Tip or Technique

Creating Mailing Labels in IBM Cognos 8 Report Studio

Product(s): IBM Cognos 8.4
Area of Interest: Reporting
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1 Introduction

1.1 Purpose
This document will outline how to create mailing labels in IBM Cognos 8 Report Studio.

1.2 Applicability
These steps were created and tested in:

- IBM Cognos 8.4

This could be applied to IBM Cognos 8.2 and 8.3, as the same technique can still be used but different steps will have to be performed to achieve it.

2 Create the mailing label

2.1 Create the label

1. Open IBM Cognos Report Studio with the appropriate package. In this document we are going to use Go Sales (query) package.

2. In the Welcome window, click on ‘Create a new report or template’.

3. Click on Blank selection and then click OK.

4. On the Insertable Objects pane, click on the Toolbox tab.

5. Double click on Repeater Table to insert it in the report.

6. Also click and drag the table object in the reporter table where it says ‘Drop items here to create repeating objects’.

   ![Drop items here to create repeating objects]

   Set the number of columns to 1 and set rows to 5.
   The table is where we are going to drop the mailing label content in to. Click OK.

7. Click any where on the repeater table. Then in the Properties pane, click on the Ancestor button and select Repeater table.
Creating Mailing Labels in IBM Cognos 8 Report Studio

This will show the properties of the repeater table.

8. On the properties pane, in the General section, set across to 3 and Down to 4.
   This step controls the number of labels on a page.

9. In the Positioning section, click on the ellipse beside Size and Overflow.
   Set the height and width to 100%. Click OK
   This will make the labels use the full page

10. Click on the repeater table cell and click on the Middle of Cell button.
    This will position the table inside the repeater table cell to the middle.

2.2 Adding the Address

1. In the Insertable Objects pane, click on the Source tab.

2. Expand Sales (query) then Sales Staff.

3. Click and drag First name to the top row of any one of the tables.

4. Then click and drag Last name beside First name.

5. Click and drag Address 1 to the second row.

6. Click and Drag Address 2 to the third row.

7. Click and drag City, Province-State and Country in the forth.

8. Click and Drag Postal Zone in the fifth.

   The Table should look like the following:

   ```
   <First name><Last name>
   <Address 1>
   <Address 2>
   <City><Province-State><Country>
   <Postal zone>
   ```
9. Run the report in PDF to see the outcome.

Note: Always use PDF to render mailing labels. Since run the report in PDF will run the whole report, you might want to think putting in a filter that will reduce the data set while designing.

10. The output should look something like this:

Getting there! We have to do some formatting to break up some of the names.


12. In IBM Cognos Report Studio, go to the Insertable Objects pane, click the toolbox tab and click and drag the Text Item object in the middle of First name and Last name.

13. In the text window hit the space bar button on the keyboard then hit OK. This will create a space between First and Last name.
   Note: There are a few ways of creating a space. You could also use margin or padding properties as well.

14. Click and drag the Text Item object between City and Province-State. In the text window hit the comma key and then the space bar on the keyboard and then click OK.
15. Double click on Province-State in the report. Get the expression definition to look like this:

\[[\text{Sales (query)}].[\text{Sales staff}].[\text{Province-State}] + ',', '\]

Then click OK.

This technique will put a comma in-between Province-State and Country. The difference this time is that if there is no Province-State, the comma will not show. Where the comma inserted in step 14, will show all the time.

16. Run the report in PDF. The output should look something like this.

```
Aartje Hansen
55 Rue Rothschild
Genève, Switzerland
CH-1202

Abram Ruiz
55 Rue Rothschild
Genève, Switzerland
CH-1202

Adda Hejman
55 Rue Rothschild
Genève, Switzerland
CH-1202

Adriane Haanroads
55 Rue Rothschild
Genève, Switzerland
CH-1202

Agatha Reyes
Placa de la Constitución, s/n
Bilbao, Vizcaya, Spain
48223

Agnelo Chavez
55 Rue Rothschild
Genève, Switzerland
CH-1202
```

2.3 Formatting

Since there are many different types of label paper styles out there, you will most likely have to adjust the size and the positions of the labels in the report to properly print the label on the page.

The most common properties that you will have to change will be:

- Size and Overflow
- Margins
- Padding
- Font (sizing)
3 Example

Here are a couple of more examples of the types of labels that can be produced.

Brendon Pike
789 Yonge Street
Toronto, Ontario, Canada
M2M 4K8

Great Outdoors Company
123 street name here
City, Province, Country, Zip code

Great Outdoors Company
RUSH

TO/Dest.: Act’N’Up Fitness
c/o Brendon Pike
789 Yonge Street
Toronto, Ontario, Canada
M2M 4K8