

**Eastern Illinois University
LiveText:
Creating Labels to Organize your Documents**



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College of Education and Professional Studies

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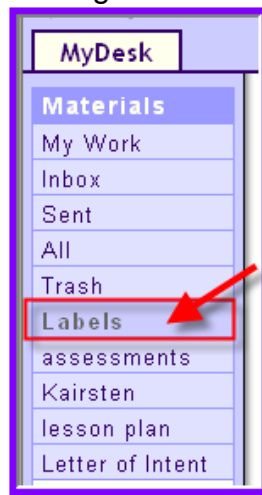
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Introduction to Labels

Working with labels is similar to creating folders in an email account. Labels help to organize your documents (i.e. those sent to you and those that you send to others). In Figure 1.1, you are introduced to the interface of your **MyWork/MyDesk**. Notice that the **Labels** category is located on the left-hand side of the page.

Figure 1.1



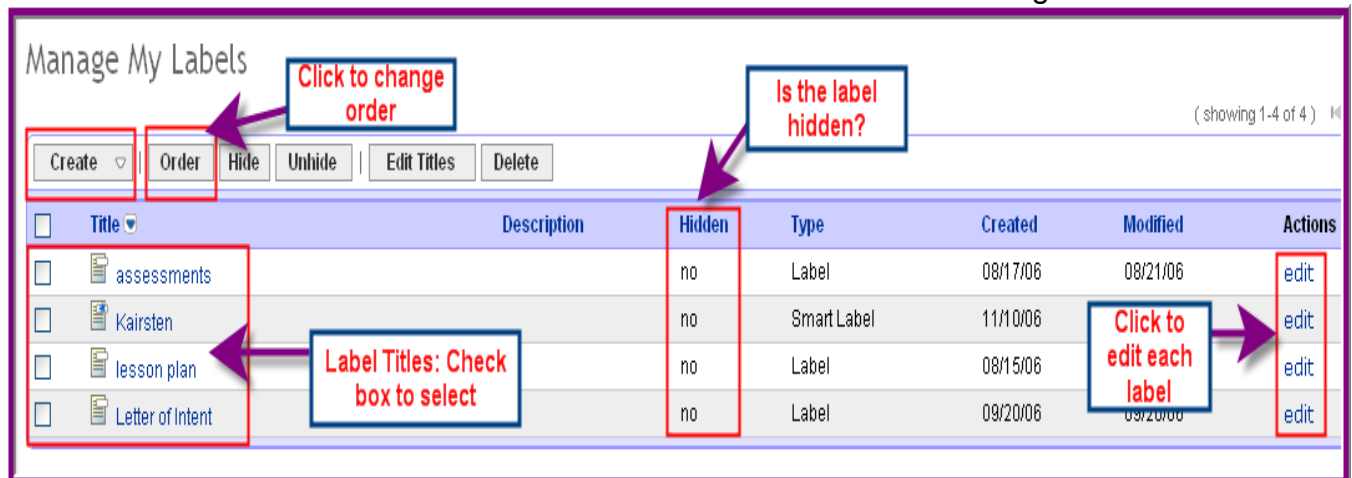
Section 1- Creating Labels

Labels help you organize your documents. In this section, you will learn how to make labels which create categories for easy identification and access to your documents.

Exercise 1-1 Creating a Label

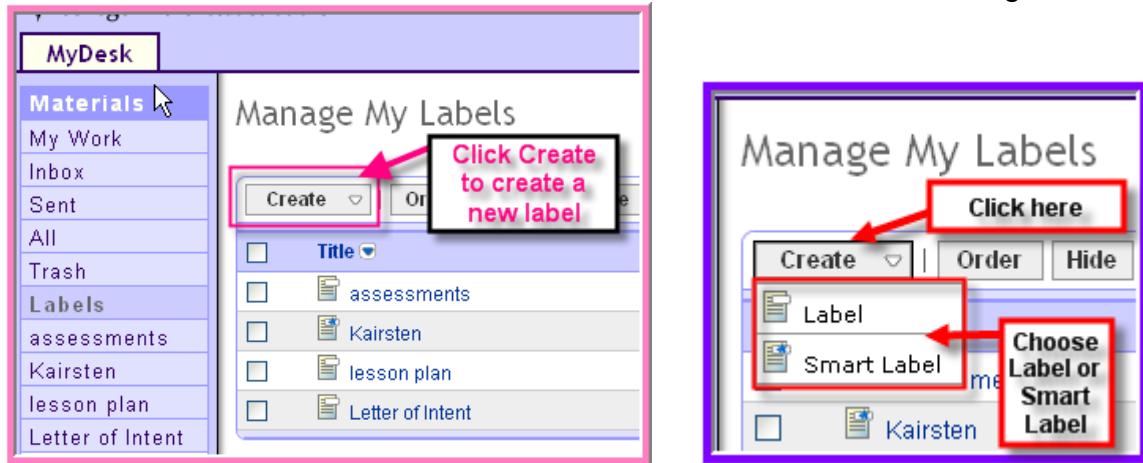
1. On **MyDesk**, click **Labels** (Figure 1.1)
2. Opens new page: **Manage My Labels** (Figure 1.2).

Figure 1.2



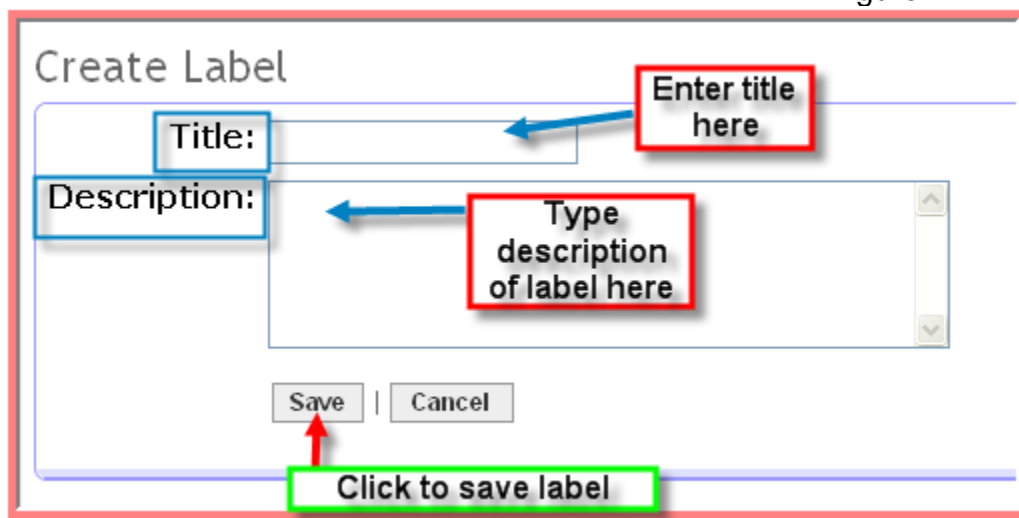
2. Click **Create > Label** (Figure 1.3).

Figure 1.3



3. A new page (**Create Label**) will appear that allows you to customize your label (Figure 1.4). Next to **Title**, type in your desired title. EX: **SED 3330 Lesson Plans**

Figure 1.4



*Note that the description is optional.

4. When you have finished entering all of the necessary information, click **Save**. Notice that your new label is now located under **Labels** on your **MyDesk** page.

Section 2 - Creating Smart Labels

Smart labels help you to organize your documents by content, title, document type, last modified, etc. In this section, you will learn how to create a smart label.

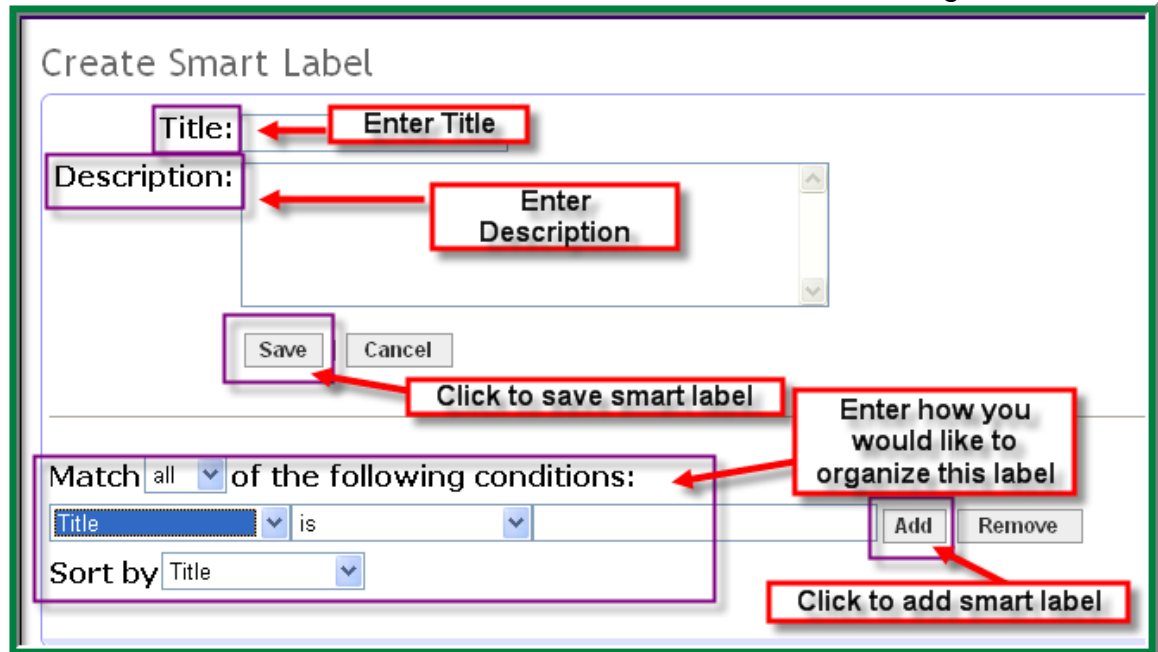
Exercise 2-1 Creating a Smart Label

1. On **My Work/My Desk**, click **Labels**.
2. New Page: Manage my Labels Click **Create > Smart Label** (Figure 2.1).



2. After entering your Smart Label title in the Title box, choose the appropriate information for the type of label that you want to create (Figure 2.2).

Figure 2.2



3. Click **Save**. When you are finished, you will be taken back to **MyDesk**. Notice that your new Smart Label has been created and is located under **Labels**.