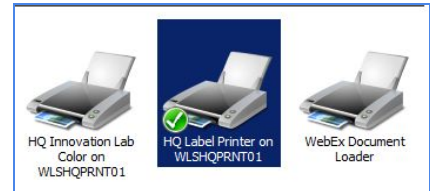# Spine Label Printing

Labels can be printed with local settings or with settings imported from a template file. There is a basic spine label template in each library share drive with a left-justified and a center-justified label.

Watch a video about how to import a label template file with label settings from your library share to your workstation.

Select Label Printer

Open the Start menu > Select **Devices and Printers** >
Right-click your label printer > Select **Set as default printer.**

Create Spine Labels

Click *Circulation > Item Status or Checkin > Actions > Print Labels*

1. Scan the barcode(s).
2. Select all the items you'd like to print labels for.
3. Right-click on the items, or click the Actions drop-down menu.
4. Under **Show**, click on *Print Labels*. **Print Item Labels** opens in a new tab.

5. On the **Call Numbers** tab, in the Formatted Call Numbers area, manually edit each label to adjust as desired to display in the Label Preview area.
6. Remove the Pocket Label. Open the **Label Template** tab. Scroll to the very bottom of the text box. Highlight and delete all of the content below *<!-- Pocket Label contents -->*

7. Go to the *Settings* tab. Choose font settings that will be in place for **every** template that you apply.
   - For standard labels with 3 lines
     - Label Font Family - Arial
     - Label Font Size - 14pt
     - Label Font Weight - bold
   - For bold labels with 2 lines
     - Label Font Family - Arial
     - Label Font Size - 18pt
8. Be sure you click *Save* to save the settings.

7.

Call Number Template	Call Numbers	Settings	Label Template

These settings do get saved with templates and will override corresponding Library Settings.

Item Print Label Font Family ❓   Arial

Item Print Label Font Size ❓   12pt

Item Print Label Font Weight ❓   bold

Print Spine Labels

1. Click *Print* to open the print preview page.
2. If needed, change the *Destination* to your label printer.
3. Set the number of pages to reflect the number of labels. (If printing more than one label, set to print alternate pages- I.e. 1,3,5)
4. Click *More Settings > Margins > Custom*
   - Mouse over the Preview to display the blue margin lines and measurements*.
   - Drag the blue lines or click in the measurement boxes to set the margins to:

     Top = 0"

     Left = 0.39"

     Bottom = 1"

     Right = 0"

5. **Print**.

*If you switch printers, you may have to reset the label printer margins when you return.

1.

Print

Print

Total: 1 sheet of paper

Print   Cancel

2.   Destination   🖨 HQ Label Printer o ▾

3.   Pages   Custom ▾

1

1

Portrait ▾

4.   More settings ⌃

Paper size ▾

Pages per sheet   1 ▾

5.   Margins   Custom ▾

Scale   Default ▾