## CDOL Tip of the Week. March 12, 2012

## **CDOL Feature: Customizing the Mailing Label Contents and Layout**

The new mailing label feature allows a user to change both the information on the label and the layout of the label.

The basic steps to produce a custom mailing label are below:

- 1. Navigate to an organization or run a search to select an organization(s)
- 2. Click on the link for "Mailing Labels," either above the organization name on the summary page or from the shaded bar on the search results page
- 3. From the Mailing Label screen, under the heading "Generate mailing labels in Microsoft Word," click on the link "+ Add" found below the "Label layout" drop-down

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4. A window will open that allows the user to name the new label layout, and then, by using the tokens in the provided pick list, design a new label format

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- 5. For example, if a label was needed to send something to the Organization's mailing address, because the Position Mailing Address was the leader's home address, the user might do the following:
  - a. Name the label "Leader with Organization Mailing Address"
  - b. Select the token for "Position Type Title" (e.g., President, Bishop, etc.)
  - c. Put a space after the first token (so the name is separated from the title by a space)
  - d. Select the token for "Position Full Name" (the user could also select the Position Full Local Name if needed)
  - e. Press the <Enter> key on the keyboard to create a line break
  - f. Select the token for "Org Official Name" (if the organization name is desired on the label)
  - g. Put a space after the organization name (if another token, such as "Unit Number" is to be placed afterward)
  - h. Put a left parenthesis after the space (if the unit number is to appear in parentheses)
  - i. Select the token for "Unit Number"
  - j. Put a right parenthesis immediately after the "Unit Number" token
  - k. Press the <Enter> key on the keyboard to create another line break
  - Select the "Org Mailing Address" token The layout as described above would appear as follows:

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m. If the layout looks correct, click "Save"

6. The new label will appear as a selection on the user's "Label layout" drop-down:

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7. User-designed labels, when selected in the "Label layout" drop-down, will have an additional link "Edit" appear below the drop-down, which allows the user to further edit the layout and save the changes

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- 8. Additionally, the user can click inside the label layout preview window to make one-time changes without saving
- 9. When the design is completed, the user would proceed to create the label as previously discussed in CDOL Tip of the Week 17b.