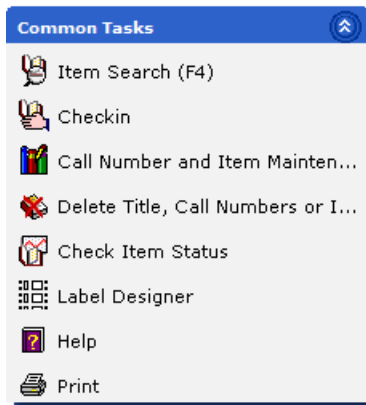


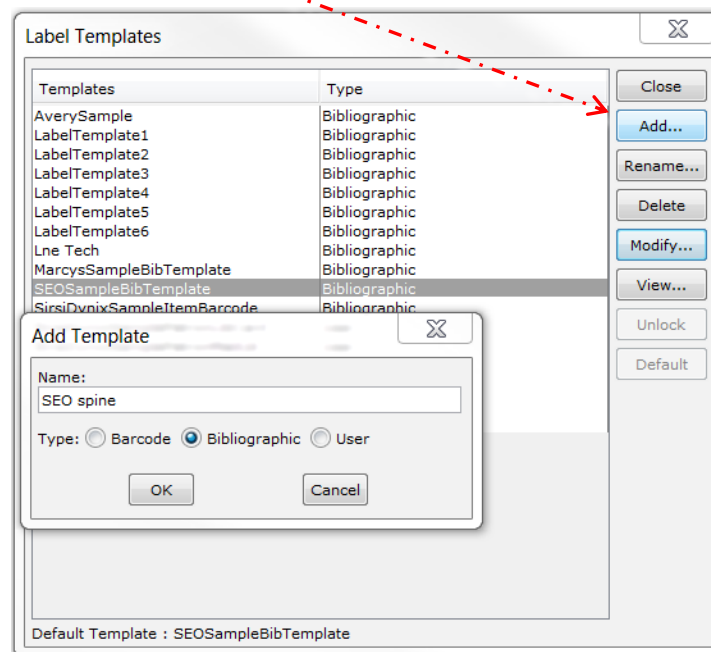
## Creating and setting up a Single Spine Label Template.

1. Click on the Label Designer wizard found under Common Tasks in the Tech Toolbar.



A listing of saved templates will appear with the default label highlighted. When creating a template please put your Libraries **3 letter code at the beginning of the template name.**

2. To create a new template, click the Add Template button.



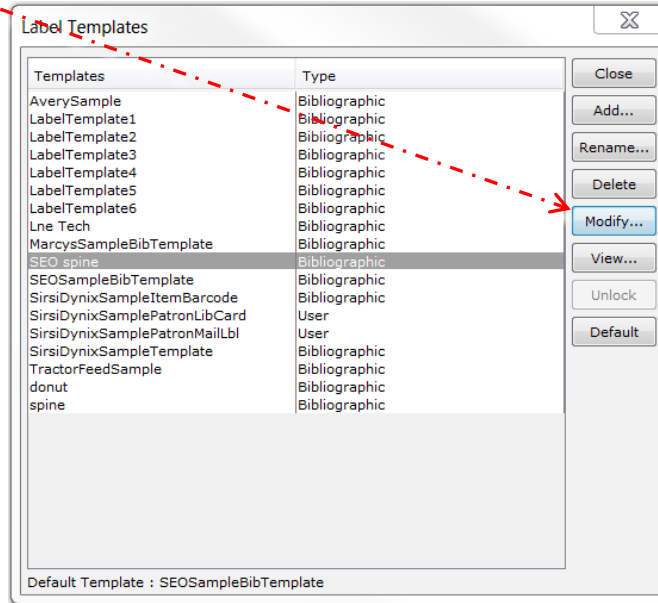
A window will appear containing a default template name. Enter a **new** template name that reflects the kind of label and the owning library. The default **Type** will be "Bibliographic."

3. Click the OK button.

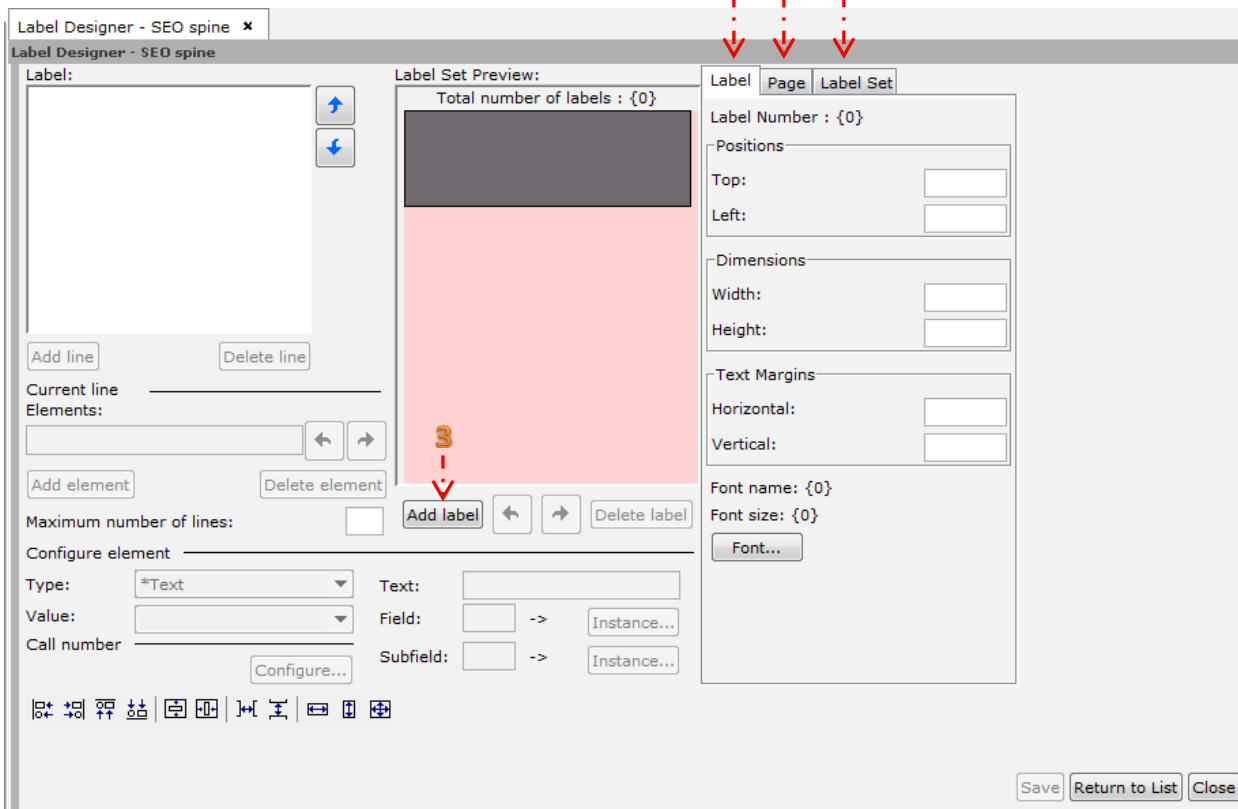
## Creating Labels using Label Designer

After creating and renaming the template, select the new template from the list of templates.

4. Click the Modify button.

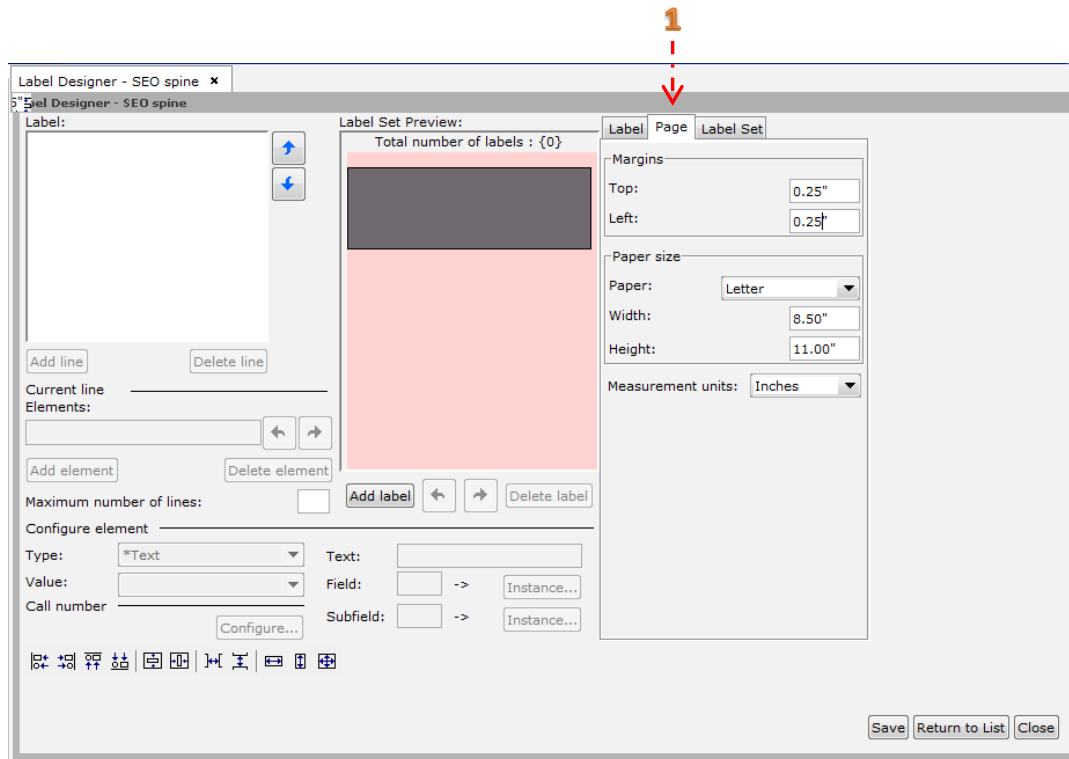


A blank label template will display as illustrated below.



**Important Note:** Label specifications must be entered in the correct order to prevent the generation of *error messages*.

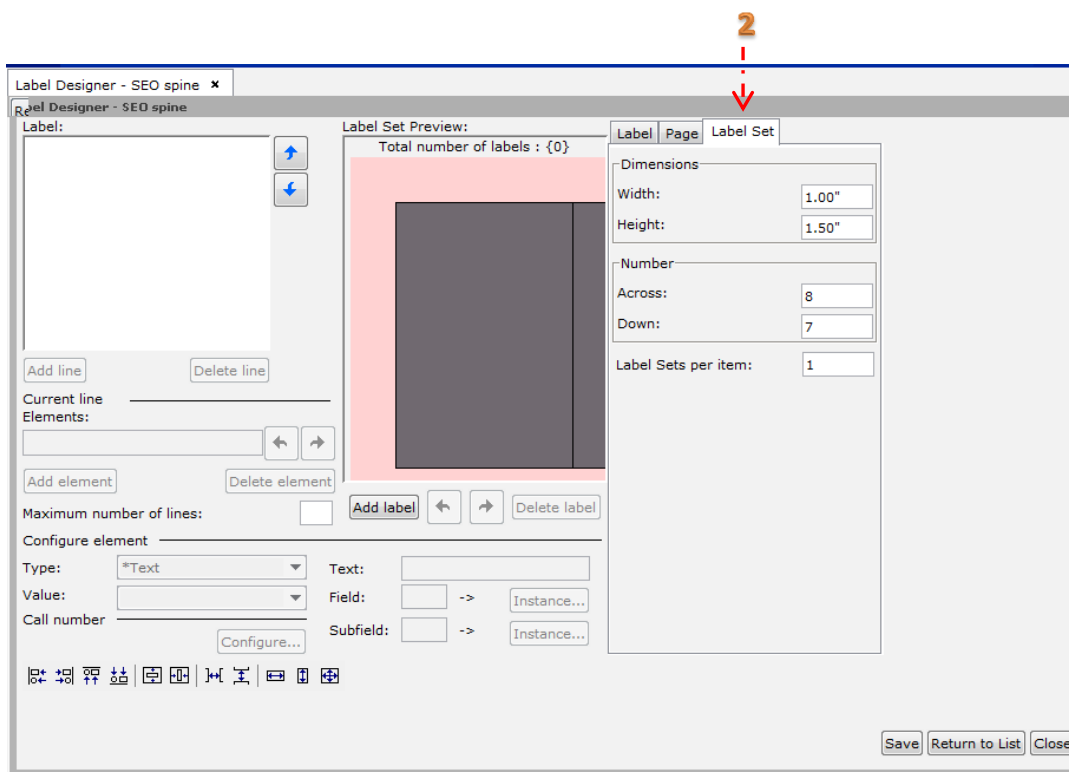
## Step 1:



- Set up **Page** configurations before adding labels.
- Enter **Measurement Units** in either inches or centimeters.
- Configure **Paper Size** based on selected labels. (**Note:** Label presented here is for a letter sized sheet of 1" x 1.5" spine labels.)
- Measure top and left **Margins**. (**Note:** This measurement should be from the top or left edge of the sheet to where the label begins.)

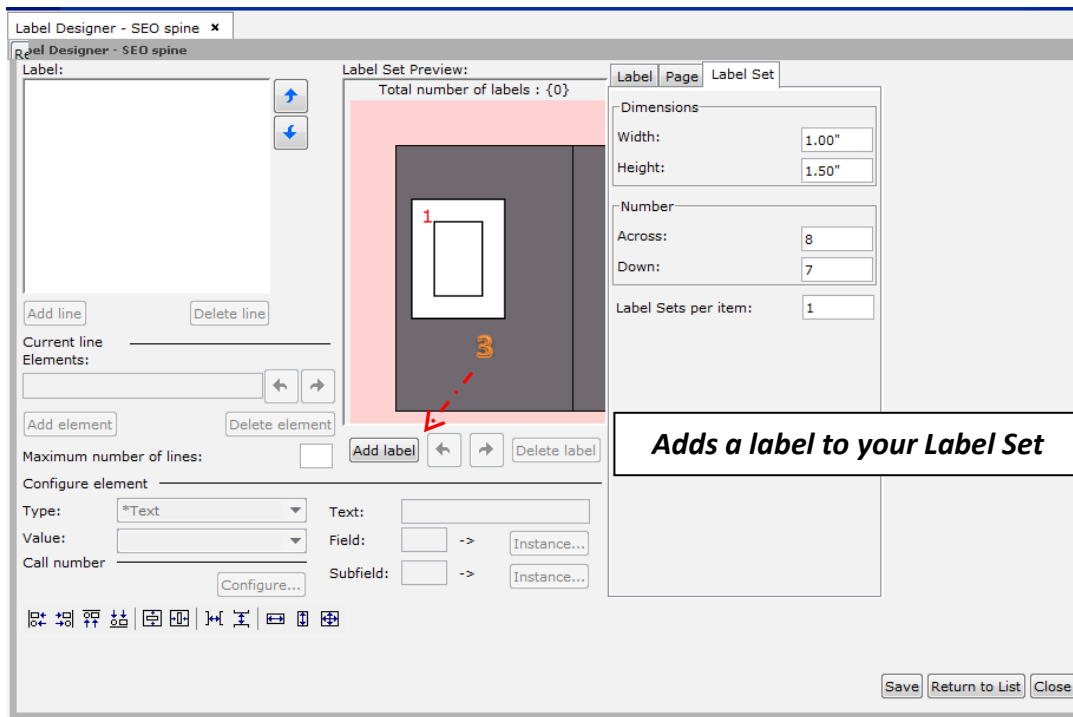
**Note:** The label shape, shown above on the left in **Label Set Preview**, changes as the Margins are modified.

### Step 2:



- Set up **Label Set** configurations before adding labels. (**Note:** A **Label Set** may consist of 1 or more labels – (1 label) a single spine label; (2 labels) a spine and pocket label, etc.)
- Measure width and height and enter the **Dimensions** of the label set. (**Note:** This measurement should be the **exact** size of the entire label set. This includes any external right or bottom margins. **\*\*The actual label margins for each label will be set on the label specific Label Tab.**)
- Enter the **Number** of label sets across and the number of label sets down.
- Enter the number of **Label Sets per Item** that will need to be printed (i.e.: If only one spine label per item is needed, enter 1. If two spine labels per item are needed, enter 2.)

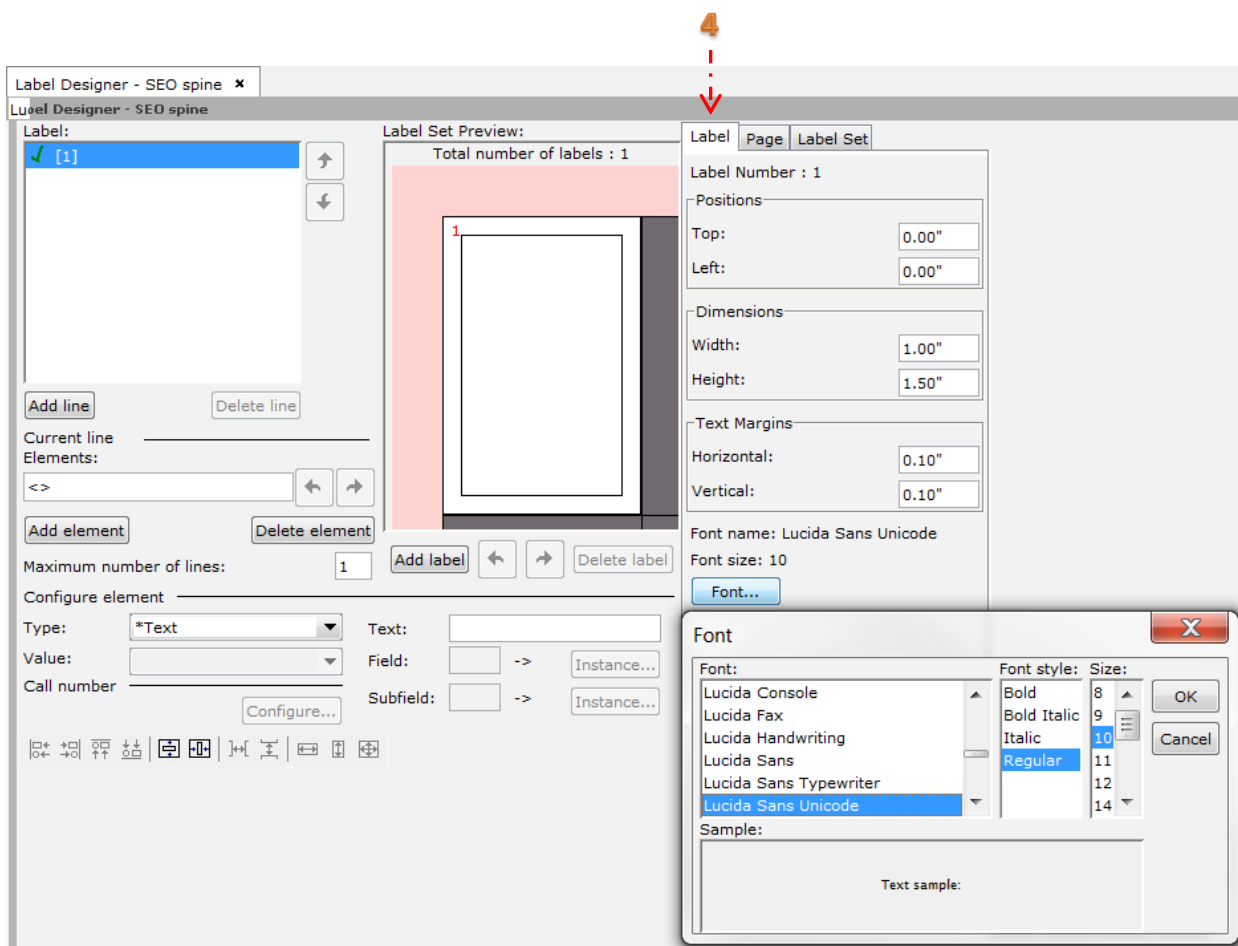
## Step 3:



- a) Click the **Add Label** button to add a label to the **Label Set Preview** window. (**Note:** This process should be repeated, as necessary, to set up label sets with more than 1 label. Each label will have its own positions, dimensions, text margins, and font settings.)

Note the placement of small label in **Label Set Preview** window illustrated above.

## Step 4:



- Enter the **Positions** of the label in relation to the label set.
- Measure the width and height of the label and enter the **Dimensions**.
- Enter the horizontal and vertical **Text Margins**
- Click on the **Font** button and select the font name and font size for the text from the drop down menus as illustrated above. An example of the selected font is displayed below the selections.

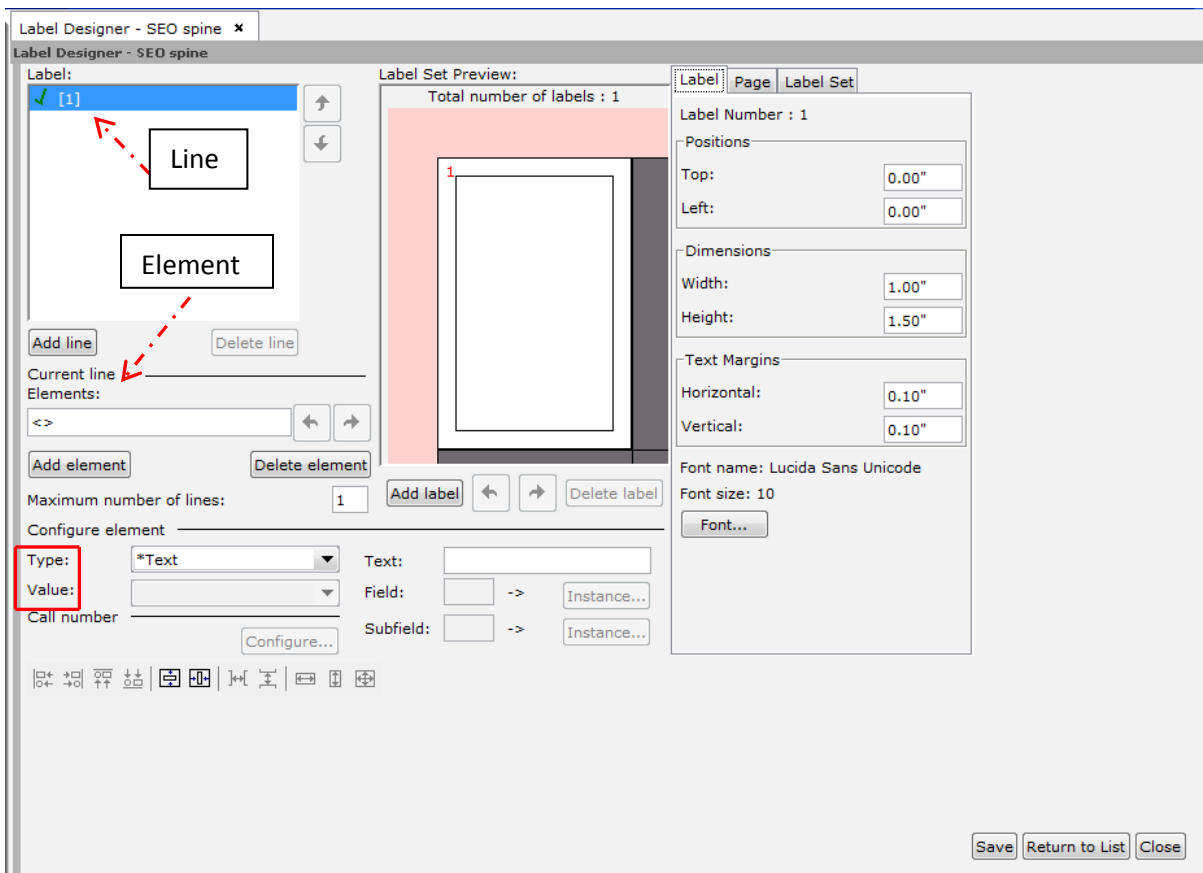
### Notes:

- The position of the label in **Label Set Preview** changes according to the values entered for the label.
- The **Add Label** function and the **Label Tab** settings procedures should be repeated to add additional labels to the label set.

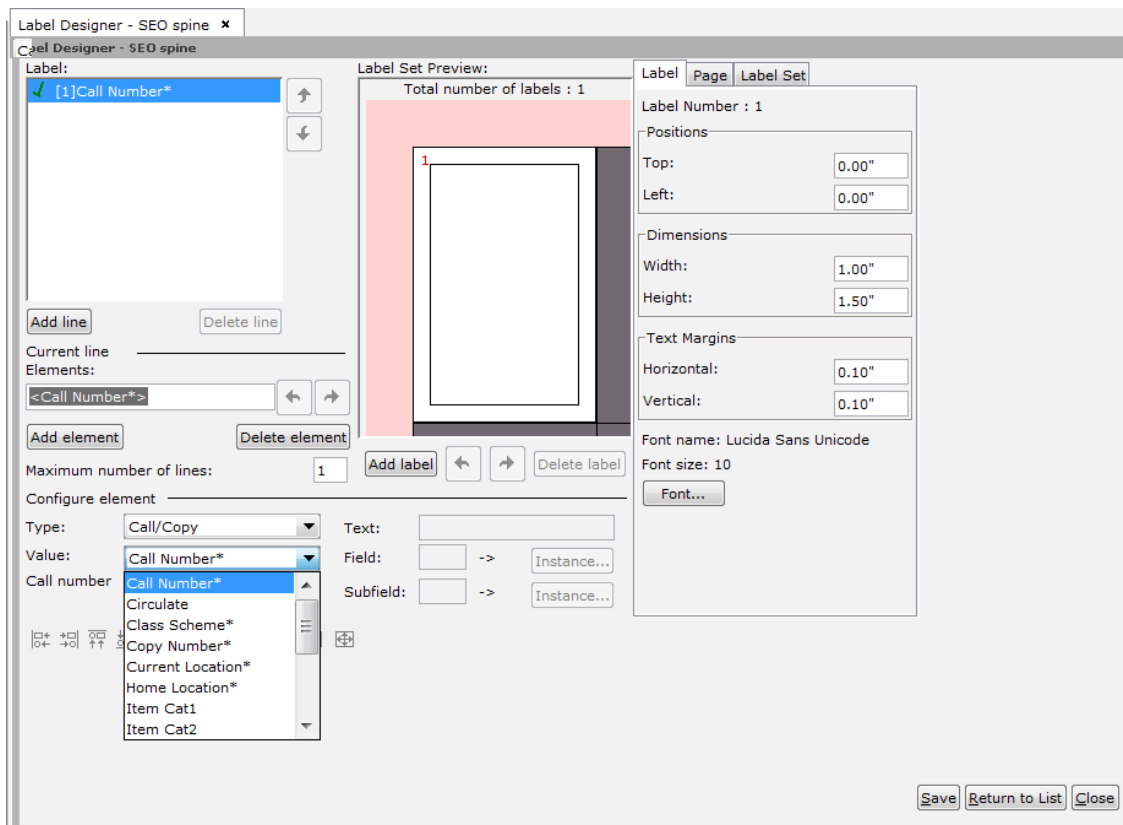
## Creating Labels using Label Designer

When a label is added, both a **Line** and an **Element** are automatically added as shown below. Additional lines and elements may be added manually to the **Label Box** by clicking either the **Add Line** button or the **Add Element** button.

To **Configure the Elements**, select the correct line and choose the desired **Type** and **Value** from the drop down menus. (**Note:** the **Value** list will change depending on the **Type** selected.)



**Note:** The label displayed below will contain **Call Number** information only.



The designated **Type** will be **Call/Copy** and the **Value** will be **Call Number**.

When the **Value** is selected, it is automatically placed within the **Element** brackets.

**Note:** Each **Line** (displayed above in the upper left) may have more than one “line.”

This will be determined by the **Maximum Number of Lines** box. (i.e.: For a single call number label, 7 or more “lines” may be needed for the 1 **Line/Element**; however, for a pocket label only 1 “line” may be necessary for each **Line/Element(s)** added to the **Label Box**.)

**Note:** when the **Maximum Number of Lines** box is changed from 1 to 8, the icon in the **Label** box next to the

**Line** changes from to

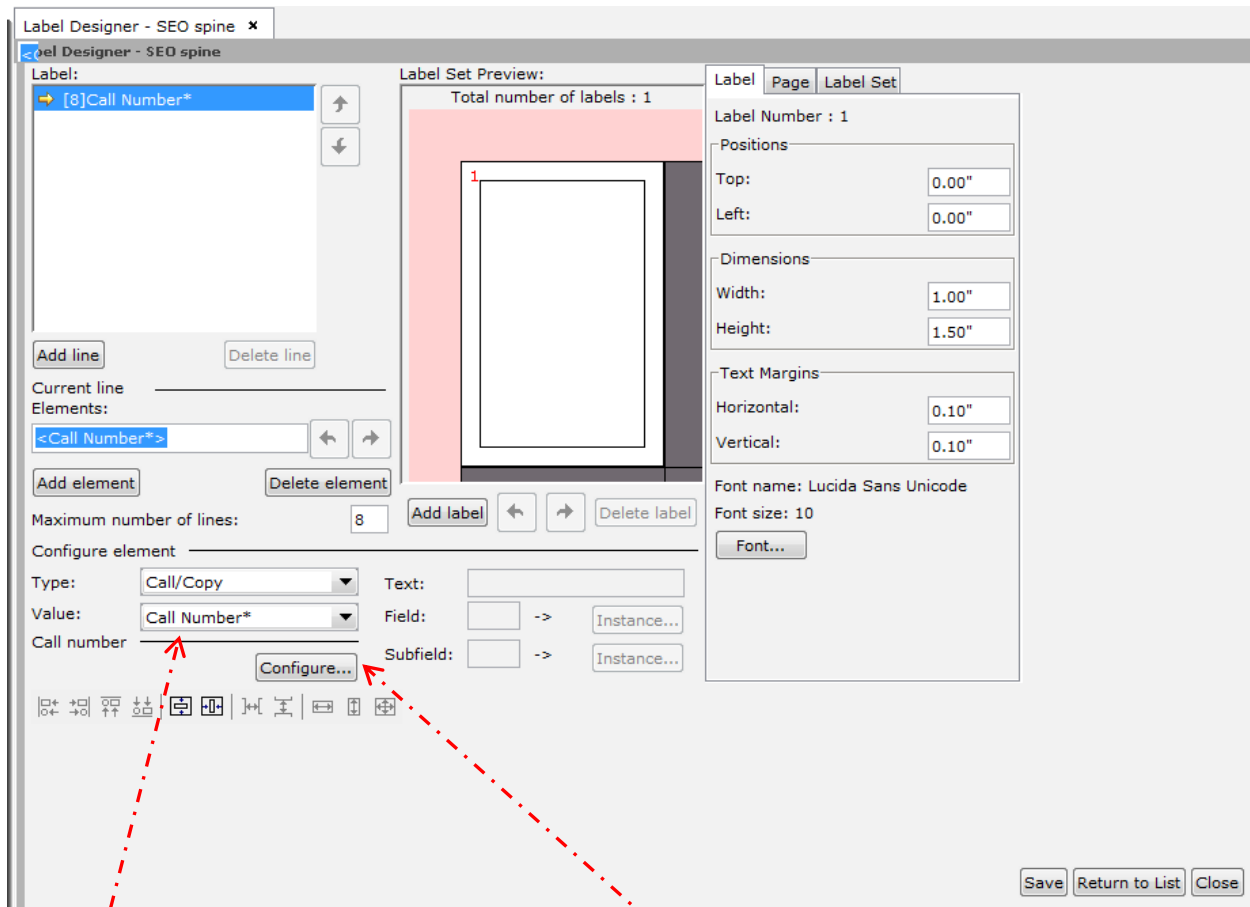
A “**green check mark**” indicates that all “line(s)” for the **Line/Element(s)** will definitely appear on the printed label.

A “**yellow arrow**” indicates that a “line” may or may not display on the printed label.

A “**red X**” indicates that “line(s)” or **Line/Element(s)** will not display on the printed label.

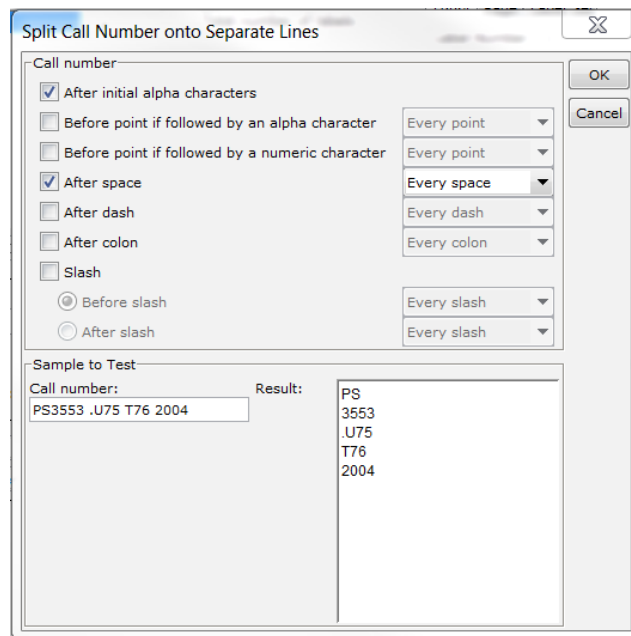


## Creating Labels using Label Designer



When the **Value** is equal to the **Call Number**, the **Call Number Configure** button will be available. This function allows the configuring of call number breaks as illustrated below.

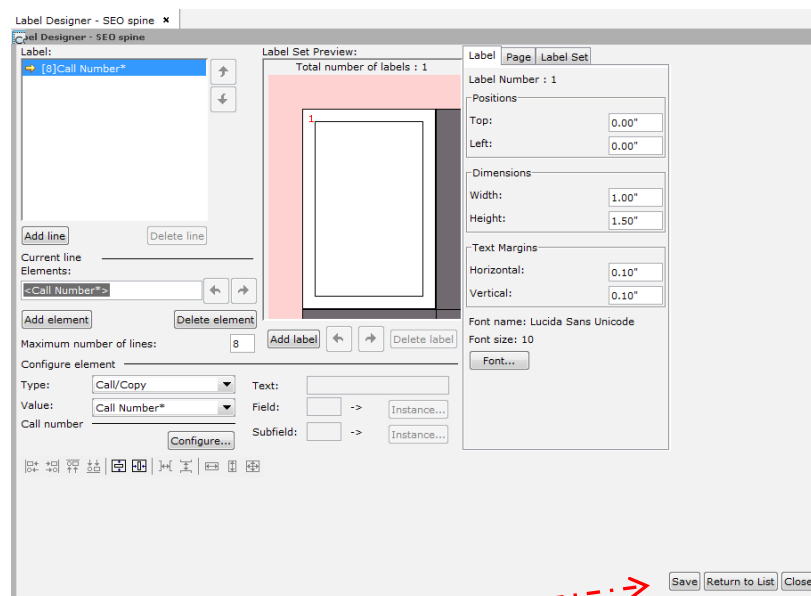
## Creating Labels using Label Designer



The **Call Number Configure** box provides a list of options for prescribing breaks within the call number. Most options also allow for **Special Instances**. (i.e.: Instead of breaking after **Every Space**, break after the “1st and 3rd spaces” [1, 3])

The **Configure** box also has a **Test Box** to view the results of the selected options. Enter the call number on the left and the results will display on the right with the requested spacing. If the test call number is not spaced correctly, reset the spacing values and re-enter the test call number. This test call number itself is not retained; the spacing is retained.

If all specifications were measured accurately and entered correctly, the picture in the **Label Set Preview** window should resemble the intended label or label set.



Click the **Save** button to retain the label template.