![ACS Technologies logo]

ACS People Suite – Contributions

Labels

ACS People Suite provides various types of labels you can print for mailing purposes. All labels print from Search Results except Newsletter labels, which are determined based on the Newsletter Flag in the individual/family records, and the Member Statuses or Special Mailings Groups you choose from the Settings tab.

Labels are available for Dot Matrix Printers, Label Printers, and Laser Printers. The label types available to you depend on the type of printer you use to print labels.

You can save any number of label formats so that you can design and reuse a label. Your organization may have many different label formats that you use on a regular basis. When you save a label, on the Reports tab, it displays in the Reports list under the label used to create the saved label.

You can also access Labels from the Search Information tab in Searches. There are many different labels available, and the label layouts are highly customizable.

You can also use Label Designer to design, print, and save your own label layouts for mailing purposes. Label Designer provides you with the tools and options to design, print, and save your own label layouts for mailing purposes.

Tips for Printing Labels

Changes made to the labels process in more recent versions of ACS may cause saved Labels reports to print differently than they did in earlier versions. Because you may want to print several hundred labels at one time, a small error can cost you a lot of time, money, and resources. Use the tips listed here to help print labels successfully.

- Purchase the labels that are suggested with the reports. For example, if you want to print Laser 3-up labels, purchase either ACS 12215 labels or Avery 5160 labels. The suggested labels are listed in the Report Comment field in the Reports window.
- Measure your labels before printing to make sure they match the dimensions supplied in the Report
- Comment field in the Reports window. Make sure to measure both the label size and the paper size.
- Be sure that you are set up to print to the correct printer.
- Print a small selection, about 15 or 20 labels, of a large job to make sure the labels are lining up correctly. If your labels do not line up correctly, try changing the margins on the labels, changing the font size on the labels, or changing the paper size and orientation in your printer's properties.
- Have a network technician make sure that the latest emulation compatible printer driver for your printer is installed.
- If you have problems with the barcode on the Dot Matrix Label reports printing off the edges of the label and not meeting inspection at the Post Office, you might want to select the Print As Graphic option. This option is located on the Report Options tab and prints out a barcode that has passed inspection at the Post Office.
- Bar codes for tray/sack and bulk mailing labels (Max It!® and non-Max-It) can be printed with laser or dot matrix printers. For bar coded labels that qualify for bulk mail rates or discounts, the United States Postal Service® (USPS) prefers the labels to be printed with laser or 24-pin dot matrix printers. This is so that MERLIN can read the bar codes accurately and help you avoid extra mailing costs for improperly printed or smudged pieces. Bar codes printed with a 9-pin dot matrix printer may be rejected by the USPS.

Newsletter Label Reference Guide

Here is a guide to different ways of handling Newsletter Label flags to meet unique needs in your organization. The default for the newsletter is Family. The table below shows some exceptions using a family with a head, spouse, child, and other. This table in no way shows all the combinations that could occur but is meant to illustrate how ACS can be customized to meet specific needs.

> ⓘ **Useful Information**
>
> When a record is deactivated, a newsletter label does not print for that record.
>
> If a person is coded as Other, they receive a separate label from the family regardless of whether the Newsletter flag is set to Family or Individual. Set the Newsletter flag to None if you do not want a separate label.

If you want to print...	...select these Newsletter fields	Number of labels printed
No labels	- None for Husband - None for Wife - None for Child	Zero
One addressed to Mr. and Mrs. with street address listed with husband's record	- Family for Husband - Family for Wife	One
- One addressed to Mr. - No label for Mrs. - No label for Child	- Individual for Husband - None for Wife - None for Child	One
- No label for Mr. - One addressed to Mrs. - No label for Child	- None for Husband - Individual for Wife - None for Child	One

• No label for Mr. • No label for Mrs. • One addressed to Child	• None for Husband • None for Wife • Individual for Child	One
• One addressed to Mr. and Mrs. with street address listed with husband's record • One addressed to Child away at college	• Family for Husband • Family for Wife • Individual for Child	Two
• One addressed to Mr. • No label for Mrs. • One addressed to Child	• Individual for Husband • None for Wife • Individual for Child	Two
• One addressed to Mr. • One addressed to Mrs. • No label for Child	• Individual for Husband • Individual for Wife • None for Child	Two
• No label for Mr. • One addressed to Mrs. • One addressed to Child	• None for Husband • Individual for Wife • Individual for Child	Two

		Three
• One addressed to Mr. • One addressed to Mrs. • One addressed to Child	• Individual for Husband • Individual for Wife • Individual for Child	
• One addressed to Family • One addressed to Other	• Family for all Family Members • Family for Other	Two
One addressed to Family	• Family for all Family Members • None for Other	One

Selecting a Label

You can save any number of label formats so that you can design and reuse a label in ACS.
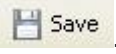
Your organization can have many different label formats that you use on a regular basis. For example, you may have a label that is used for newsletters formatted for Bulk Mailings. You may also have a label that you use for other types of documents that just has an individual's name, age, and Attendance Class.

By saving each label format, you do not have to redesign your labels each time you want to use them.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. Under **People Reports**, expand **Labels** and select the label you want to work with.
4. Click **Customize**.
5. On the **Report Options** tab, select the appropriate options to format your label.
6. Click **Preview** to view your labels. Once you view the labels, you can export or print them.

Saving a Label Format

When you create a set of labels you plan to use again, you can save the format so the information does not have to be re-entered. Examples might be: Attendance Class Labels, Newsletter Labels, or Youth Group Labels.

1. After setting up your labels on the **Report Options** tab, click **Preview**.
2. When your labels display, click **Save Report** 💾 Save .
3. In the Save Report window, enter a new label name in the **Save As** field.
4. Enter the **Report Title** and **Description**.
5. To save your labels publicly so that other ACS users within your organization can view them, select **Public**.
6. Click **Save**.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** ➡.
3. Under **People Reports**, expand **Labels** and select the label you want to work with.
4. Click **Customize**.
5. On the **Report Options** tab, select the appropriate Layout and Settings for your label.
6. Click **Preview**.

Previewing Labels

When previewing labels, many options are available on the toolbar. Before printing labels, make sure you select the correct labels/label template and settings. You can always preview labels before printing, and Label settings greatly affect the appearance of your labels.

You can preview labels before printing to make sure the labels contain the information you want.

Printing the total count label is optional. You can select **Print Total Count Label** on the **Settings** tab to print it. The report title prints on the total count label. The total count label prints at the end of the label run.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations**, then click **Go** ➡.
3. Under **People Reports**, expand **Labels** and select the label you want to work with.
4. **Optional:** To make changes to the label's layout or settings before previewing, click **Customize**.
5. Click **Preview**. Your labels will display in the preview window.

Printing Labels

ACS offers flexibility in printing labels. A wide variety of options are available for each type of label.

1. Under **Searches and Reports**, click the **Labels** tab.

2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** ⟳. 3. In the upper sidebar, expand **Labels** and select the label you want to work with.
4. Click **Customize**.
5. On the **Report Options** tab, select the desired label options on the **Layout** and **Settings** tabs.
6. Click **Preview**, then **Print**.

Printing Bar Codes on Labels

Bar codes encode ZIP Code and Line of Travel information on mail that can be read for sorting by automated machines.

To print bar codes on your labels, you must choose either 1-up or 2-up labels, and your addresses must be CASS™ certified. If you own the CASS It!™ module, you can CASS certify your labels by running CASS It! on the addresses for which you are printing labels. You can preview your labels first to see if the bar code font files are in place.

1. Under **Searches and Reports**, click the **Labels** tab.

2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** ⟳.
3. Under **People Reports**, expand **Labels** and select the label you want to work with. Remember that you must select either 1-up or 2-up labels.
4. Click **Customize**.
5. On the **Report Options** tab, click the **Settings** tab.
6. Under **Label Options**, select **Print Bar Code**.
7. Click **Preview** to display your labels.

Report Printer Setup

After installing ACS, you should set up your printer to meet your particular needs.

By default, ACS normally uses the defaults set in Windows® Control Panel, including printers and fonts. Any changes to Printers and Fonts are normally reflected in ACS. You can choose a printer other than the Windows default. You can then modify the report fonts and printer setup from within ACS without

affecting other applications or your Windows environment. The available settings depend on the printer selected. To do this, click the **Setup** menu, and select **Printer Setup**.

The most common default font used by ACS is Times New Roman - 10pt. On most reports, this can be changed, but on others, a specific font is required for the report to print properly. Keep in mind that some fonts may take longer to print than others.

Also, if you modify the fonts for a printer, they affect that printer only. Changing the selected printer without choosing to modify fonts or setup causes the font and setup to be reset to ACS system defaults.

Working with Label Layouts

You can customize the information that prints on a label on the Layout tab.

> ⊘ **Tip**
>
> The options available on the **Layout** tab will differ if you selected **Create a New Label Report** The **Create a New Label Report** type is used to access the Label Designer feature.

1. Under **Searches and Reports**, click the **Labels** tab.

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2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go**
   3. Expand **Labels** and select the label you want to work with.
   4. Click **Customize**.
   5. On the **Layout** tab, under **Available Fields**, select the fields to print on the labels.
   6. On the **Settings** tab, select the appropriate options for your label.
   7. When finished, click **Preview** to display your label.

Selecting Fields to Print on Labels

When creating a label layout, select the fields to print from the **Available Fields** list on the **Layout** tab.

The **Available Fields** list is set up as a data tree. A data tree displays a short list of section titles with a ⊞ to the left. When you click the ⊞ beside a section title, such as Individual, the section expands to display the list of available fields in that section. When a section is expanded, a ⊟ displays to the left of the section title. Click the ⊟ to collapse an expanded section. Take some time to familiarize yourself with the fields that are available for use with labels.

For example, to print labels that contain a foreign address, such as a Canadian address, add the **Country** field to the label. On the **Layout** tab, expand **Address**, then **Fields**. Then, click and drag **Country** to the last line of the label. Or, if you wanted to print labels for an Attendance class, you would expand **Attendance** , then click and drag the **Attendance Class** field to the label layout.

Adding Custom Text to a Label Layout

ACS provides an option to add text to a label line. You can use the **Open Text** field to add specific text to your labels, or to add spaces or commas between selected fields on a line.

For example, you can use custom text to add a line that reads "To the parents of" when creating a label with children's names on it.

1. Select a label to work with from the **Labels** menu.
2. On the **Layout** tab, under **Available Fields**. select the **Open Text** field from the **Custom section**.
3. Hold the mouse button down and drag the field down to the appropriate line under **Label Layout**.
4. In the **Open Text** dialog box, enter the text you want to add to the label and click **OK**.

Saving a Label Template

Use the ACS Label Templates window to save label layouts that you use often as Label Templates. For example, if there is a standard mailing label format that you often use, you can save the template with a descriptive name, such as "Standard," and load it when you need to print labels with the same fields again.

When using saved label settings for the first time, ACS recommends that you check your basic bulk mail settings to make sure they are correct before printing labels.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. Expand **Labels** and select the label you want to work with.
4. Click **Preview**. Your labels will display in the preview window.
5. On the **Layout** tab, drag and drop the fields you want to print on the labels from **Available Fields** to **Label Layout**.
6. Once you complete your label layout, click **Save As Template**.
7. In the **Description** field, enter a description for the new label template.
8. Click **OK**.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. Under **People Reports**, expand **Labels** and select the label you want to work with.
4. Click **Customize**.
5. Click **Load Template**.
6. In the **Available Templates** list, select the label template you want to use.
7. Click **OK**.

Working with Label Settings

You can select design options for your labels on the **Settings** tab. These settings give you tremendous flexibility in designing and printing labels from ACS.

1. Select a label to work with from the **Labels** menu.

2. Create the label layout you want on the **Layout** tab.
3. Click the **Settings** tab.
4. Select the appropriate settings for your labels. For detailed information on the available settings, see the Additional Field Information.
5. When finished, click **Preview** to display your labels.

Selecting Special Mailings Groups

When you print labels for newsletters, the labels print for all your People records instead of just the records returned in your last search results.

If you want to send newsletters to members of specific special mailings groups only, you can select those groups using the **Special Mailings Groups** option.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. Expand **Labels** and select the label you want to work with.
4. Click **Customize**.
5. Create the layout for the label on the **Layout** tab and click the **Settings** tab.
6. Under **Record Selection**, select **Special Mailings Only**.
7. Under **Additional Options**, select **Special Mailings Groups** and click **Select**.
8. Under **Special Mailing Groups**, select a group and click **Add** to move the highlighted group to the **Selected Special Mailings Groups** list.
9. **Optional**: If more than one special mailings group is selected, click **Up** and **Down** to sort the records in the order you want.
10. Click **Return**.

Changing the Label Margins

You can change the margin on your labels.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. Under **Report Type**, select the type of printer you use for labels.
4. Under **Reports**, select the label layout you want to edit, then click the **Setup** tab.
5. Click **Printer Setup**.
6. Under **Printer Settings**, clear **Use Default Margins**.
7. Under **Page Margins (Inches)**, adjust the margins as necessary, then click **OK**.
8. Continue setting up your labels and then click **Preview** to view your labels, or click **Print** to print your labels.

Custom Sorting for Labels

You can use custom sorting to select the order in which labels are printed. The default setting for labels is to print in alphabetical order; however, you can print labels in many different orders.

For example, you can select to sort by state to print labels in alphabetical order but sorted by state. To do this, add the **State**, **Last Name**, and **First Name** fields to the **Selected Custom Sort** column, in that

order. You could also print labels and sort in Sunday School Class order by custom sorting on **Attendance Class**.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. In the upper sidebar, expand **Labels** and select the label you want to work with.
4. Click **Customize**.
5. Create the layout for the label on the **Layout** tab and click the **Settings** tab.
6. On the **Settings** tab, under **Sort Options**, select **Custom**.
7. Click **Select**.
8. Under **Custom Sort**, select a sort field and click **Add** to move the highlighted sort field to the **Selected Custom Sort** list.
9. **Optional**: If more than one field is selected, use **Up** and **Down** to sort the fields in the order you want.
10. Click **Close**.
11. Click **Preview** to view your labels.

Selecting Member Statuses

When you are printing labels for newsletters, the labels print for all your people records instead of just the records returned in your last search results.

If you want to send newsletters to members with specific member statuses only, you can select those member statuses using the **Member Status** option.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. Under **People Reports**, expand **Labels** and select the label you want to work with.
4. Click **Customize**.
5. On the **Report Options** tab, click the **Layout** tab.
6. Create the layout for the label on the **Layout** tab and click the **Settings** tab.
7. Under **Record Selection**, select **Newsletter**.
8. Under **Additional Options**, select **Member Status** and click **Select**.
9. Under **Member Statuses**, select a member status and click **Add** to move the highlighted member status to the **Selected Member Statuses** list.
10. **Optional**: If more than one member status is selected, click **Up** and **Down** to sort the records in the order you want.
11. Click **Return**.

Changing the Font on Labels

You can change the font type and size on your labels without affecting the way bar codes print. Changes made to report fonts only affect the labels you are working in and is not permanent.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .

3. In the upper sidebar, select the labels you want to customize, then click **Customize**.
4. On the **Report Options** tab, select the appropriate options for your report and click **Preview**.

5. On the **Reports** toolbar above the preview pane, click **Font** Aa .
6. Select the style, color, and size font you prefer, and then click **OK**.

Working with Basic Bulk Mail

Basic bulk mail sorting options are included with the People program. A separate solution, ACS Max It!®, is available as well. Max It analyzes each mailing to find the lowest cost options for the mailing and handles all sorting/printing options for you.

ACS is fully capable of meeting postal requirements to help you save money on mailings. However, many other factors, such as mail-piece design, affect postal rates.

Configuring Labels for Basic Bulk Mail

Choices made in the Configuring Labels for Basic Bulk Mail area affect how labels are sorted and how they print. The US Postal Service regulations to qualify for bulk mail discounts are very specific regarding sorting and printing. Please review the Basic Bulk Mail Configuration options to understand the effect of your choices.

When you configure labels for basic bulk mail, you can also save the settings and load them for future basic bulk mailings.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. When the ACS reports window displays, expand **Labels** and select the label layout you want to configure for basic bulk mail.
4. Click **Customize**.
5. Select the **Layout** tab and **Settings** tab options you want for the labels.
6. On the **Settings** tab, select **Basic Bulk Mail** as the **Sort Order**, then click **Setup**.
7. Select the appropriate options for your Bulk Mailing on the **Settings**, **Postal Reports**, and **Mailing History** tabs.
8. To save the basic bulk mail configuration for future reference, click **Save Settings** on the **Settings** tab.
9. Click **Close**.
10. To view your labels, click **Preview**.

Choices made on the **Settings** tab affect how labels are sorted and how they print. The United States Postal Service® regulations to qualify for bulk mail discounts are very specific regarding sorting and printing.

Printing Basic Bulk Mail Reports

Basic Bulk Mail Reports provide helpful statistical information on the mailing list and label setup you are using. This information helps you complete the appropriate paperwork for your mailing, so that rates may be determined, and provides the Post Office with verification details for the mailing.

> ⊘ **Need Additional Functionality?**
>
> Clients with Max It!® have options to print the paperwork required by the Post Office for a bulk mailing, rather than having to fill it out by hand. Max It users should refer to the Help files in Max It for details on the print options available to them.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations**, then click **Go** ➡.
3. Expand **Labels**, select the type of label you want to use, then click **Customize**.
4. Click the **Report Options** tab.
5. Make layout selections on the **Layout** tab, and then click the **Settings** tab.
6. On the **Settings** tab, under **Sort Order**, select **Basic Bulk Mail** and click **Postal Reports**.
7. Click **Postal Reports** and select the report you want to print and click **Print** 🖨.

Working with County ZIP Codes

When you configure labels for basic bulk mail, you can define county ZIP Codes in the Add/Edit County ZIP Codes window.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** ➡.
3. Expand **Labels**, select the label you want to work with, and click **Customize**.
4. Click the **Settings** tab.
5. Under **Sort Order**, select **Basic Bulk Mail**, then click **Setup**.
6. In the Basic Bulk Mail Configuration window, on the **Settings** tab, click **Define County ZIP Codes**.
7. Click the appropriate **Add** button to add a ZIP Code.
8. After adding the county ZIP Codes, click **Close**.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** ➡.
3. Expand **Labels**, select the label you want to work with, and click **Customize**.
4. Click the **Settings** tab.
5. Under **Sort Order**, select **Basic Bulk Mail**.
6. Click **Setup**.
7. In the Basic Bulk Mail Configuration window, on the **Settings** tab, click **Define County ZIP Codes**.
8. Select the ZIP Code to delete and click **Delete**.
9. When the confirmation message displays, click **Yes**, then **Close**.

Working with Zip Code Zones

When you configure labels for basic bulk mail, you can define ZIP Code Zones. Your postal rates vary depending on the ZIP Code Zone to which you are mailing. Zone information identifies the appropriate distance code assigned to each originating and destination ZIP Code pairing.

You can obtain a list of ZIP Code Zones from your local post office, or visit the United States Postal Service® website at www.usps.com and use the Zone Charts feature. This information is necessary only for periodicals.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. Expand **Labels** and select the label you want to work with.
4. Click **Customize**.
5. Click the **Settings** tab.
6. Under **Sort Order**, select **Basic Bulk Mail**, then click **Setup**.
7. In the Basic Bulk Mail Configuration window, click **Define ZIP Code Zones**, then click **Add**.
8. Under **Zone Settings**, enter the appropriate information into the fields, then click **OK**.

Loading Saved Basic Bulk Mail Settings

You can view or edit saved settings when configuring basic bulk mail.

1. Under **Searches and Reports**, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. Under **People Reports**, expand **Labels** and select the label you want to work with, then click **Customize**.
4. On the **Report Options** tab, click the **Settings** tab.
5. Under **Sort Order**, select **Basic Bulk Mail**.
6. Under **Sort Order**, click **Postal Reports**.
7. Click the **Settings** tab, then click **Load Settings**.
8. Select the **Saved Settings** you want to access and click **Load**.
9. Click **Preview** to display your labels.

Label Designer

The Label Designer feature provides you with the tools and options to design, print, and save your own label layouts for mailing purposes. You can use Label Designer to customize a label template comprised of data fields from Organizations, People, Searches, Attendance, and Connections.

You can design a label layout for Dot Matrix, Label, or Laser printers depending on the type of printer you use to print labels. Label Designer can be accessed from the Labels menu of any of the areas or modules listed above by selecting the **Create a New Label Report** option. You can create a new label layout using a blank layout or a predefined layout template.

> ⚠ **Note**
>
> While the label templates available in Label Designer are designed to accurately match your label forms, we strongly recommend that you test the alignment of your labels and make adjustments as necessary using the Page Setup window prior to printing label batches.

You can design and save any number of Labels reports using customized label layouts for reuse in the event that your organization may need many different label formats that are used on a regular basis. When you design and save a Labels report using a customized label layout, it displays on the Reports list

under Create a New Label Report. You cannot access saved Labels reports using Label Designer. Also, you cannot access a customized label layout from the ACS Reports list.

Creating a New Label Layout

With Label Designer, you can create a new label layout from a blank form or using a predefined template.

While the Label Templates available in Label Designer are designed to accurately match your label forms, we strongly recommend that you test the alignment of your labels and make adjustments as necessary using the Page Setup window prior to printing label batches.

1. Under Searches and Reports, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. In the upper sidebar, select **Create a New Label Report** and click **Customize**.
4. On the **Layout** tab, under **Label Layout**, click **Edit Layout**. The New Items window displays.
5. Select **Custom Label Template** and click **OK**. The Label Templates window displays.
6. Select any additional template options that you want, then click **OK**.
7. Using the options available in the Label Designer window, design the label layout that you want.

1. Under Searches and Reports, click the **Labels** tab.
2. In the drop-down list, select **People** or **Staff/Organizations** and click **Go** .
3. In the upper sidebar, select **Create a New Label Report** and click **Customize**.
4. On the **Layout** tab, under **Label Layout**, click **Edit Layout**. The New Items window displays.
5. Select the layout template type that you want, then click **OK**. The Label Templates window displays.
6. Select the layout template that you want and click **OK**.
7. Using the options available on the Label Designer window, design the label layout that you want.

Designing a Label Layout

Once you have selected the layout type and label settings that you want, you can begin designing your label layout. You can do this by creating a layout using a combination of objects that describe how the label should look.

The Label Designer window is where you can create your label. This workspace contains all of the menus, toolbars, and dialogs that make up the Label Designer, which offers many tools to assist you with designing a label layout for your organization, including:

- **Label Components**— A label component is an element used to control how a label looks. Each component has a unique purpose. There are two types of components in Label Designer:
  - The **Standard Components** in Label Designer are the components that are most frequently used to build reports. The standard report components include items such as labels, memo, and images. These components do not retrieve data from your database to display. Rather, you assign the content that a standard component displays when you create the report.
  - The **Data Components** in Label Designer are similar to the standard components. The difference is that data components are data-aware, meaning that they have the ability to read the value of a field from a database table and display that value in the label layout. You associate a data-aware component with a database table and field by selecting the data pipeline and the data field from drop-down lists in the edit toolbar.

- **Speed Menus** — The speed menu displays when you right-click a component. It offers different options for altering the overall look of your component by way of changes in shape, size, and visibility. The speed menu varies slightly per component. When you open a speed menu, it applies only to the component you click, regardless of any components you have selected.
- **Toolbars** — Label Designer has several toolbars, component palettes, and data trees to help you design a label layout. You can view a list of all toolbars in Label Designer by selecting **Toolbars** in the View menu.

Working with Components in the Label Designer

A label component is an element used to control how a label looks. Each component has a unique purpose. There are two types of components in Label Designer:

- The Standard Components in Label Designer are the components that are most frequently used to build reports. The standard report components include items such as labels, memo, and images. These components do not retrieve data from your database to display. Rather, you assign the content that a standard component displays when you create the report.
- The Data Components in Label Designer are similar to the standard components. The difference is that data components are data-aware, meaning that they have the ability to read the value of a field from a database table and display that value in the label layout. You associate a data-aware component with a database table and field by selecting the data pipeline and the data field from drop-down lists in the edit toolbar.

In the Label Designer, you can create a DBText component to display information from a field in ACS People Suite. You can also align, bold, position, or resize components. You can also click **File** > **Page Setup** to change the number of columns and column width of the labels.

1. On the Design workspace toolbar, click **DBText** 🅰.
2. Click within the grid of the **Detail** band to place a **DBText** component in the detail band.

   > ⚠ **Note**
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   > There are two drop-down lists in the upper left corner of the Design workspace. The drop-down list on the left, the **Data Field** list, contains the fields you can select from the data sets. The drop-down list on the right, the **Data Pipeline Name** list, contains the available data sets from which you can select data.

3. In the **Data Pipeline Name** drop-down list, select the data set of the field you want to select for the **DBText** component.
4. In the **Data Field** drop-down list, select the field for the **DBText** component. The first field value displays in the **DBText** component. To see the names of these lists, place your cursor over the field. A tool tip displays the name of the list.

1. Select a component to align and adjust its position appropriately.
2. Press **Shift** and click the other components to align until they are all selected.
3. Click the appropriate alignment icon for the type of alignment you want to perform.

1. Select the components you want to display in bold type. Small gray boxes, called selection handles, display around each component to indicate that it is selected.
2. Click **Bold** B . All selected components display in bold type.
3. To select multiple components, hold down the **Shift** key on your keyboard and click the desired components.

1. Right-click the component and select **Position....**
2. Set the appropriate **Left** position, **Top** position, **Width**, and **Height** of the component.
3. Click **Apply**.
4. Click **OK**.

> ⊘ **Tip**
>
> Use the vertical and horizontal rulers of the Design workspace to help you position components. If the rulers are not visible in your Design workspace, selec**Rulers** from the **View** menu to view the rulers.
>
> When a component is selected, you can view the measurements of the component in the lower right side of the status bar.

1. Make sure all components are not selected by clicking in the grid of any report band.
2. Select the component to size.
3. When a component is selected, small circles called sizing handles display around the box outline. To size a component, place the cursor over the appropriate sizing handle. The cursor becomes a double-arrow. Hold down the left mouse button and drag the cursor to resize the component.

> ⊘ **Tip**
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> Use the guides on the vertical and horizontal rulers to determine the position and size of the selected component.
>
> You can also adjust the size of a component by selecting the component and holding down the Shift key and pressing the arrow keys. Use this method to size multiple component selections.

Working with Speed Menus in the Label Designer

The speed menu displays when you right-click a component. It offers different options for altering the overall look of your component by way of changes in shape, size, and visibility. The speed menu varies slightly per component. When you open a speed menu, it applies only to the component you click, regardless of any components you have selected.

Working with Toolbars in the Label Designer

Label Designer has several toolbars, component palettes, and data trees to help you design a label layout. You can view a list of all toolbars in Label Designer by selecting Toolbars in the View menu.