Item Barcode and Spine Labels Classic

The report for the LBL: Item Labels – Classic Version uses the Free3of9 barcode font which is not supported in Google Docs. The report LBL: Items Labels uses the Google Libre Barcode 39 Extended Text and can be opened using Google Docs.

Setting up the report

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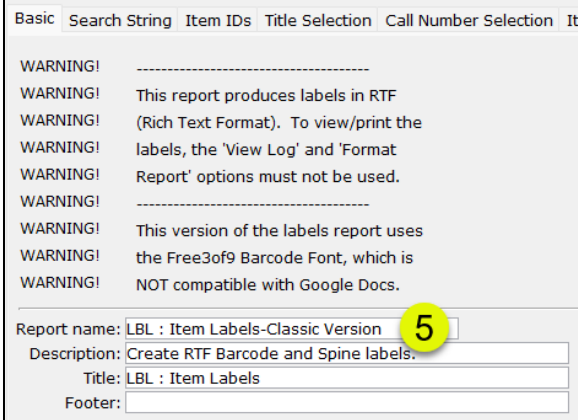4. ***Click*** Setup & Schedule.

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.

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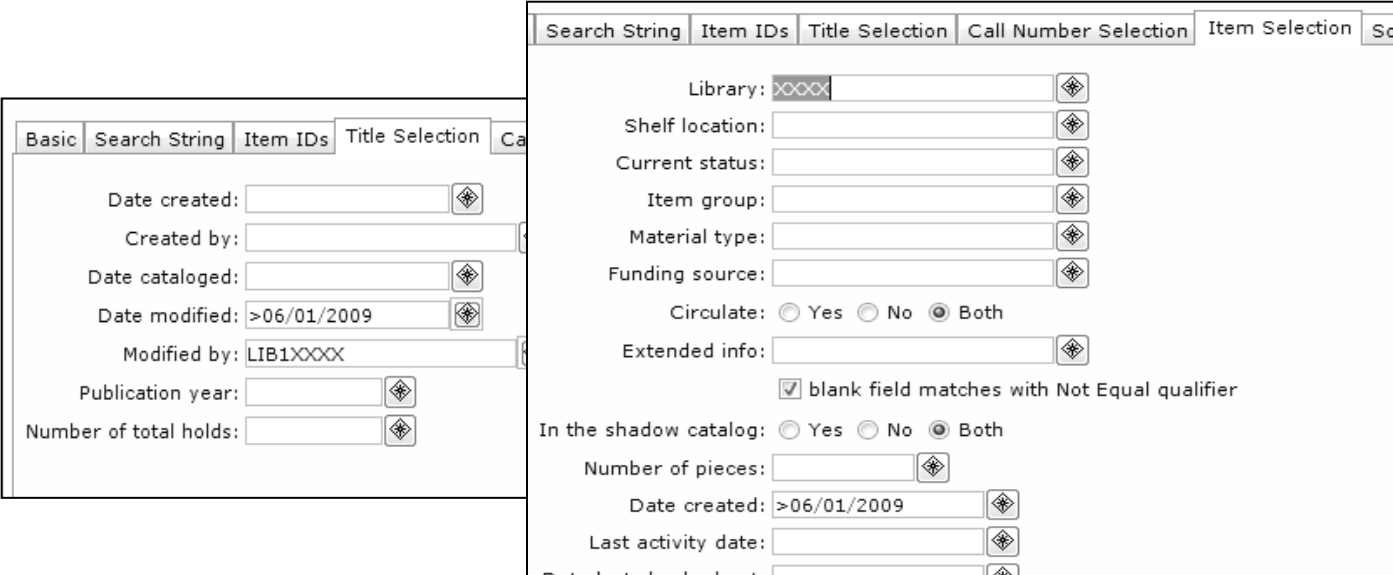
In the following example, the librarian wants to create labels for items for SPECIFIC LIBRARY (XXXX), added over the summer (after June 1st) (*ITEM selection tab*) by a specific librarian (LIB1XXXX profile) (*TITLE selection tab*)

Sorting Tab

9. *Sort* as desired.

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

10. *Select* Barcode Labels or Spine Labels
11. 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.

f. 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.

Spine Labels Options
Starting Label: 1 **a**
Font Size: 8
Email Barcodes to: (separate by commas)

b. Enter the size of the font you want to use for the spine labels.

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

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%.

2. Labels are unreadable or filled with strange characters.

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

3. Barcodes appear as numbers instead of actual barcodes.

    a. Make sure you have the right font installed on your computer. You must have the Free3of9 barcode font installed. The font can be downloaded from the SETUP section of the manual.

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)