Printing Catalog Spine and Pocket Labels

Required Label Stock

You can print spine labels only or spine and pocket label sets. The catalog label reports are formatted to print to a specific label stock. The required labels should be ordered directly from LibraryWorld. Call our Sales department for more information at 1-800-852-2777, extension 203.

Setup Instructions for Label Printing

Before printing the labels, make sure you go through these steps to set up your browser with the correct page settings.

If you are accessing your library on a Mac computer:

1. You must use Safari when printing labels.

2. It is not necessary for you to adjust the margins.

3. On Safari's Print dialog box, make sure the 'Print headers and footers' option is NOT selected.

4. When viewing the labels on the screen (before sending them to the printer), select Safari's View menu and make sure 'Actual Size' is selected. If you 'Zoom In' or 'Zoom Out' the report will print in a different font size and will not align with the label stock.

If you are accessing your library on a Windows computer:

1. You must use Internet Explorer when printing labels.

2. Go to Page Setup on Internet Explorer's File menu to adjust the margins. Start with these settings:

Left:	0.3
Right:	.25
Top:	.50
Bottom:	.25

3. Remove any text that will print as a header or footer.

4. When viewing the labels on the screen (before sending them to the printer), select Internet Explorer's View menu and make sure the selected Text Size is 'Medium'. If you print with a different text size the report will print in a different font size and will not align with the label stock.

5. Print out some test labels on regular paper and line them up with your label stock. If the printing does not line up correctly with the label stock, you will have to adjust the left and/or top margin settings. You should not have to make any changes to the Right or Bottom margin settings.

   a. To adjust the vertical placement, adjust the top margin. To start printing higher, make the margin smaller. To start printing lower, make the margin larger.

   b. To adjust the horizontal placement, adjust the left margin. To start printing farther to the left, make the margin smaller. To start printing farther to the right, make the margin larger.

Printing the Labels

There are three methods available for selecting the records to be included. Each method is outlined below.

To print spine and pocket labels using a find set from the catalog:

1. Go to the Catalog page.

2. Find a set of records using the basic, advanced, or range searching option.

3. Select the Reports icon in the navigation panel.

4. Select the Catalog Labels report.

5. Select "All copies from find set".

6. Enter the starting label position where you want the printing to begin. This option allows you to re-use label stock with several labels remaining.

7. Select any other fields you want to print on the labels: Barcode #, Branch, or Location.

8. To print your labels in a larger font, select the Large Font option.

9. Select the type of label to print: Spine only, or Spine and Jacket.

10. Click on the **Generate Report** button and another window or tab will open with the label report displayed.

11. Print the label report to the label stock.

To print spine and pocket labels using the clipboard:

1. Go to the Catalog module.

2. Select your records and add them to your Clipboard.

3. After you have selected all the records you wish to print labels for by adding them to the Clipboard, select the Reports icon on the navigation panel.

4. Select the Catalog Labels report.

5. Select "All copies from clipboard".

6. Enter the starting label position where you want the printing to begin. This option allows you to re-use label stock with several labels remaining.

7. Select any other fields you want to print on the labels: Barcode #, Branch, or Location.

8. To print your labels in a larger font, select the Large Font option.

9. Select the type of label to print: Spine only, or Spine and Jacket.

10. Click on the **Generate Report** button and another window or tab will open with the label report displayed.

11. Print the label report to the label stock.

To print spine and pocket labels for a range of barcode numbers:

1. Select the Reports Icon in the navigation panel.

2. Select the Catalog Labels report.

3. Select "All copies containing barcodes from (blank) to (blank)".

4. Enter your beginning number in the 1st field and your ending number in the 2nd field.

5. Enter the starting label position where you want the printing to begin. This option allows you to re-use label stock with several labels remaining.

6. Select any other fields you want to print on the labels: Barcode #, Branch, or Location.

7. To print your labels in a larger font, select the Large Font option.

8. Select the type of label to print: Spine only, or Spine and Jacket.

9. Click on the **Generate Report** button and another window or tab will open with the label report displayed.

10. Print the label report to the label stock.