As shown in the Creating Labels Fast Class, there are two ways to create labels with CDS. You can use the Spreadsheet Correspondence button or use the Print Labels option to customize your label information in the Reports menu.

To create a custom Label Setup:

- Select Reports in the Main Menu then select Print Labels.
- In the Label Setup screen, click the Add Record button.

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Figure 1: Label Setup window

- In the first Label Setup screen, select the Description (Avery label template) of the label you will use.
- Click Next.
- In Step 2, define the Label Contents. The default merge codes in the Label Contents (&Name and &Address) will populate the selected labels with a contact's full name and the address you specify in Step 6.
Figure 2: Label Setup: Step 2

- Delete any unwanted merge codes and add new merge codes by clicking the Merge Code button.
- In the Merge Code Browser, select from the list of merge codes in the Merge Code List or from the merge codes in the Table/Field Names section.

Note: Be sure an active cursor is in the field where you would like to add a merge code before clicking the Merge Code button to launch the Merge Code Browser.
- After selecting a merge code, click the Insert button. When you are finished click Close.

Note: You can also add typewritten text in the Label Contents. Place an active cursor in the field where text is to be added. Type the text to be added to the label.
- After defining Label Contents, click Next.
- In the third Label Setup screen, associate a group of contacts with a label setup by using a Filter or Set. Record selection based on a filter or set can be defined at run time by selecting the Selection Criteria at run time option.

Note: Only filters built on the Contact Record table can be used in a label setup.
- After you have defined the Record Selection, click Next.
- In the fourth Label Setup screen, select the Sort Option. Labels can be sorted by Last Name, Zip/Postal Code, or, using the Ad hoc Sort selection, by virtually any field on the Contact table. Sort selection can also be defined at run time by selecting the Sort Selection at run time option.
- After selecting Sort Option, click Next.
- In the fifth Label Setup screen, select miscellaneous Options:
  - Select the Create Follow-up Activity option to have CDS create followup activities for all contacts in the label setup when the setup is run.
  - Select the Post description to Smartpad option to have a Smartpad record created for all contacts in the label setup when the setup is run.
  - Select the Print Bar Code option to print bar codes on the labels.
  - Select the Print One Label Per Family option to eliminate duplicate mailings to a family if more than one contact from the same family has
been selected for label creation. All of the options in step 5 can be specified at run time by selecting the Specify these options at run time option.

Figure 3: Label Setup: Step 5

- After selecting Options, click Next.
- In the sixth Label Setup screen, select the contact address to be used when creating labels. Address Selection can be specified at run time by selecting the Address Selection at run time option.
- After defining Address Selection, click Next.
- In the seventh Label Setup screen, give the custom label setup a unique name in the Description field. Add any keywords if desired.
- After naming the label setup, click Finish.

The custom label setup will appear in the Label Setup summary screen.

To print labels using the custom label setup:
- Select Reports in the Main Menu then select Print Labels.
- Tag the desired Label Setup.
- Click the Run button.
- Review the labels in the label print preview screen.
- Load the label paper into the printer.
- Click the Print button in the label print preview.