

## **Spine Labels**

## Purpose:

Create spine labels just for items you cataloged today.

Location:

INFOhio tab > LBL: Item Labels

Setup options:

- a. Basic tab change report name and title (ex. Spine Labels for Today)
- b. Title Selection tab Modified by use gadget to locate your user profile (ex. ABHS\_LIB1) This will prevent spine labels running for items cataloged by other people or from vendor loads.
- c. Item Selection tab
  - Select your library
  - Click on the Date created gadget (See 15.3 Tip Sheet if you need help using the Date Gadget) DO NOT ENTER A SPECIFIC DATE!
    - o Click the time period gadget.
      - Start date Leave at default, date report will be run.

 $\Leftrightarrow$ 

- End date Leave at default, date report will be run.
- Click OK.
- d. Label Options tab
  - Bullet Spine labels.
  - Edit size of font if desired. You can also edit the font when viewing the report in Finished Reports.

Save Report as a Template!

Result:
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398.2 DOL PBK	612 RAI	92 POC	E BOI	E CAB	E CAB	E CAT	E DAH CAT
E	E	E	E	E	E	E	E
DEA	DOG	DOG	FRE	FRE	FUN	FUN	HIC
E	E	E	E	E	E	E	E
HIC	HIC	KIN	KIN	LAC	LAC	MIL	MIL

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