

# Fast-Class File

Client Data System

## Volume 149: Creating Labels

You can easily combine contact records captured in CDS with Avery labels to send holiday greetings or to meet any other mass correspondence needs you may have throughout the year.

There are two ways to create labels in CDS – you can use the **Spreadsheet Correspondence** button or use the **Print Labels** option in the **Reports** menu.

### To create labels using the Spreadsheet Correspondence button:

- Open any summary screen that has a **Spreadsheet Correspondence** button (e.g., the **Contact Summary** tab, **Set Membership** screens, **Dynamic Report** result screens, etc).
- Tag selected contacts then click the **Spreadsheet Correspondence** button.
- Select **Labels** in the **Spreadsheet Correspondence** window.

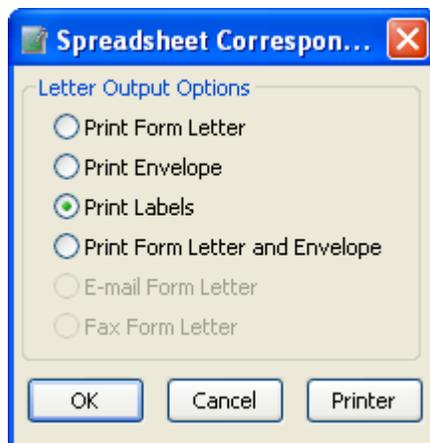


Figure 1: The Spreadsheet Correspondence window.

- In the **Label Setup** window, select the label setup with a **Label Report** that matches the labels to be used - Avery 5160, 5162, etc.

Label setups with a matching **Description** and **Label Report** are system label setups and can be used to create labels for virtually any grouping of contacts. System label setups are designed to populate the selected labels with a contact's full name and preferred address.

- Click on the **OK** (green check mark) button, to create labels.

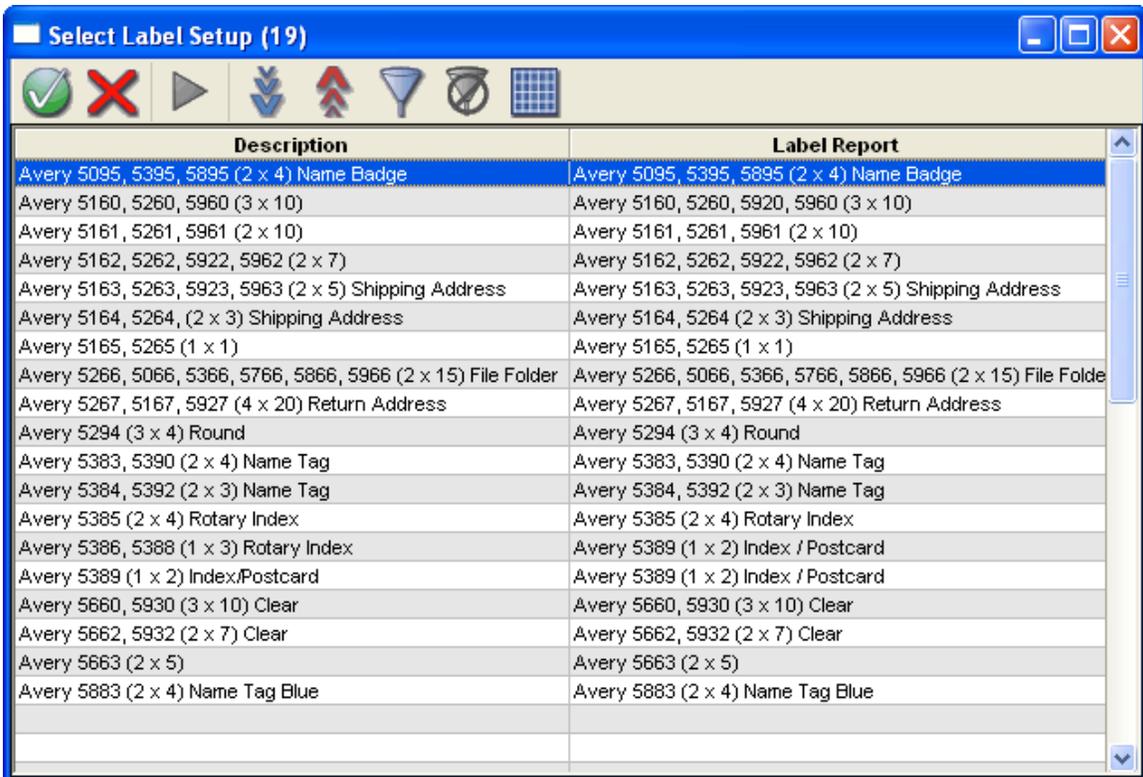


Figure 2: The Select Label Setup screen.

- Review the labels in the **Print Preview**.
- Load the label paper into the printer.
- Click the **Print** button in the print preview toolbar.