

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.

abel Templates	· · · · · · · · · · · · · · · · · · ·	23
Templates	Туре	Close
AverySample	Bibliographic	Add
.abelTemplate1	Bibliographic	Add
abelTemplate2	Bibliographic	Rename
abelTemplate3	Bibliographic	Rename
.abelTemplate4	Bibliographic	
abelTemplate5	Bibliographic	Delete
abelTemplate6	Bibliographic	
ne Tech	Bibliographic	Modify
MarcysSampleBibTemplate	Bibliographic	
SEOSampleBibTemplate SirsiDynixSampleItemBarcode	Bibliographic Bibliographic	View
Add Template		Default
SEO spine		
Type: 🔘 Barcode 🧿 Bibliograp	hic 🔘 User	
ОК	Cancel	

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.



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

4. Click the Modify button.

Templates	Туре	Close
AverySample LabelTemplate1 LabelTemplate2 LabelTemplate3 LabelTemplate3 LabelTemplate5 LabelTemplate6 Lne Tech MarcysSampleBibTemplate SEO spine SEO spine SEOSampleBibTemplate SirsiDynixSampleItemBarcode	Bibliographic Bibliographic Bibliographic Bibliographic Bibliographic Bibliographic Bibliographic Bibliographic Bibliographic Bibliographic Bibliographic	Add Renam Delet Modify View. Unloc
SirsiDynixSamplePatronLibCard SirsiDynixSamplePatronMailLbl SirsiDynixSampleTemplate TractorFeedSample donut spine	User User Bibliographic Bibliographic Bibliographic Bibliographic	Defau

1

2

A blank label template will display as illustrated below.

Label Designer - SEO spine × Label Designer - SEO spine Label: Label Set Preview: Label Page Label Set Label Number : {0} Positions		
Label: Label Set Preview: Label Set Preview: Label Page Label Set Label Number : {0} Positions	Designer - SEO spine 🗴	
Total number of labels : {0} Label Number : {0} Positions		
Add line Delete line Current line Elements: Image: Current line Image: Configure element Add element Delete element Add label Image: Configure element Add element Text: Type: Text: Type: Text: Type: Field: Type: Field: Subfield: -> Call number Subfield: Configure Subfield: Subfield: -> Imstance Imstance	besigner - SED spine d: Label Set Preview: Label Set Preview: Label I anumber of labels : {0} Positions Top: Left: Dimensions Width: Height: Text Margins Horizontal: Vertical: figure element :: * * Text: : number Configure Subfield: -> Instance Configure	
Save) Return to List	Save) Return to Lis	st Close



a

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

Step 1:

	1
Label Designer - SEO spine ×	- V
5"Sel Designer - SEO spine	
	Label Page Label Set Margins Top: 0.25" Left: 0.25' Paper size Paper: Letter Width: 8.50" Height: 11.00" Measurement units: Inches
Maximum number of lines:	
Configure element	
Type: *Text Text:	
Call number	
Configure Subfield: -> Instance	
명 김 퍆 ː I 단 팬 I H 포 I 프 I 원	
	Save Return to List Close

- a) Set up *Page* configurations before adding labels.
- b) Enter *Measurement Units* in either inches or centimeters.
- c) Configure *Paper Size* based on selected labels. (Note: Label presented here is for a letter sized sheet of 1" x 1.5" spine labels.)
- d) 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.



	2
Label Designer - SEO spine ×	V
Label:	Dimensions Width: 1.00" Height: 1.50" Number Across: 8 Down: 7 Label Sets per item: 1
	Save) Return to List) Close

- a) 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.)
- b) 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.)
- c) Enter the *Number* of label sets across and the number of label sets down.
- d) 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:

Label Designer - SEO spine ×	
Revel Designer - SEO spine Label: Label Set Preview:	
Total number of labels + (0)	Label Page Label Set
Total number of labels : {0}	Dimensions
	Width: 1 00"
	1.00
	Height: 1.50"
	Number
	Across: 8
	Down: 7
Add line Delete line	Label Sets per item: 1
Current line 8	
Elements:	
★ →	
Add element Delete element	Adda a labal ta wawa labal Cat
Maximum number of lines:	Adds a label to your Label Set
Configure element	
Type: *Text Text:	
Value: Field: -> Instance	
Call number	
Configure Subfield: -> Instance	
☞ \$9 砰 \$5 匝 1+4 王 ━ 0 0	
	Save Return to List Close

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:

- a) Enter the *Positions* of the label in relation to the label set.
- b) Measure the width and height of the label and enter the *Dimensions*.
- c) Enter the horizontal and vertical Text Margins
- d) 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.



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.)

Label Designer - SEO spine 🗴	
Label Designer - SEO spine	
Label: Label: Label: Label: Label Set Preview: Total number of labels : 1 Line	Label Page Label Set Label Number : 1 Positions Top: 0.00" Left: 0.00"
Element Add line Current line Elements: <> Add element Maximum number of lines: Configure element Type: *Text Text: Text:	Dimensions Width: 1.00" Height: 1.50" Text Margins Horizontal: 0.10" Vertical: 0.10" Font name: Lucida Sans Unicode Font size: 10 Font
Value: ▼ Field: -> Instance Call number Configure Subfield: -> Instance □ □ +> □ +> □ □ □ +> □ +> □ □ +> □ □ +> □ +> □ ● ● ● ●	
	Save Return to List Close



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

to

Line changes from

Label:

🧹 [1]Call Numbe

Label: ➡ [8]Call Number*

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.



Label Designer - SEO spine ×			
<pre>el Designer - \$EO spine</pre>			
Label: Label Set Prev		bel Page Label Set	
➡ [8]Call Number* Total number	mber of labels : 1		
		bel Number : 1	
¥ _	Po	ositions	
	То	op:	0.00"
	Lef	А.	
	Lei	at;	0.00"
	- Di	imensions	
	VVI	idth:	1.00"
	He	eight:	1.50"
Add line Delete line			
Current line	Te	ext Margins	
Elements:	Но	prizontal:	0.10"
<call number*=""></call>		ertical:	
		situdai.	0.10"
Add element Delete element	For	nt name: Lucida Sans Uni	code
Maximum number of lines: 8 Add label	► → Delete label For	nt size: 10	
		Font	
Configure element		Pont	
Type: Call/Copy Text:			
Value: Call Number* Field:	-> Instance		
Call number			
Call number Subfield:	-> Instance		
● @ @ ⊨ ₩ 其 🖽 ₽ 0			
	1		
	1 N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
i i	· · · · · · · · · · · · · · · · · · ·		
	1 N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Save Return to List Close
	· · · · · · · · · · · · · · · · · · ·		

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.



Split Call Number onto Separate Lines		X
Call number		ок
Before point if followed by an alpha character	Every point 💌	Cancel
Before point if followed by a numeric character	Every point	
✓ After space	Every space 🔻	
After dash	Every dash 🔻	
After colon	Every colon 🔻	
Slash		
Before slash	Every slash 🔻	
🔘 After slash	Every slash 🔻	
Cample to Test Call number: Result: PS 953553 .U75 T76 2004 .U75 T76 2004		

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.

Label Designer - SEO spine 🗙			
Coel Designer - SEO spine			
Label:	Label Set Preview:	Label Page Label Set	
🔿 [8]Call Number*	Total number of labels : 1	Label Number : 1	
4		Positions	
		Top:	0.00"
		Left:	0.00"
			0.00
-Di		Dimensions	
		Width:	
		widen.	1.00"
		Height:	1.50"
Add line Delete line			
Current line		Text Margins	
Elements:		Horizontal:	0.10"
<call number*=""> 🔸 A</call>		Vertical:	0.10"
			0.10
Add element Delete element		Font name: Lucida Sans U	nicode
Maximum number of lines: 8	Add label 🔶 Add label	Font size: 10	
Configure element		Font	
	ext:		
Value: Call Number* F	ield: -> Instance		
Call number	ubfield: -> Instance		
Configure	Subfield: -> Instance		
0+ →이 ↑↑ 으므 보 100 /지, ㅗ, == ㅂ 102	1		
			Save Return to List Close
			• • •

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