

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.

📓 Spreadsheet Correspon 🚺		
Letter Output Options		
O Print Form Letter		
O Print Envelope		
Print Labels		
OPrint Form Letter and Envelope		
⊖ E-mail Form Letter		
○ Fax Form Letter		
OK Cancel Printer		

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.

🗖 Select Label Setup (19)	
🎯 🗙 🕨 🐝 💲 🖓 🗑 🏢	
Description	Label Report 🔨
Avery 5095, 5395, 5895 (2 × 4) Name Badge	Avery 5095, 5395, 5895 (2 x 4) Name Badge
Avery 5160, 5260, 5960 (3 x 10)	Avery 5160, 5260, 5920, 5960 (3 x 10)
Avery 5161, 5261, 5961 (2 × 10)	Avery 5161, 5261, 5961 (2 x 10)
Avery 5162, 5262, 5922, 5962 (2 × 7)	Avery 5162, 5262, 5922, 5962 (2 × 7)
Avery 5163, 5263, 5923, 5963 (2 × 5) Shipping Address	Avery 5163, 5263, 5923, 5963 (2 x 5) Shipping Address
Avery 5164, 5264, (2 × 3) Shipping Address	Avery 5164, 5264 (2 x 3) Shipping Address
Avery 5165, 5265 (1 x 1)	Avery 5165, 5265 (1 x 1)
Avery 5266, 5066, 5366, 5766, 5866, 5966 (2 x 15) File Folder	Avery 5266, 5066, 5366, 5766, 5866, 5966 (2 × 15) File Folde
Avery 5267, 5167, 5927 (4 x 20) Return Address	Avery 5267, 5167, 5927 (4 × 20) Return Address
Avery 5294 (3 x 4) Round	Avery 5294 (3 x 4) Round
Avery 5383, 5390 (2 × 4) Name Tag	Avery 5383, 5390 (2 x 4) Name Tag
Avery 5384, 5392 (2 × 3) Name Tag	Avery 5384, 5392 (2 x 3) Name Tag
Avery 5385 (2 x 4) Rotary Index	Avery 5385 (2 x 4) Rotary Index
Avery 5386, 5388 (1 x 3) Rotary Index	Avery 5389 (1 x 2) Index / Postcard
Avery 5389 (1 × 2) Index/Postcard	Avery 5389 (1 x 2) Index / Postcard
Avery 5660, 5930 (3 x 10) Clear	Avery 5660, 5930 (3 x 10) Clear
Avery 5662, 5932 (2 × 7) Clear	Avery 5662, 5932 (2 x 7) Clear
Avery 5663 (2 x 5)	Avery 5663 (2 × 5)
Avery 5883 (2 × 4) Name Tag Blue	Avery 5883 (2 x 4) Name Tag Blue
	~

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.