#### CHURCH DIRECTORY of Organizations and Leaders

# **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 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).



- 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 resusing a sheet of labels, select the number to begin printing on from the **First Label to Use** drop-down.
- 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.
- Click the Generate button to create the Microsoft Word<sup>®</sup> document with your selected labels. Further customize the generated labels using the features provided in Microsoft Word<sup>®</sup>.

### Mailing Labels from Advanced Search Results

- 1. Sign into CDOL.
- 2. Use Advanced Search to search for organizations or positions.

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- 3. From top of the Advanced Search results page click the **Mailing** Label link.
- 4. Select the *Generate mailing labels in Microsoft Word* option.
- 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).
- 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 resusing a sheet of labels, select the number to begin printing on from the **First Label to Use** drop-down.
- Click the Generate button to create the Microsoft Word<sup>®</sup> document with your selected labels. Further customize the generated labels using the features provided in Microsoft Word<sup>®</sup>.

### CHURCH DIRECTORY of Organizations and Leaders

## **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

Label layout name: My New Label Layout Name

drop-down list. A new pop-up widow will appear.

- 2. Add a new name in the Label Layout Name field.
- 3. Underneath the large (currently empty) label layout box click on a token name to add it to the layout.

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	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.