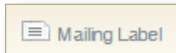# Mailing Labels Quick Guide

In the Church Directory of Organizations and Leaders (CDOL) mailing labels are created from either an organization summary page (e.g., Syracuse Utah Stake) or from the results of an Advanced Search. When an organization summary page is used, an additional option to include related organizations (parent/child relationships) is provided. All units in the results set will be included when creating labels from an Advanced Search.

## Mailing Labels from an Organization Summary Page

1. Sign into CDOL.

2. Go to an Organization Summary page (e.g. Syracuse Utah Stake).

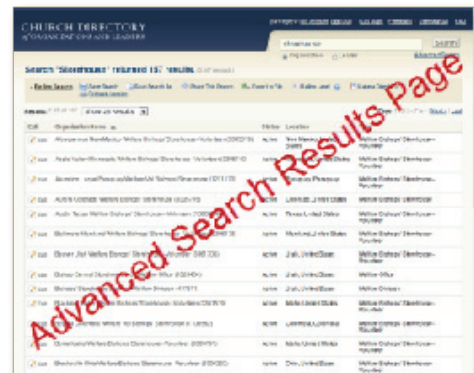3. From the menu items above the unit name, click **Mailing Label**.

4. Select the *Generate mailing labels in Microsoft Word* option.

5. Click the **Label Layout** drop-down and select the desired option (see *Add a New Layout* section in this guide for help on adding a new layout).
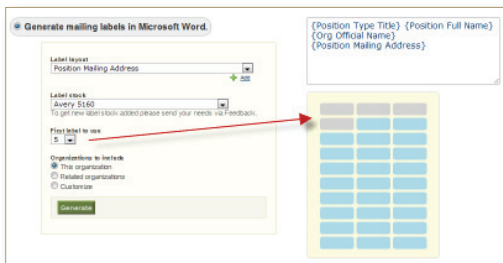
6. Click the **Label Stock** drop-down and select the desired stock type. (*Note: if you want a new stock type added, please click the **Feedback** link and submit the new type.)

7. If you are reusing a sheet of labels, select the number to begin printing on from the **First Label to Use** drop-down.

8. From the **Organizations to Include** selection, select which option to use. The **This Organization** option only prints one label for the selected unit. The **Related Organizations** option automatically includes all related parent/child organizations to the selected unit. The **Customize** options provides the list of related organizations so specific parent/child units can be choosen.

9. Click the **Generate** button to create the Microsoft Word® document with your selected labels. Further customize the generated labels using the features provided in Microsoft Word®.

Mailing Labels from Advanced Search Results

1. Sign into CDOL.

2. Use Advanced Search to search for organizations or positions.

3. From top of the Advanced Search results page click the **Mailing Label** link.

4. Select the *Generate mailing labels in Microsoft Word* option.

5. Click the **Label Layout** drop-down and select the desired option (see *Add a New Layout* section in this guide for help on adding a new layout).

6. Click the **Label Stock** drop-down and select the desired stock type. (*Note: if you want a new stock type added, please click the **Feedback** link and submit the new type).

7. If you are reusing a sheet of labels, select the number to begin printing on from the **First Label to Use** drop-down.

8. Click the **Generate** button to create the Microsoft Word® document with your selected labels. Further customize the generated labels using the features provided in Microsoft Word®.

Add a New Layout

Follow these steps to add a new custom layout standard

1. From the **Mailing Label** page, click the ➕ Add link below the **Label Layout** drop-down list. A new pop-up widow appears.

Label layout name:	My New Label Layout Name

2. Add a new name in the **Label Layout Name** field.

3. Underneath the large, shaded label layout box click on a token name to add it to the layout. (See the example below of the *{Position Type Title}* and *{Position Full Name}* on the same line in a label.)

   {Position Type Title} {Position Full Name}
   {Org Official Name} ({Unit Number})
   {Position Mailing Address}

   Click on a token to add it.
   - Sensitive Org
   - Org Primary Location Address
   - Org Official Name
   - Sensitive Position
   - Position Type Title
   - Position Full Name
   - Position Mailing Address
   - Position Type Title (Org Language)
   - Org Local Name (use official if blank)
   - Position Full Local Name (use official if blank)
   - Position Local Mailing Address Line 1
   - Position Local Mailing Address Line 2
   - Position Local Mailing Address Line 3
   - Position Local Mailing Address Line 4
   - Org Mailing Address

4. Continue to add desired tokens as needed.

5. In the label layout box press **Enter** between token names where a new line should be inserted. Continue to adjust the layout by adding new lines or spaces between tokens until the desired layout is achieved. Custom text may also be added to the layout.

6. Press **Save** to save the layout and close the pop-up window.