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
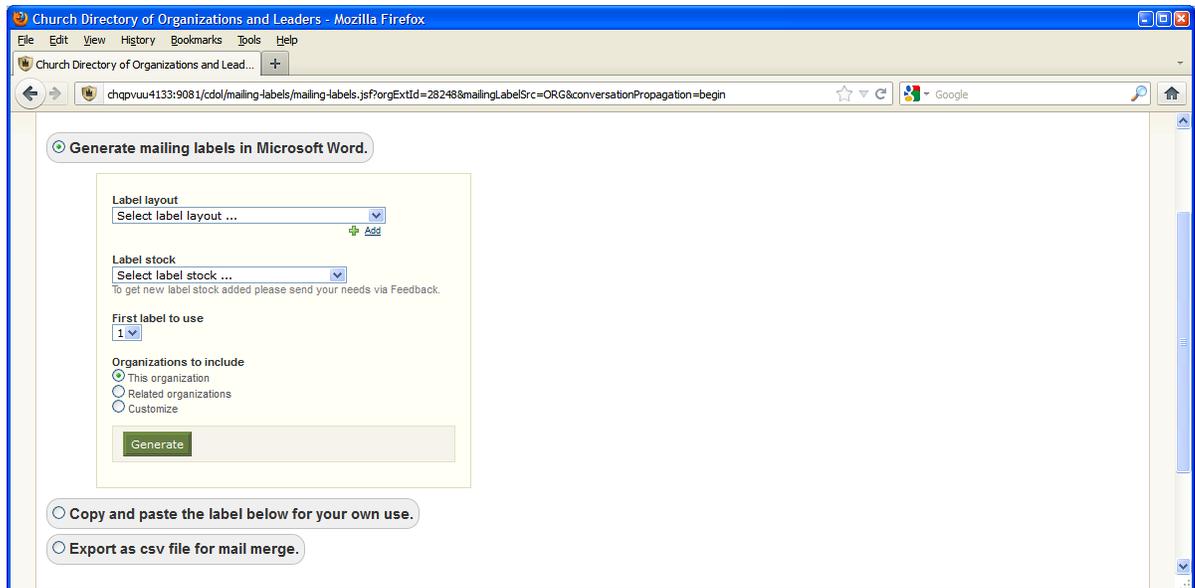
4. A window will open that allows the user to name the new label layout, and then, by using the tokens in the provided pick list, design a new label format
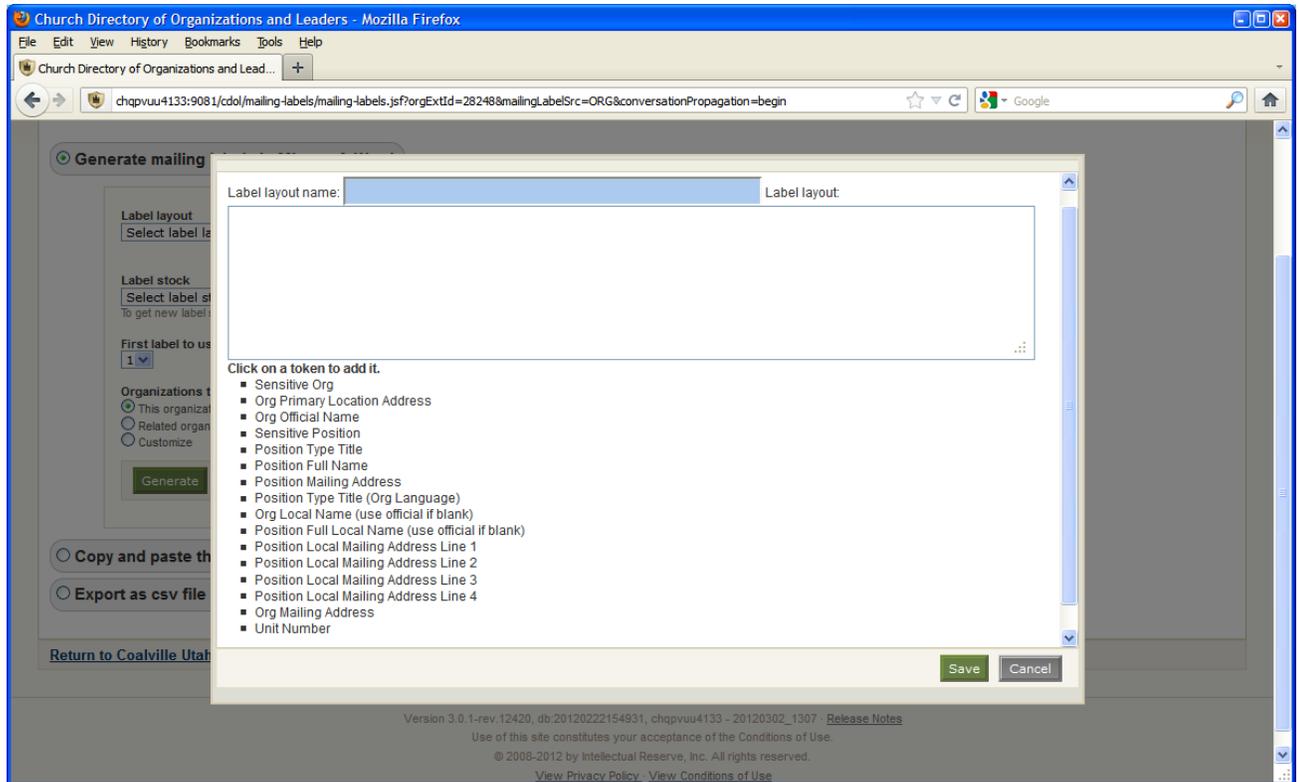
5. For example, if a label was needed to send something to the Organization's mailing address, because the Position Mailing Address was the leader's home address, the user might do the following:
   a. Name the label "Leader with Organization Mailing Address"
   b. Select the token for "Position Type 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
   l. Select the "Org Mailing Address" token
      The layout as described above would appear as follows:
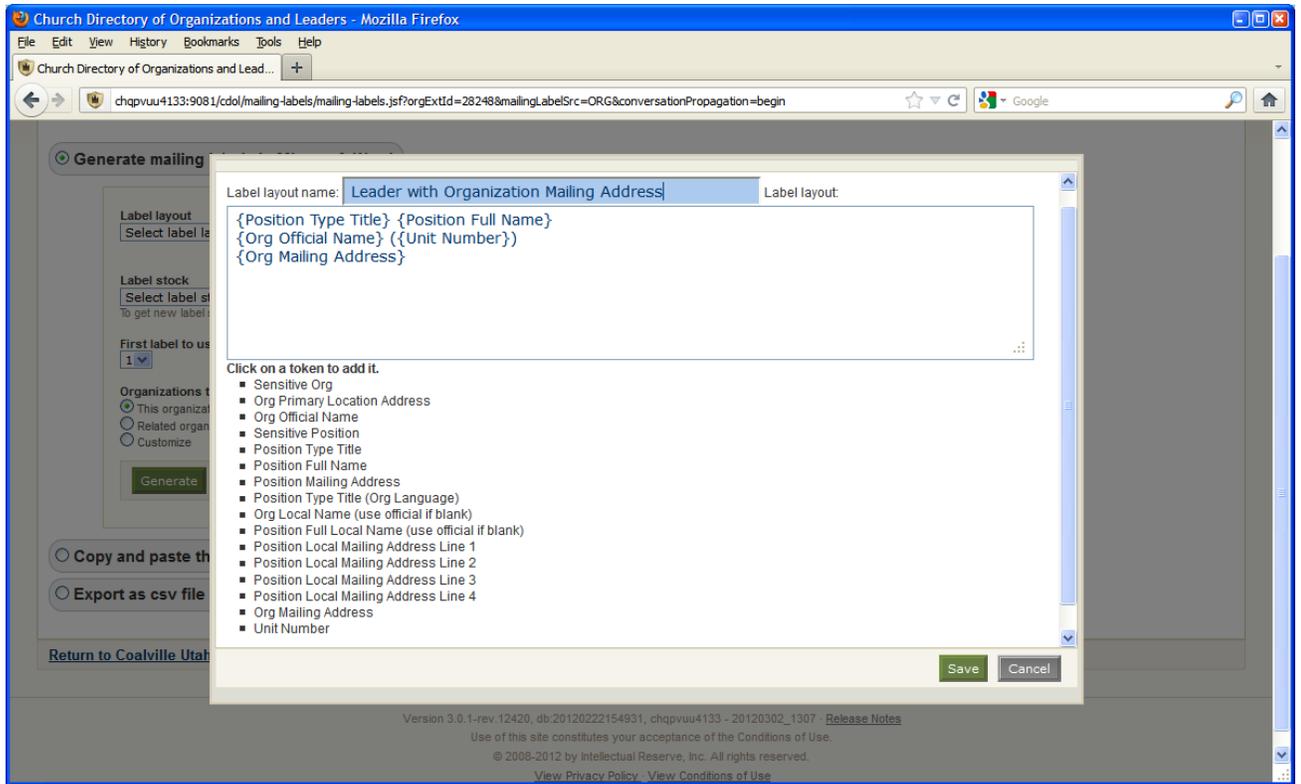
      m. If the layout looks correct, click "Save"

6. The new label will appear as a selection on the user's "Label layout" drop-down:
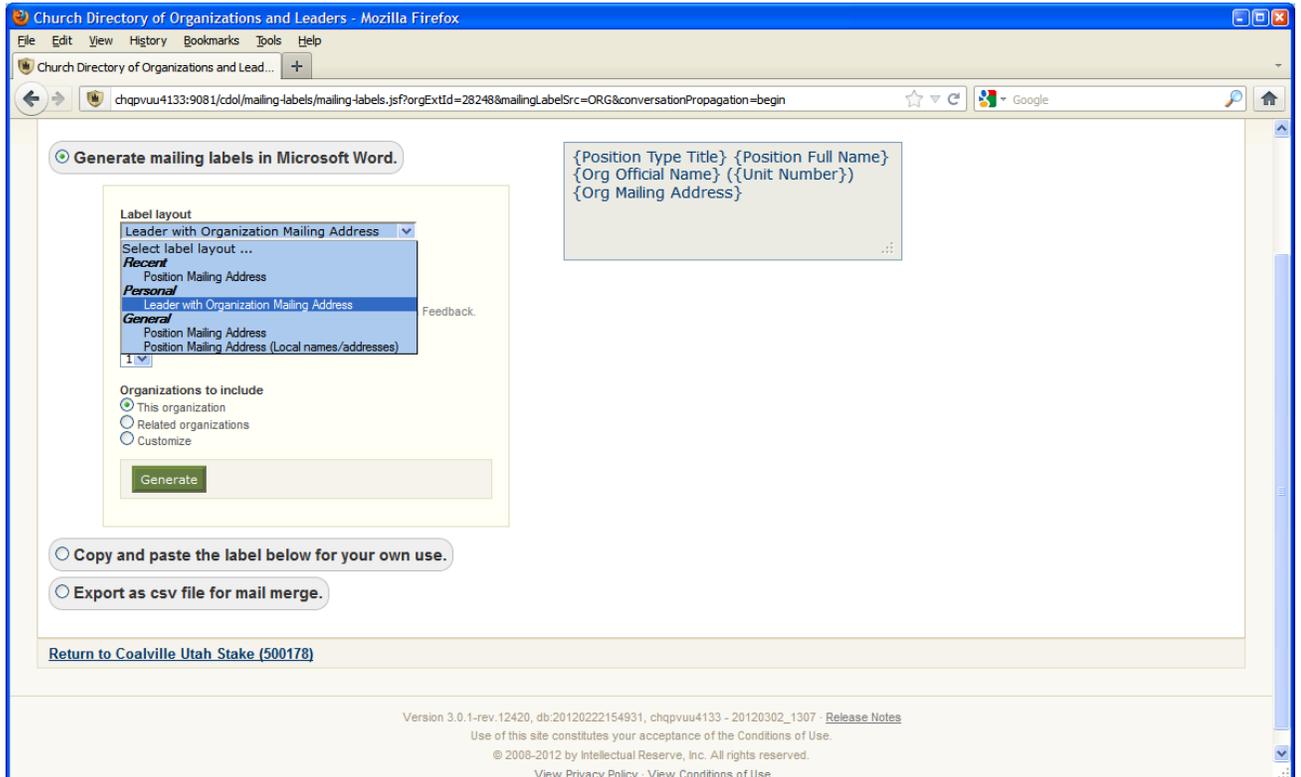
7. User-designed labels, when selected in the "Label layout" drop-down, will have an additional link "Edit" appear below the drop-down, which allows the user to further edit the layout and save the changes
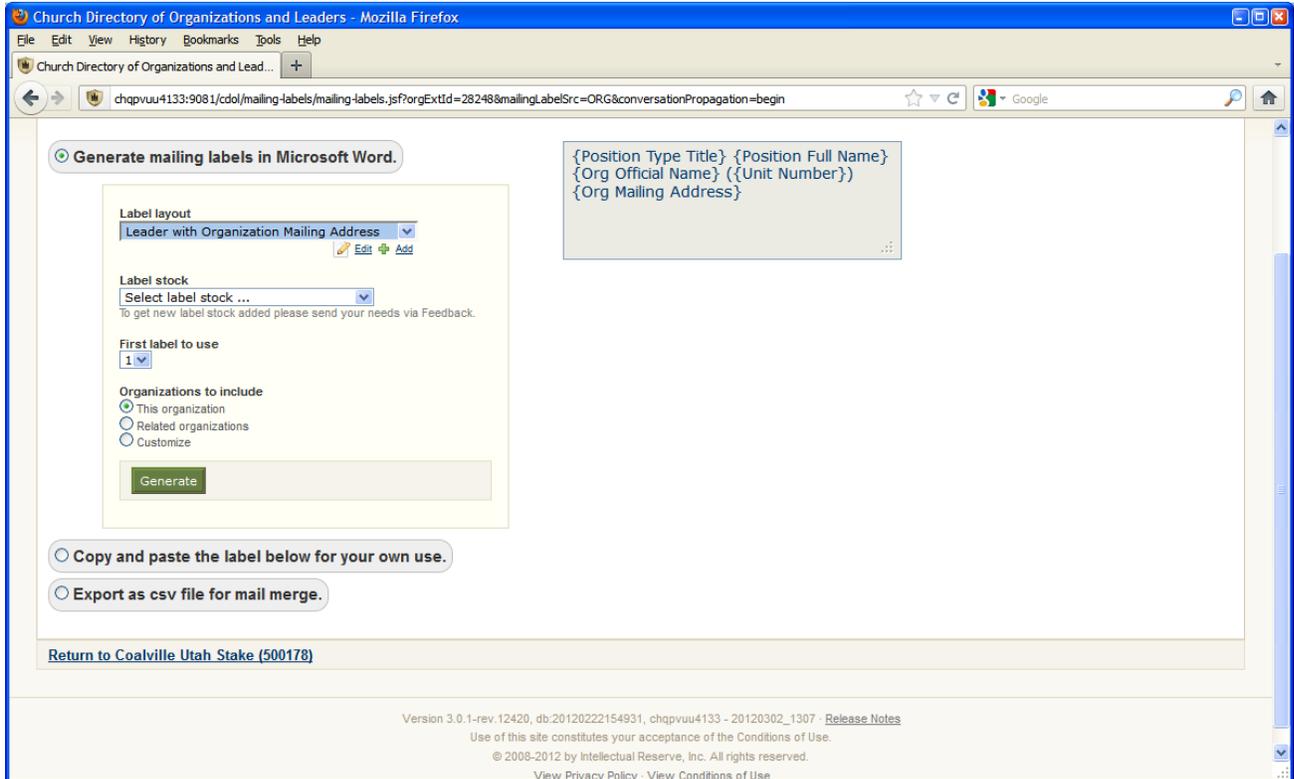
8. Additionally, the user can click inside the label layout preview window to make one-time changes without saving
9. When the design is completed, the user would proceed to create the label as previously discussed in CDOL Tip of the Week 17b.