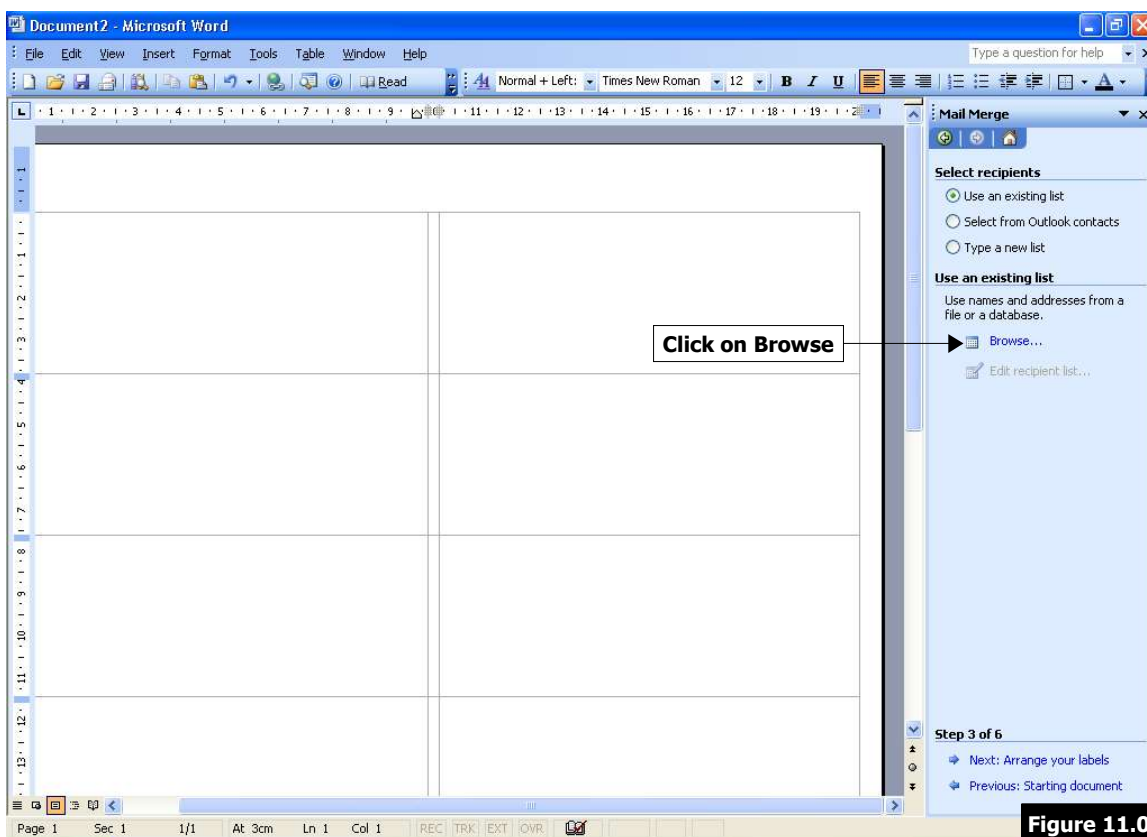- The window (Figure 9.0) below will appear

Figure 9.0

- Select the Printer (Eg. Laser and ink jet)
- Select the Tray (Eg. Default tray (Auto))
- Select Label Products (Eg. Avery A4 and A5 sizes)
- Select Product Number (Eg. L7163 -Address)
- Click on OK in the window (Figure 9.0) above
- The screen (Figure 10.0) below will appear

Figure 10.0

- Click on Next as indicated in the screen (Figure 10.0) above
- The screen (Figure 11.0) below will appear

Figure 11.0

- Click on Browse as indicated in the screen (Figure 11.0) above
- Search for the csv file in the window that appears and open it
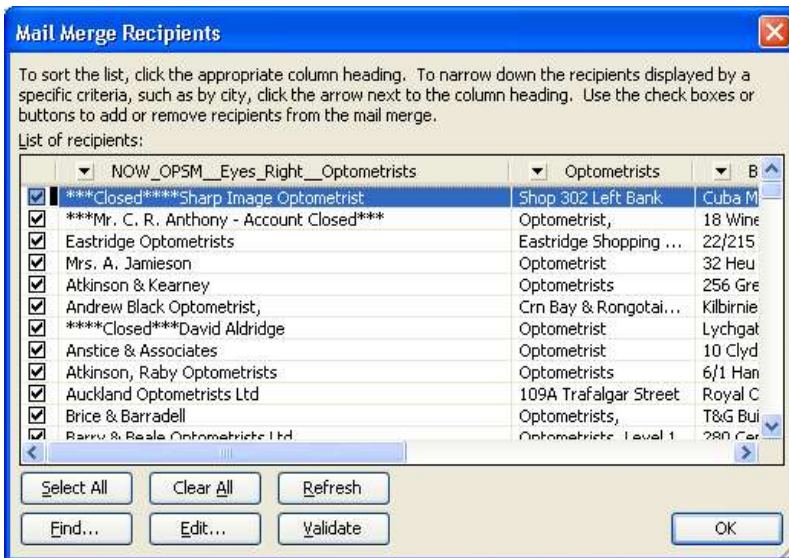- The window (Figure 12.0) below will appear

Figure 12.0

- Click on OK in the window (Figure 12.0) above
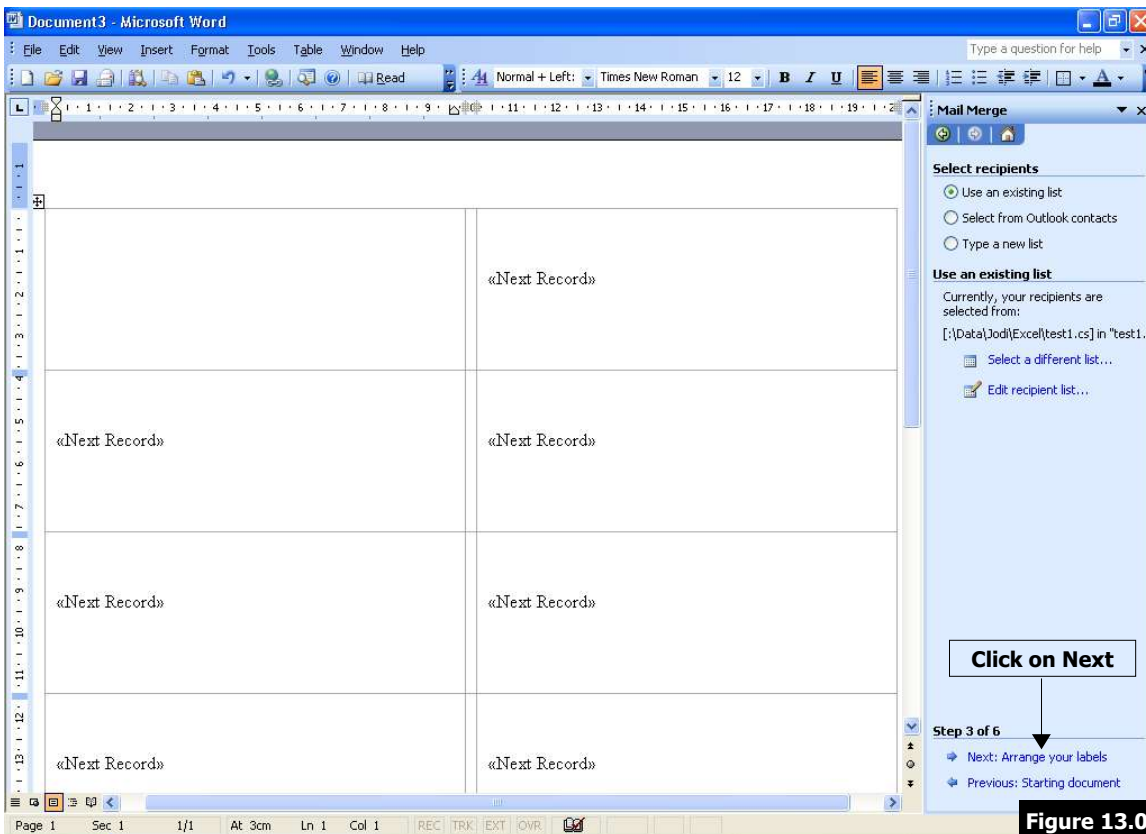- The screen (Figure 13.0) below will appear

Click on Next

Figure 13.0

- Click on Next as indicated in the screen (Figure 13.0) above
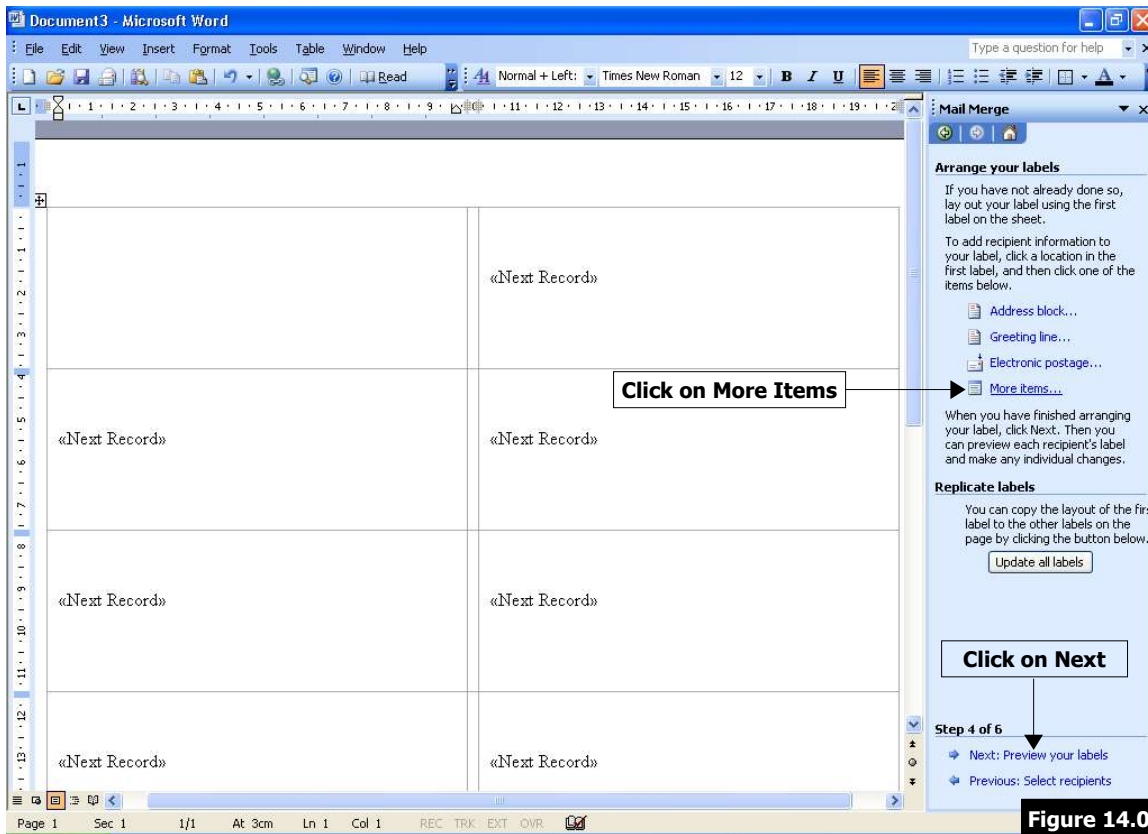- The screen (Figure 14.0) below will appear

Figure 14.0

- Click on "More Items" as indicated in the screen (Figure 14.0) above
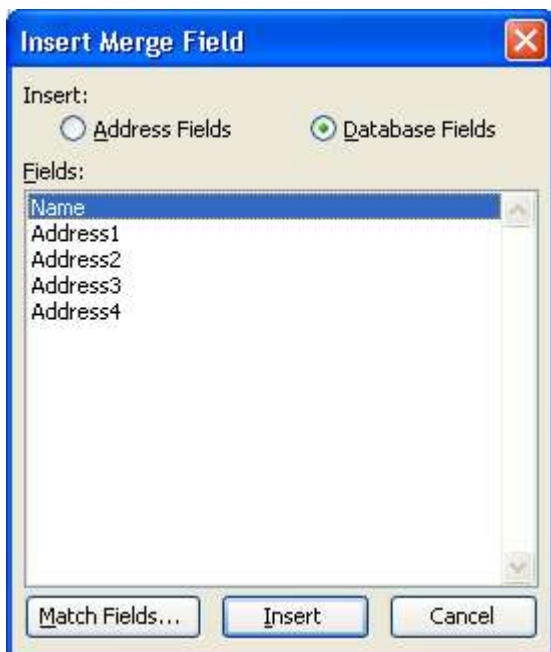- The window (Figure 15.0) below will appear

Figure 15.0

- Double click on each field and click on Close
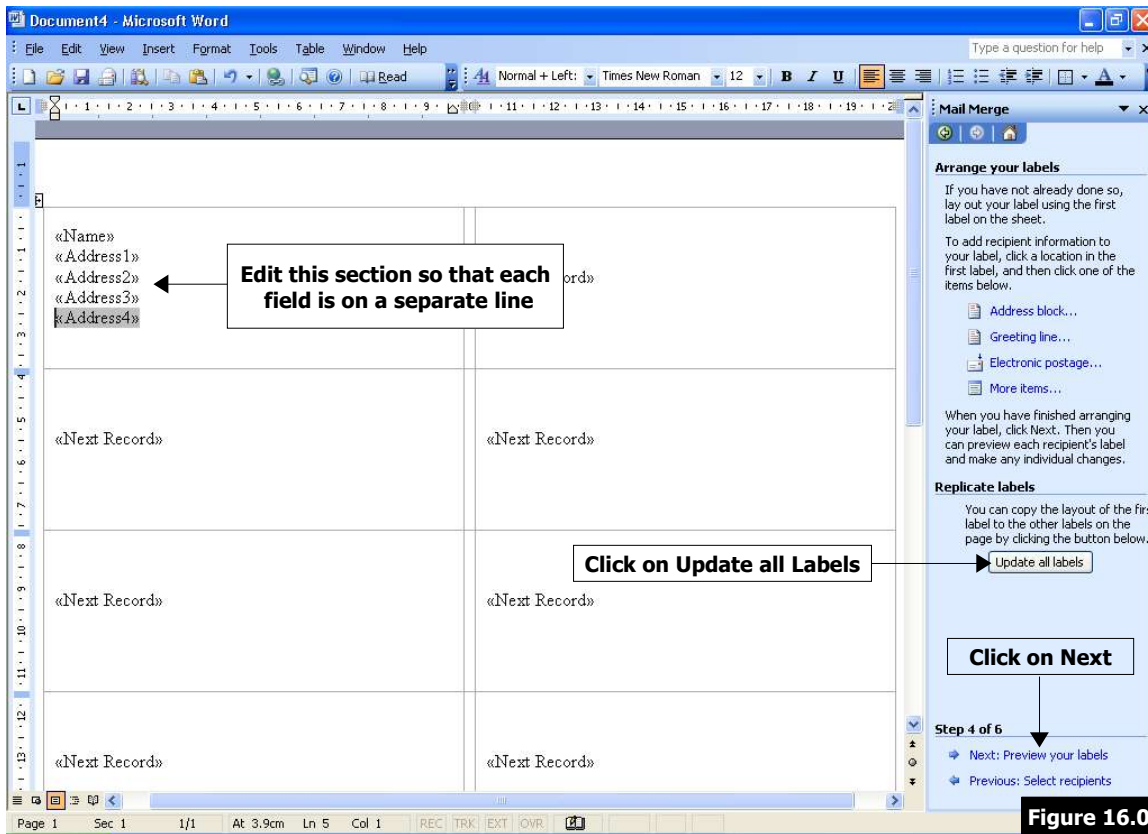- The screen (Figure 16.0) below will appear

Figure 16.0

- Edit the fields so that each field appears on a separate line as indicated in the screen (Figure 16.0) above
- Click on "Update all Labels" as indicated in the screen (Figure 16.0) above
- Click on Next as indicated in the screen (Figure 16.0) above
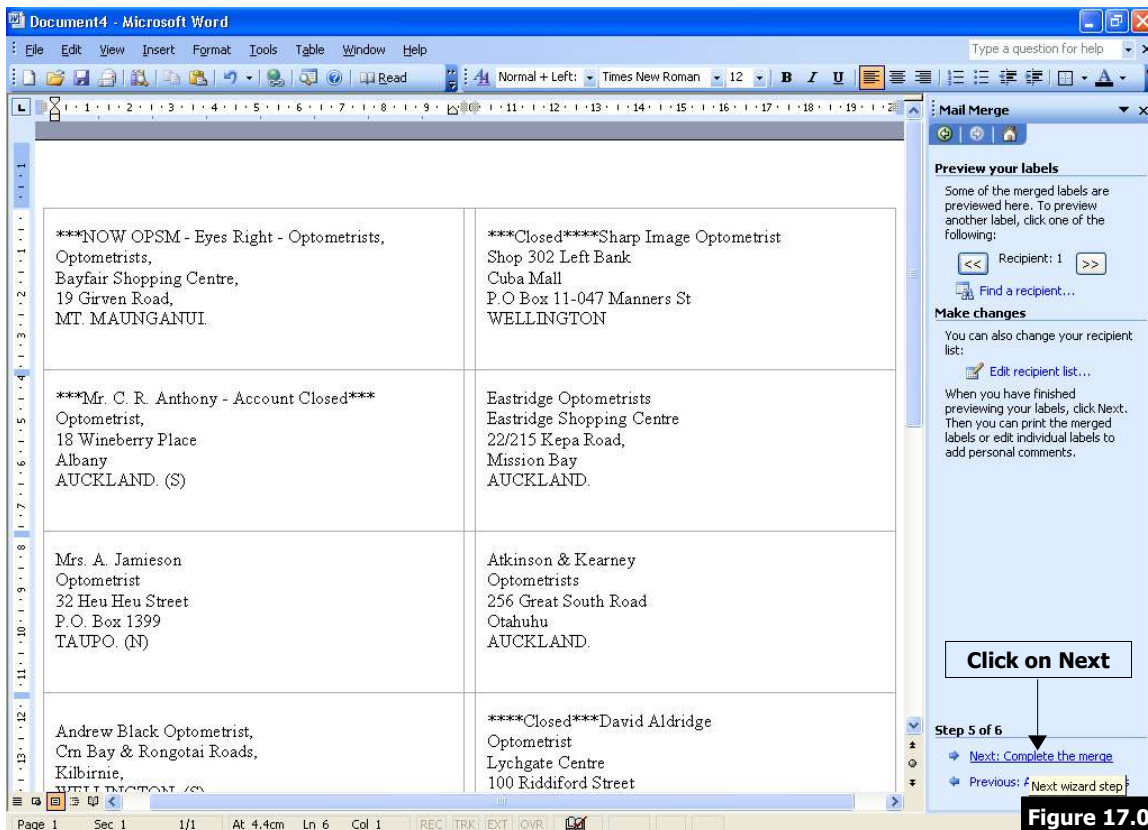- The screen (Figure 17.0) below will appear

Figure 17.0

- Edit the recipient list if required

- Click on Next as indicated in the screen (Figure 17.0) above
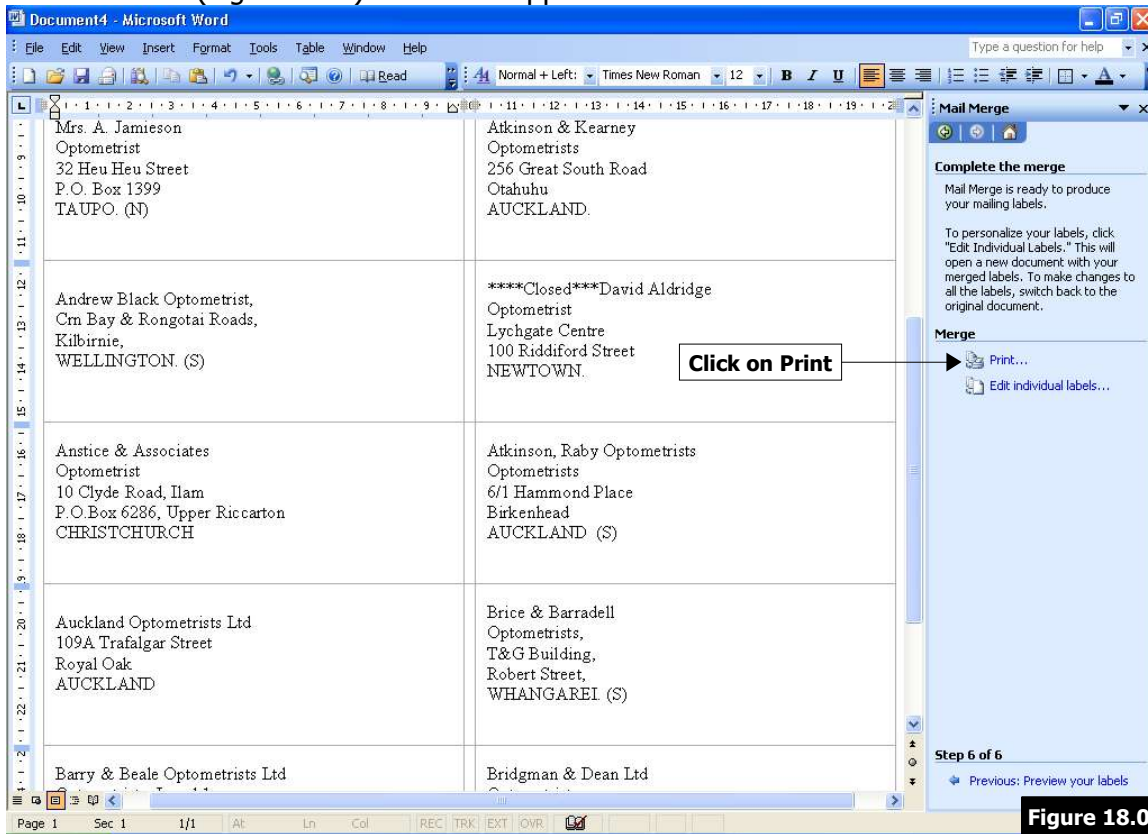- The screen (Figure 18.0) below will appear

Figure 18.0

- Click on Print as indicated in the screen (Figure 18.0) above
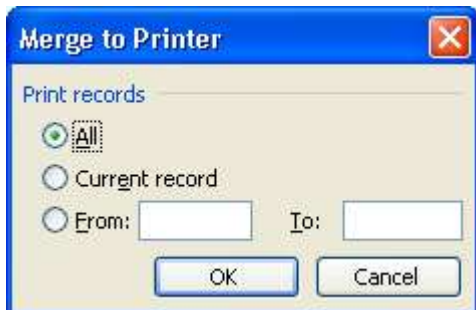- The window (Figure 19.0) below will appear

Figure 19.0

- Make your selections and click on OK in the window (Figure 19.0) above, to start printing the sticky labels