must not be used.

Basic | Search String | Item IDs | Title Selection | Call Number Selection | Item Selection |

labels, the 'View Log' and 'Format Report' opt

This report produces labels in RTF (Rich Text Format). To view/print the



Item Barcode and Spine Labels

Report name: XXXX New Item Labels

Title: LBL : Item Labels

Description: Create RTF Barcode and Spine labels.

Setting up the report

- Click Schedule New Reports wizard.
- 2. **Select** the INFOhio tab.
- 3. Select LBL: Item Labels.
- 4. Click Setup & Schedule.

Basic Information Tab

5. Change the Report name and/or Title if you wish.

Selection Criteria Tabs

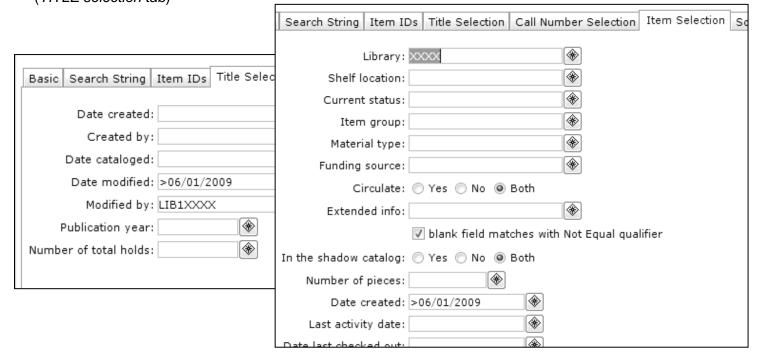
- 6. **Select** options as needed the fewer the better.
- 7. **Leave** the default *Number of copies:* >0 in place on the Call Number Selection tab.

WARNING!

Footer:

- 8. **Use** gadgets 1 to ensure correct formatting of data entry.
- 9. **Note:** Date Modified field is available from the Title Selection, Call Number Selection, and Item Selection tab.

In the following example, the librarian wants to create labels for items for SPECIFIC LIBRARY (XXXX), added over the summer (after June 1st) (*ITEM selection tab*) by a specific librarian (LIB1XXXX profile) (*TITLE selection tab*)



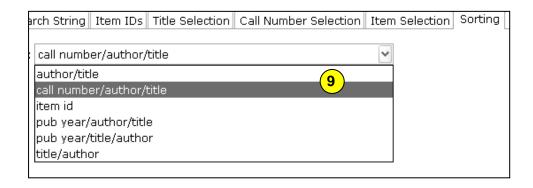
Label Options

O Spine Labels



Sorting Tab

9. **Sort** as desired.



Platform-

O MAC

Label Type(s)

10)

Barcode Labels;

PC

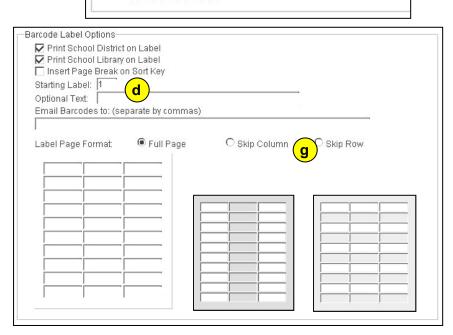
11

Output Options Tab – Select the Platform you're using and the type of label you want.

- 10. Select PC or MAC
- 11. Select Barcode Labels or Spine Labels
- 12. Set the appropriate output options

Barcode Labels Options

- a. Include the School District Name on the Label (check for yes).
- b. Include the Library Name on the Label (check for yes).
- c. Insert page breaks based on your sorting selection.
- d. If you want to begin printing on at a different label on the 1st page (other than the 1st label), enter the label number here.
- e. Enter a line of text you would like to have included on every label.
- Enter the email address(es) of those to whom you wish to email copies of these labels, separated by commas.



g. Print a full page of labels or have the report skip every other row or the middle column.



Spine Label Options

- a. If you want to begin printing at a different label on the 1st page (other than the 1st label), enter the label number here.
- b. Enter the size of the font you want to use for the spine labels.

Starting Label:	1 a
Font Size:	8
Email Barcodes t	to: (separate by commas)

c. If you want to email copies of these labels to one or more people, enter their address(es), separated by commas, into this blank.

Running, Viewing and Printing the Report

- 1. *Click* Run Now.
- 2. Click Finished Reports Tab.
- 3. Select report name and Click view.
- Uncheck 'View Log' and Uncheck 'Format Report' and Click OK.

Report to view:	LBL : Item Labels
┌ View log	
√ View result	
┌ Format report	

The labels will appear in Word, Open Office or other RTF-Capable software you're using to view your reports. At this point, you can print the labels as you would any other document.

NOTE: When printing, you will see a pop-up message saying: "The margins of section 1 are set outside the printable area of the page. Do you want to continue?" **Click** "YES"

Suggested report selections for specific labels:

Item labels for SPECIFIC LIBRARY - new items

added on specific date by specific profile Library / Date created Item labels for ALL LIBRARIES IN DISTRICT new items added on specific date by specific Title tab: **Date modified / Modified by** Item tab: profile Date created Item labels for SPECIFIC LIBRARY - new items Title tab: **Date modified / Modified by** Item tab: added after a specific date by specific profile Library / Date created (range) Spine labels for SPECIFIC LIBRARY - new Title tab: **Date modified / Modified by** Item tab: items added after a specific date by specific Library / Date created (range) Output tab: spine profile labels

Title tab: **Date modified / Modified by** Item tab:





Troubleshooting Label Problems

There are a few common problems that can be experienced when producing labels. These problems are very easy to correct.

1. Labels do not line up properly on the label paper.

a. Make sure you **UNCHECK** the 'Format Report' option when you view the report.

b. Make sure you are using Word, Open Office or a 100% RTF Compliant software package to view the reports. Microsoft's WordPad is an example of an application that displays the labels fine but will not print them properly as it does not meet the RTF specification 100%.

Time but will not print them properly as it does not meet the ixin

Make sure you **UNCHECK** the 'View Log' option when you view the report.

3. Barcodes appears as numbers instead of actual barcodes.

2. Labels are unreadable or filled with strange characters.

a. Make sure you have the right font installed on your computer. For PCs, you must have the Free 3 of 9 font, for MACs, you must have the 39251Regular font. Fonts can be downloaded from SETUP section of manual.

b. Make sure you selected the appropriate 'Platform' option on the Output options screen. You must select 'PC' or 'MAC' accordingly.

4. Optional line of text is cut off or does not display at all.

Shorten the line of optional text and ensure no special characters (CTRL Characters) are entered.

5. The font on the spine labels is too small or too large

Change the font size value on the Output Options screen

6. For Spine labels printed horizontally on label:

When viewing in WORD, select text to be changed, go to Format > "Text Direction..." and pick one of the sideways orientations.

Label stock:

Barcode labels: 1" x 2 5/8" (30 to a page) Avery 5160

Spine labels: 1 1/2" x 1"; 8 across, 7 down (56 to a page)