

How do I...

Set up Avery 5160¹ labels in the Forms Module ...

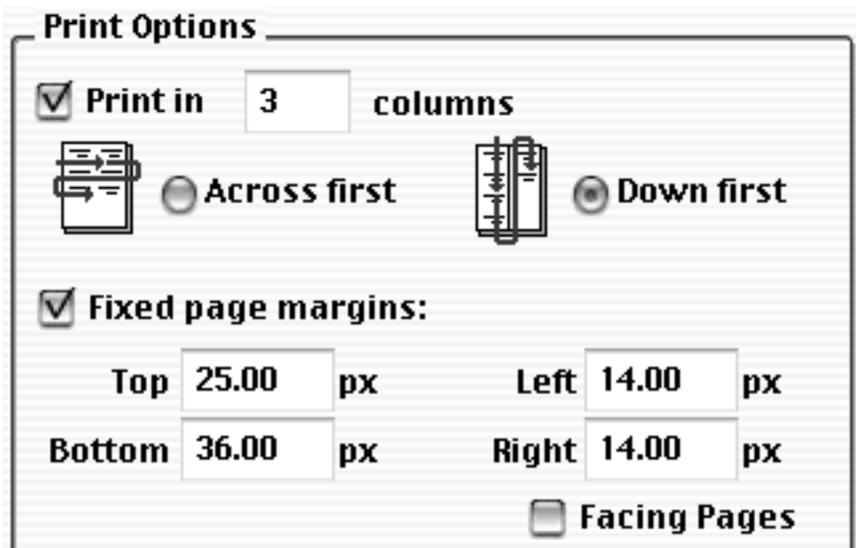
1. Choose which of the 6 superbill layouts you want to use. You may want to choose the recall label (aka 1x3.5) if it is set for one label, one across and you aren't using a dot matrix printer for the labels.

2. Go into layout mode. Go up under EDIT and SELECT ALL (if it is grey, click on each item on the layout and hit delete) and clear the contents of the layout. We're gonna start this essentially from scratch!

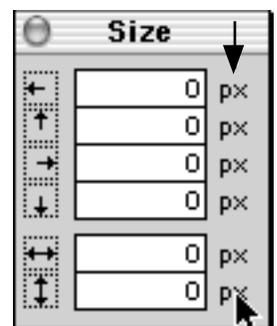
3. Go up under LAYOUT to LAYOUT SETUP. The lower part of the window will have your print options. Make sure the settings mirror the ones shown. They are specific for AVERY 5160 label sheets.

Click OK. You may get an error message that the margins are less than the default for the printer selected. Tell it you know.

Your layout will now have one white and two grey columns.



4. Now we need to set up the layout to handle the labels. Go up under VIEW and select **SIZE** (or **OBJECT SIZE**). This will bring up a small window with boxes for dimensions. If the units aren't **px**, click on the units and toggle through until you get to **px**. It's easier to do it in pixels.



5. We're going to start at the top and work our way down. If there is no header, you will need to add one (go under HELP and see [Notes about adding or changing layout parts](#)). Once there is a header click on the tab **Header**. The sizes will appear in the size window. The most important one is the last one, the height. Make sure yours also says 10 px. You should be able to

¹ Avery 5160 labels are the standard labels: 3 across, 10 down, 1" high.

make it that small since you cleared out the layout. If you cannot, or it doesn't "stick", there is something blocking the header that still needs to be deleted.

6. Now we need to adjust the body. Click and make sure the height for body is 72 px.

(How does this relate to your label sheet? The header is the space at the top (in this case, a tiny one) and the body is the height of the label. $72 \text{ px} = 2.5 \text{ cm} = 1 \text{ in}$)

7. Now we need to add the fields for the patient information. Rather than dealing with individual fields, we're going to do one merge field.

Go up under **INSERT** and select **MERGE FIELD**. You will get a Select Field box with **Current File ("Forms.fp5")** at the top. Change that to **Chart** (for Patients) and select **PatAddrLabel**. It will now appear as `<<Chart::PatAddrLabel>>`.

8. FileMaker will put the field wherever on the body it wants. Click elsewhere then click on the merge field and put it just below the label.

9. Time to adjust the size of the field. The key here is changing the numbers in the **SIZE** box in the proper order. Start with the 108 and go up to the 24 then do the bottom two numbers. You'll see the field jump around and then change size. If you enter the numbers in any other order, the field will not end up in the proper place and you'll be asked if you want to change the size of the layout.

10. Go into Browse mode. If you have addresses in there already, don't panic if they all appear in a column instead of your nice three across layout. To see how they'll print out, go into **PREVIEW** mode. Now they should appear properly (you need to have more than 10 because there are ten items in three columns).

You may need to do some minor adjustments depending on your individual printer.

