![INFOhio — OHIO'S PreK-12 DIGITAL LIBRARY]

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.
>   - 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**:**