

How to Create Product Labels in Doubleknot

Purpose

This guide explains how to create product labels in Doubleknot using a Microsoft Word label template and the Mail Merge feature.

Once created, the template can be imported into Doubleknot and mapped to the correct product fields for printing.

Note:

Steps may vary slightly depending on your version of Microsoft Word.

1. Create the Label Template in Microsoft Word

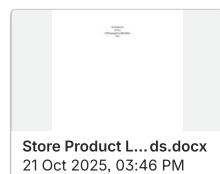
1.1 Locate and Open a Label Template

1. Locate a **label template** online that matches your requirements.
2. **Download** the template file and **open** it in Microsoft Word.
3. The label sheet will appear as a blank table of label spaces.

1.2 Add Merge Fields

Next, you'll add merge fields to display product data on your labels.

1. Copy and paste the following merge field codes in the document below into the **first label**:



2. Arrange or format these fields to fit your desired label layout.

Tip:

These merge fields automatically pull each product's **description**, **price**, **barcode**, and **SKU** from Doubleknot.

1.3 Apply Fields to All Labels

Now, apply the same fields to the rest of the labels on the page.

1. In Microsoft Word, select the **Mailings** tab.
2. Ensure the window is large enough to display all options in the ribbon.
3. Click **Start Mail Merge** → **Labels**.
4. When the Label Options window opens, click **Cancel**.
 - This activates the **Update Labels** option in the toolbar.
5. Click **Update Labels**.
 - All labels after the first label will populate automatically with the following fields:

```
«Next Record»«Description»  
«Price»  
«UPC(image(1,2900,400)  
    )»  
«SKU»
```

6. **Save** the Word document.

2. Import the Label Template into Doubleknot

2.1 Upload the Template

1. Log in to **Doubleknot**.
2. Navigate to **Feature List** → **Template Management**.
3. Click **New Template**.
4. Enter a descriptive **name** for your label in the **Description** field.
5. Set the following options:
 - **Template Type:** Product Label Template
 - **Share Template:** Choose the appropriate sharing option for your organization
6. Click **Choose File**, select your saved Word template, then click **Add**.

Note:

You do **not** need to assign the template to individual items.

2.2 Map the Template Fields

1. In the **Template List**, select your new label template.

2. From the menu on the right, choose **Map Template Fields**.
3. Click **OK** when prompted.
4. Enter a check in the box next to Enable next fields.
5. Update each field's display format as shown below:

Field	Display Format
Description	Text
Price	Text
UPC	Barcode 128
SKU	Text

5. Click **Save**.
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3. Test the Product Label Template

3.1 Print a Test Label

1. From the **Feature List**, go to **Store Management**.
2. Select **Print Inventory Label**.
3. Under **Description**, search for and select a product that needs a printed label.
4. In **Label Create Count**, enter the number of labels to print.
5. In the **Create Labels** dropdown at the bottom, select your new template.
6. Click **Download Label Print File**.
7. Open the downloaded file and verify that:
 - The correct product information appears.
 - The barcode displays properly.
 - The label spacing aligns with your label sheet.