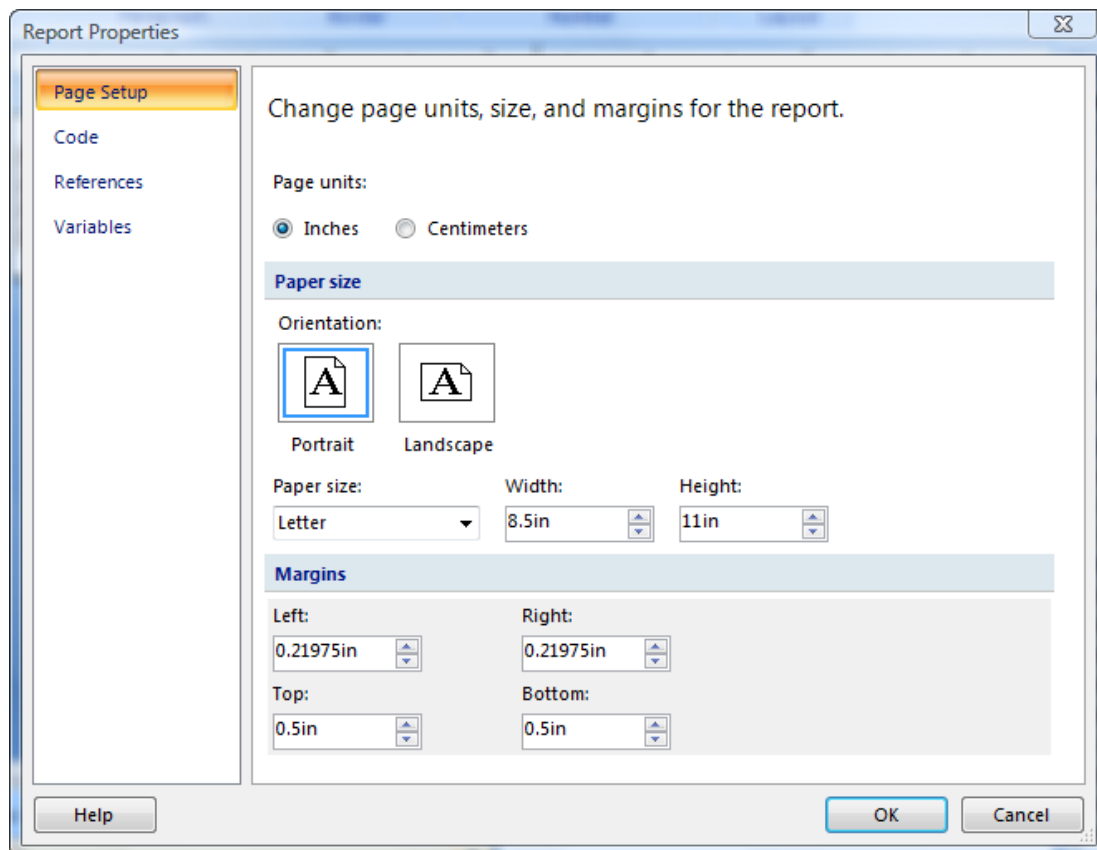


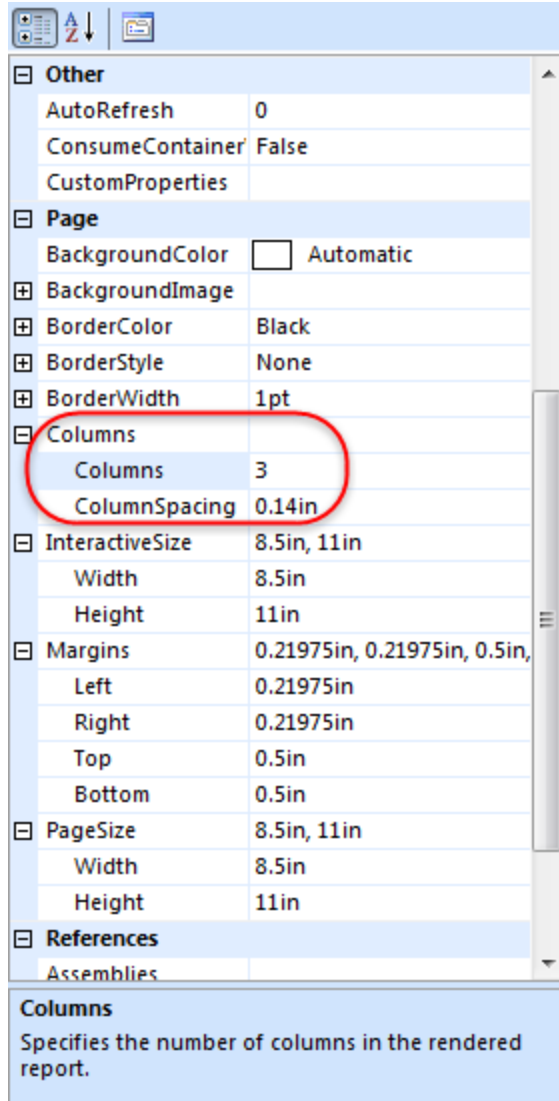
How to Create Avery 5160 Labels in SSRS

1. In your report, from the report menu, select Properties
2. Change the orientation to Portrait and set the margins as follows:
 - a. Left and Right: 0.21975 in
 - b. Top and Bottom: 0.5 in



Next, you need to set up multiple columns. The Columns and ColumnSpacing properties of the Report are not exposed via the Report Properties dialog shown above. Instead, you must edit them in the Properties page for the report (if you don't see it in Report Builder, choose the View menu from the ribbon and check the Properties box to display it).

3. Expand the Columns node from the Properties page, and make the following edits:
 - a. Change the Columns property to 3
 - b. Change the ColumnSpacing property to 0.14in. This is the size of our label template's Horizontal Spacing gutter - the spacing between columns on the page.

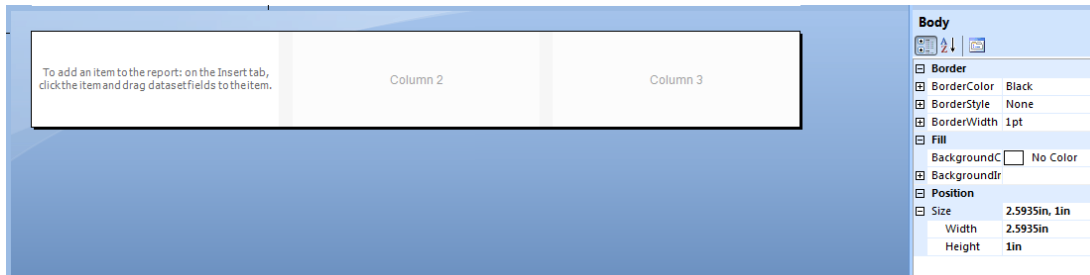


Notice that the report body has been “duplicated” by the number of columns specified in the Columns property, even though you only get to work on the leftmost body template (the other ones are simply placeholders to show the designer that multiple columns will be rendered at runtime).

Since you already specified the dimensions for your label template, you might be wondering why the report is so wide, making you scroll to the right to see the multiple columns. There still are a few dimensions that you must set for the body of the report.

4. Click on the Body element, and change the following properties in the Properties window:
 - a. Expand the Size node and set the Width to 2.5935in
 - b. Set the Height to 1in

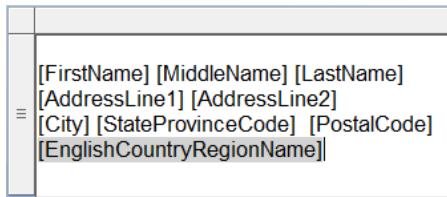
Your report body should now look like the following image:



Finally, you add a data region to the body of the report, attach it to your dataset and drag data fields in for the mailing data.

Here's a trick to ensure that your labels are positioned correctly within the cell: select the cell textbox and set its vertical alignment to "Middle". For some reason, Reporting Services will duplicate the data cell otherwise.

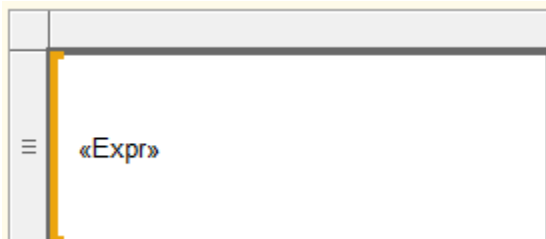
Assuming your mailing labels will require First and Last Name, Address 1 and 2, City, State, Postal Code, and Country name to be displayed, the table cell layout should look similar to this:



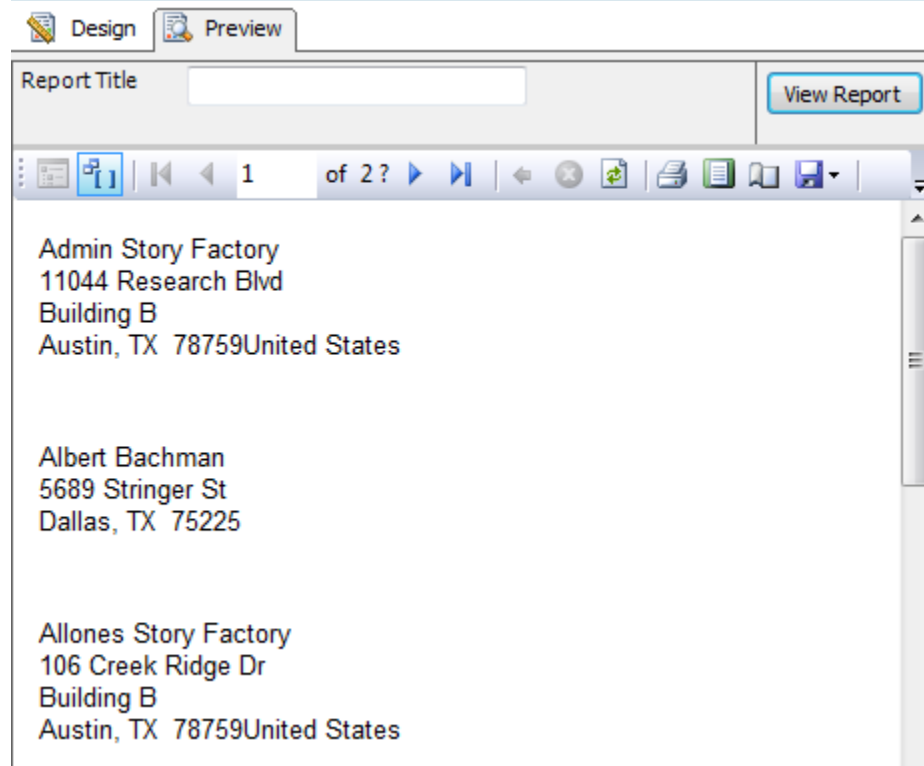
If you understand expressions in SSRS, you could create something similar to this expression, so show only fields that exist in the database:

```
=Fields!FULL_NAME.Value & vbCRLF &
Fields!ADDRESS_1.Value & vbCRLF &
iif(Fields!ADDRESS_2.Value <> "", Fields!ADDRESS_2.Value & vbCRLF &
    Fields!CITY.Value & ", " & Fields!STATE_PROVINCE.Value & " " &
    Fields!ZIP.Value &
    iif(Fields!COUNTRY.Value <> "", Fields!COUNTRY.Value, ""),
    Fields!CITY.Value & ", " & Fields!STATE_PROVINCE.Value & " " &
    Fields!ZIP.Value &
    iif(Fields!COUNTRY.Value <> "", Fields!COUNTRY.Value, ""))
```

Which may produce something like this:



Preview will look something like this:



Print out will be:

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