

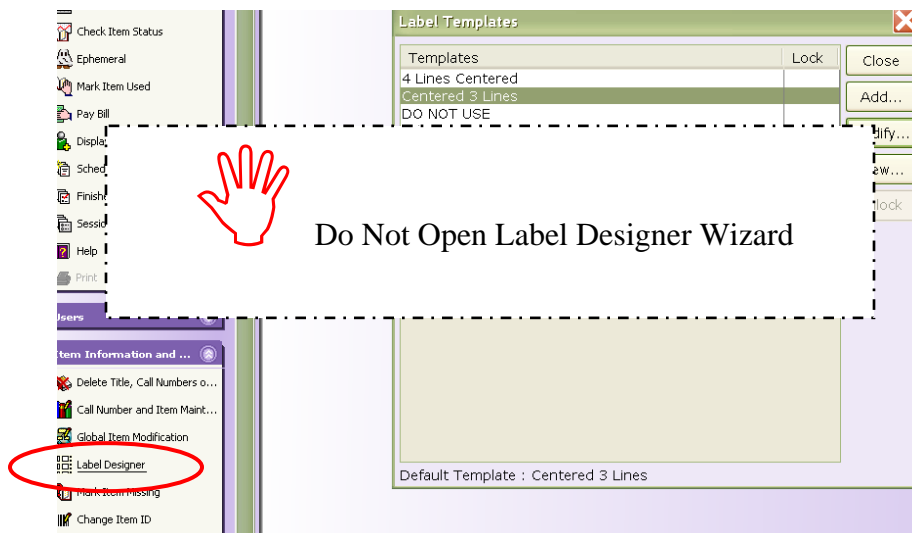
## Topic: Spine Labels

### Related Topics:

Introduction: The Label Designer can work with any printer that can be connected to your network . The basic function to print spine labels is to run the custom spine label report with the template selected that meets the number of lines for the spine label. 5 Templates can be saved with title of the report depicting each report. The additional spine label templates were added to accommodate the call number being centered on the label without modifying.

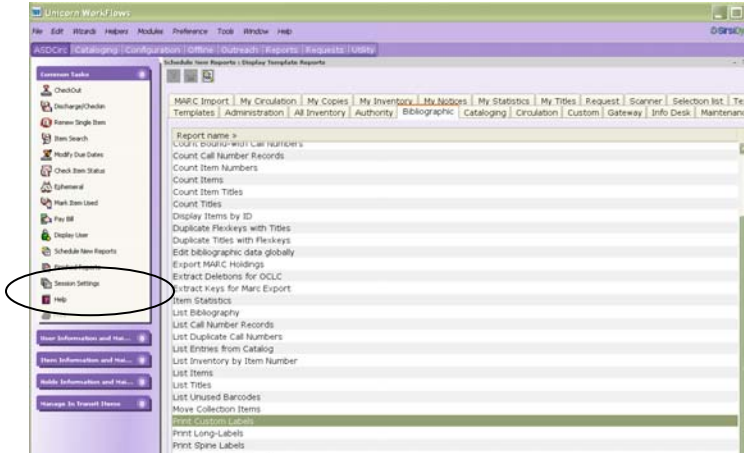
Label Designer is configured with 5 templates, Spine Label, Label Spine 1 or 2 Lines, Centered 3 Lines, 4 Lines Centered, Reference 5 Lines Centered. Print option has been configured to print 50 labels per sheet. Similar to the InfoWorks label paper. Plain paper can be used also.

The Label designer wizard has already been set up, **Do Not Open the wizard.**

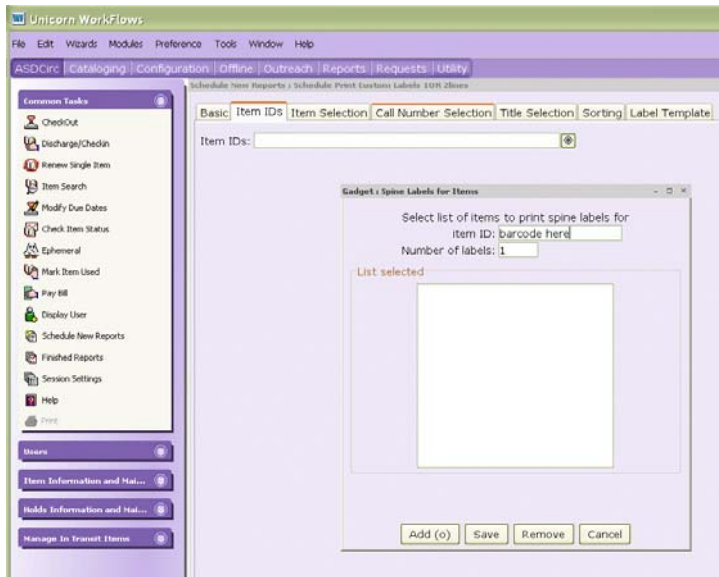


## Getting Started:

1. Click on Scheduled New Reports wizard
2. Under Bibliographic tab
3. Click on Print Custom labels report

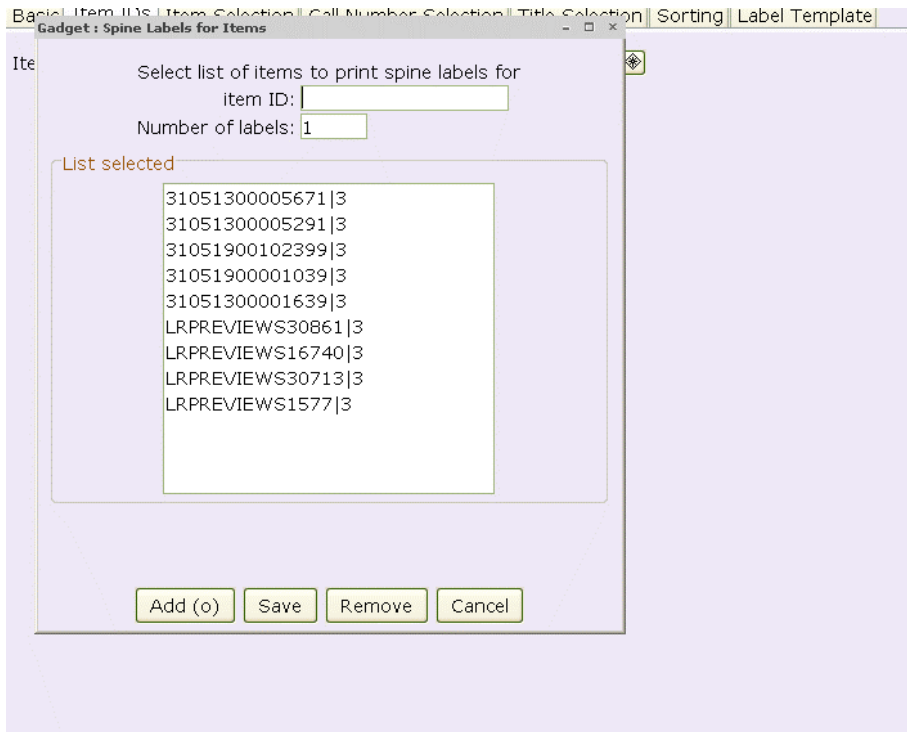


4. Open report
5. Click on Item IDs tab
6. Click Item ID's gadget
7. The Spine Labels for Items window opens.
8. Number of Labels box (second field), enter the number of labels you need for the first item, commonly one. If you have several of the same spine label category, Everybody is an example, enter number of labels needed.

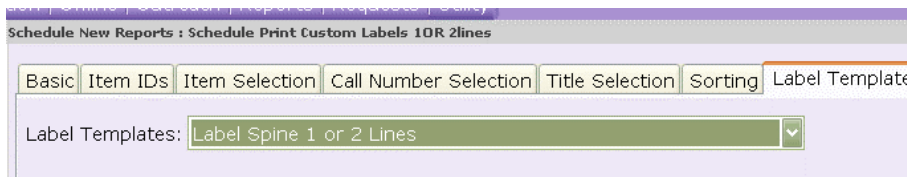


9. Item ID box, type or scan the barcode of the item.
10. When entering barcodes with a scanner, the list of barcodes will automatically display in the List selected window.
11. Click Add when entering barcodes manually, barcodes will display in the List selected window.

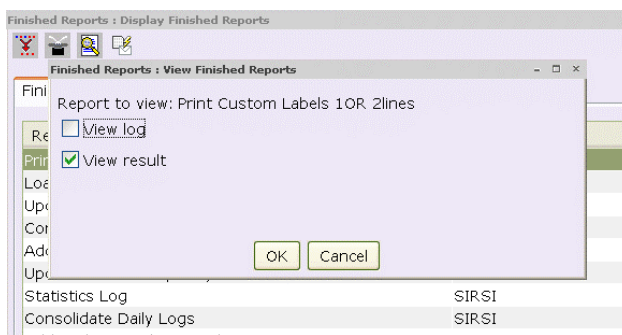
12. List Selected pane, the barcodes display in a concise, legible list for review.
13. Repeat the above process until all of the items that you want labels for are added.
14. To remove a barcode, click on the barcode to remove, the number will highlight, then click remove
15. Click SAVE when all barcodes have been entered



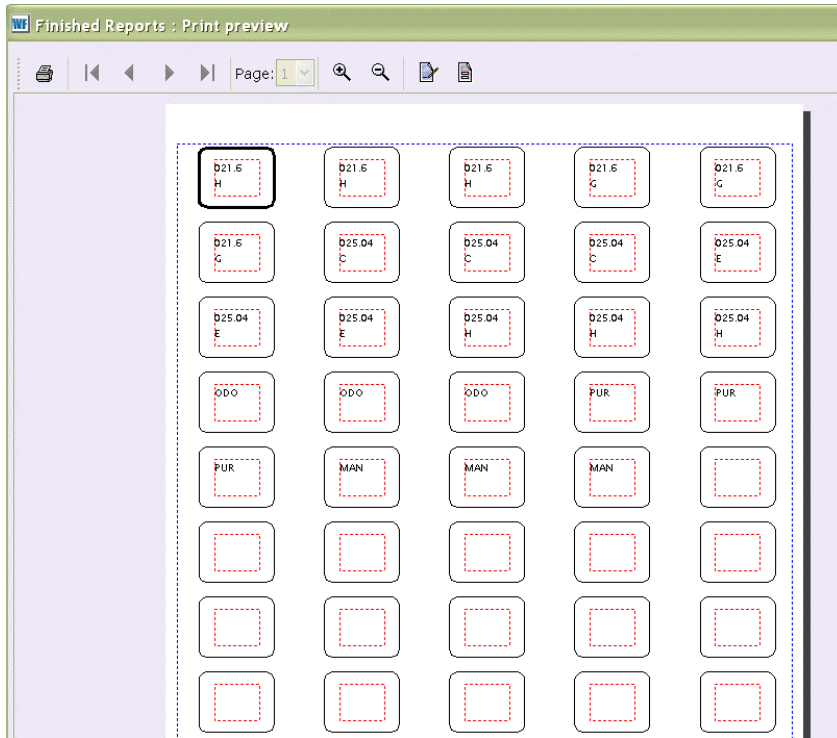
16. Label template tab, select Spine Label



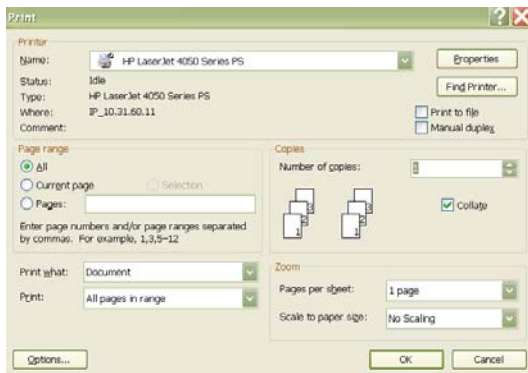
17. No other tabs need to be configured
18. Click run now or Schedule report
19. Click on Finished Reports wizard
20. Click on Print Custom labels report to highlight
21. View finished report – uncheck View log



22. Print Custom Labels report opens in a preview window, displays 50 labels
23. Select print by clicking the print icon

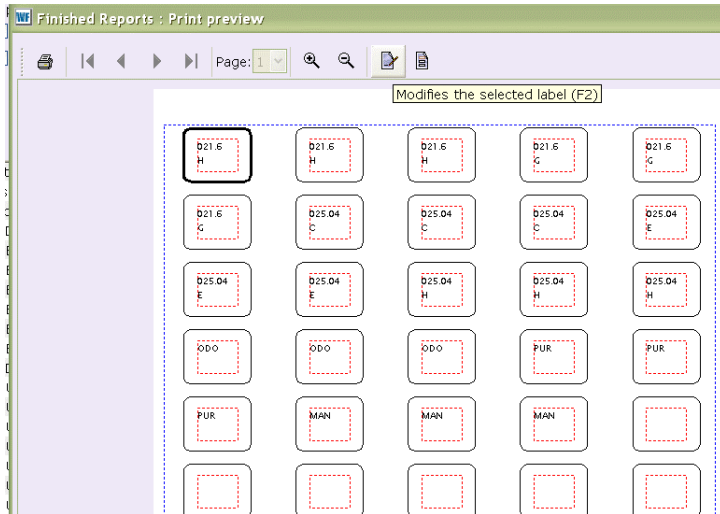


- a. If a print properties window opens - check the printer is correct
- b. Click OK





## Labels can be modified in print preview window

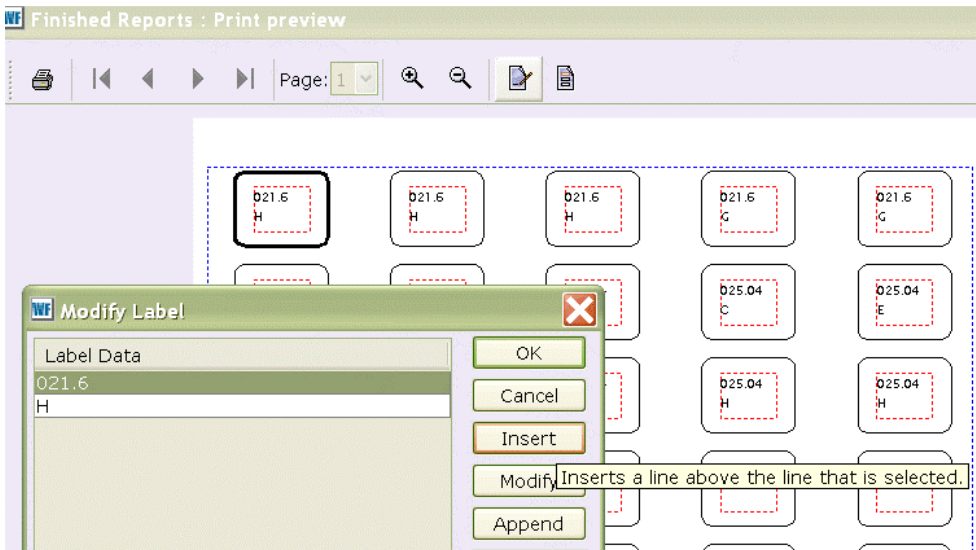


### Several edit buttons are available

The number of lines available matches the template selected, Label Spine 1 or 2 Lines {2 lines max} or 3 Lines Centered {3 lines max}, or 4 Lines Centered {4 lines max}, and Spine Label 5 Lines centered {5 lines max}

A line may be added if the max has not been met and or a line may be deleted

Example is to add text and or remove text by high lighting line, then click Add or Remove button



Spine labels can be created by scanning item bar codes into Spine Label report and exporting to iLabel.

Click link.

**[InfoWorks/ iLabel instructions](#)**



**Spine labels can be formatted in a Word document as an alternative, instructions are at the bottom of the bottom of the iLabel document.**

**Ordering label paper: Label paper can be ordered at <http://www.itcompany.com/orderla.htm>.**