



Spine and Pocket label printing in Evergreen for Dot Matrix Printers

Spine and pocket labels can be printed from several places in Evergreen, depending on the needs of your workflow. You can print labels, either single or multiple, as you add your copies to a record or you can batch print labels at any time after the copy is added.

Before you begin printing labels, you need to make sure your computer is set up to print with the necessary label stock and with the proper printer settings both in Evergreen and in Windows. You may need assistance from your local system administrator or IT people in order to get your computer set up for printing. You may also need to experiment until you find the correct settings for your printer. These directions should help guide you through the process.

Dot Matrix Spine Label Printers

Evergreen spine label printing has been tested and the defaults set for an OKI MICROLINE 320 Turbo 9 Pin Printer using SP1 (one spine label) stock. The driver needed for this printer is already included with Windows XP. The driver will be labeled "Oki Data ML 320 Turbo/D (DEC)" in Windows. If your operating system differs, go to <http://okidata.com/>, click on their "Drivers" link and choose "Dot Matrix Printer" for their technology field and "ML320Turbo-D" for the printer model, and then proceed to find the correct driver for your operating system.

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Spine Label Printing

Setting Up Spine Label Printing, Part 1: Creating Custom Forms in WindowsXP for Spine Label Stock

SP1 Label Stock

You will need to create a custom form or page type for your SP1 stock.

1. Click on Start→Printers and Faxes→File →Server Properties (or right click anywhere on blank space in the Printers and Faxes window and click on “Server Properties”).
2. Check “Create New Form.”
3. Under Form Description (Measurements), make sure English Units are selected.
4. Set the “Form name” to “sp1” (or another name of your choosing).
5. Type in the following measurements (these seem to work for most label stock):
Width: 3.00 Left: 0.00 Top: 0.00
Height: 2.00 Right: 0.00 Bottom: 0.00
6. Click “OK.”

Other label stock

1. Click on Start→Printers and Faxes→File →Server Properties or right click anywhere on blank space in the Printers and Faxes window (see above).
2. Check “Create New Form.”
3. Under Form Description (Measurements), make sure English Units are selected.
4. Type in the following measurements (these seem to work for most label stock):
Width: 5.00 Left: 0.00 Top: 0.00
Height: 1.50 Right: 0.00 Bottom: 0.00
5. Give your form a name (like Labels or Spine labels) and click on “OK” to save your new form.
6. See above to link newly created form to your printer.

Linking the Printer to the Custom Form in WindowsXP

1. Click on Start → Printers and Faxes.
2. Right click on your printer and choose “Printer Preferences.”
3. Choose “Paper/Quality” tab.
4. For dot matrix printer, choose tractor feed at drop down menu.
5. Click “Advanced.”
6. In the Paper Size field, choose your custom form, “sp1” or your custom name.
7. Click “Apply” and “OK.”

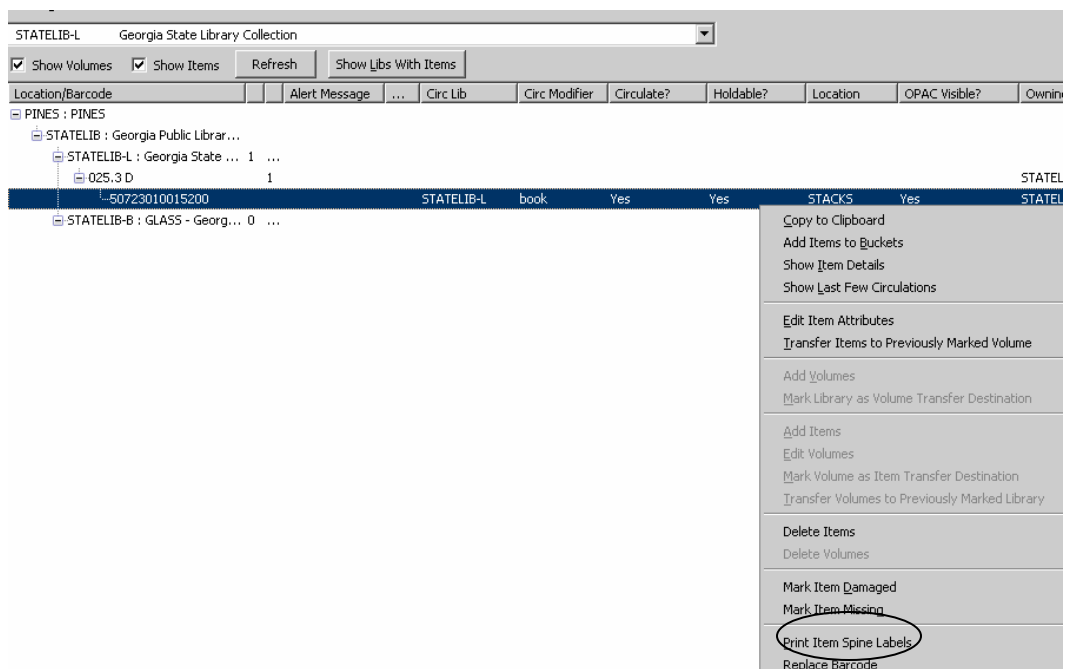
Setting up Spine Label Printing Part 2: Settings for Evergreen Staff Client

Setting Up a Label Printer in Evergreen

1. In Evergreen, go to Admin→Local System Administration. Then, under “Workstation Configuration,” choose “Printer Settings Editor.”
2. Click on “Set Default Printer and Print Test Page” button (make sure your printer is off if you don’t want to print a test page).
3. Pick the correct printer, probably Okidata ML 320 Turbo/D (IBM).
4. Click on “Properties” and make sure “tractor feed” is chosen.
5. Click on the “Advanced” button and at “Paper Size” choose your new form.
6. Click on “OK” twice to set changes.
7. Choose “Page Setup” from the printer settings editor.
8. Choose the tab “Margins & Headings/Footer”, set the left margin to .2” and click “Ok.”

Adjusting Settings in the Spine Label Interface for Label Stock.

1. Pull up an existing record in Evergreen.
2. In Holdings Maintenance, highlight an item and, either from the actions for selected rows menu or right clicking on the item, choose “Print Item Spine Label”.



3. The spine label printing interface will open in a new tab:

File Edit Search Circulation Cataloging

1 Bib Record: ocm00012843 2 Catalog 3 Local Administration 4 Spine Labels

Re-Generate Preview and Print

Font size (in pts): 10

Spine Label

Left Margin (in characters): 0

Label Width (in characters): 8

Label Length (in lines): 9

Pocket Label

Enabled

Middle Margin (in characters): 2

Label Width (in characters): 28

Label Length (in lines): 9

Include Title (wraps on word at label width) On line: 4

Include Title (segment after wrapping) On line: 5

Include Author On line: 3

Include Call Number On line: 2

Include Owing Library (policy code) On line:

Include Owing Library On line:

Include Shelving Location On line:

Include Item Barcode On line: 1

Custom: %price% On line:

Custom: %deposit_amount% On line:

Custom: %alert_message% On line:

Custom: Don't sell me on eBay On line:

Available Macros

025.3 D
1 copy

025.3
D

4. For SP1 labels, set the Font Size to 10, the Left Margin to 0, the Label Width to 8, and the Label Length to 9.

For other label stock, you may need to experiment with different settings to find the correct left margin, width and length. Common settings are left margin 6, label width 8, label length 6.

5. Click on “Regenerate” to save changes and to reset label to those settings.

6. Click on “Preview and Print” to print labels and test settings.

If the printer skips a label first adjust the label length. If it is off by one, it can cause the printer to form feed multiple labels. If this does not solve the label skipping, go back to the Printer Settings Editor and:

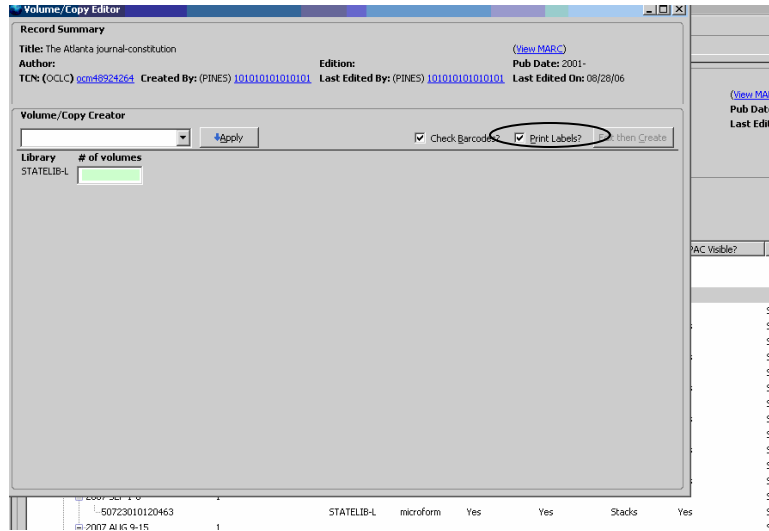
1. Click on the “Page Settings” button
2. Choose the “Margins & Header/Footer” tab
3. Set the top margin to 0.1

Printing Spine Labels

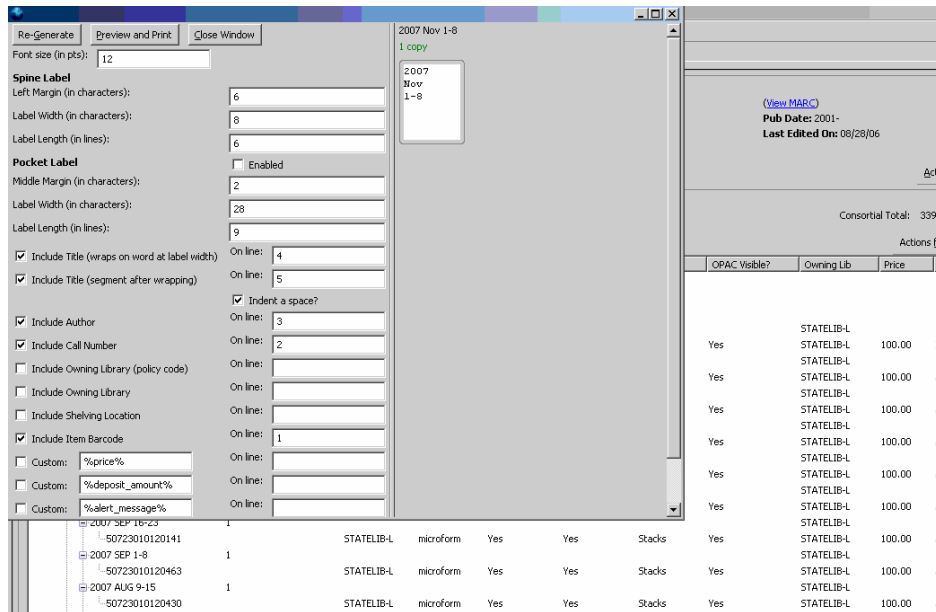
Spine labels may be printed when initially adding Volumes or Copies, for existing Copies from the Holdings Maintenance Interface, or in batch for items by barcode.

Printing as You Add Volumes/Copies

In order to print spine labels as you add volumes and/or copies, make sure the “Print Label” box for printing spine labels is checked on the Volume/Copy Creator page before you click on “Edit” or “Create”:



After you have added your volumes/copies, the spine label interface will launch, allowing you to edit and print the spine label(s):

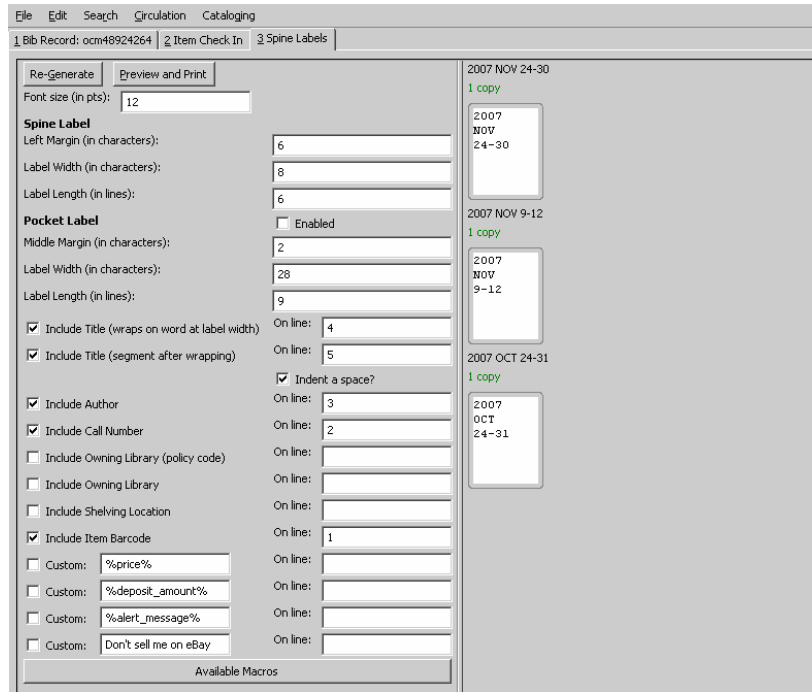


If you make any changes to the font size, margins label width or length; you will need to click on “Re-Generate” to apply those changes.

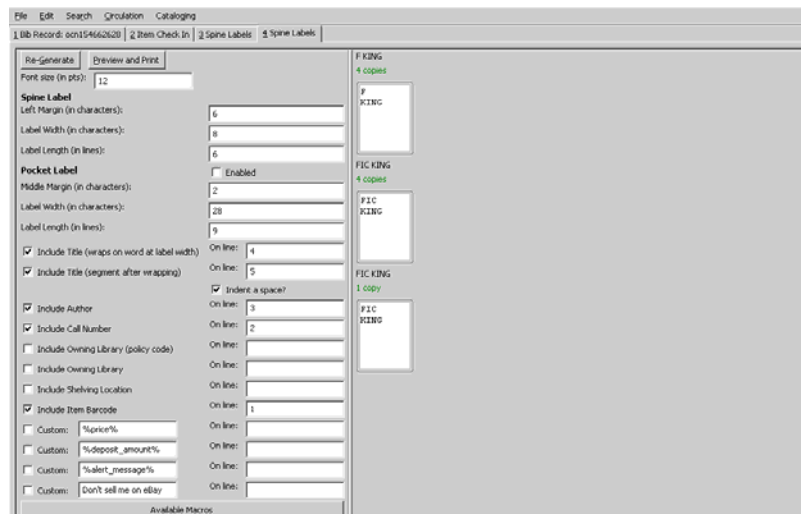
The “Close Window” button closes this window without printing (or saving changes if you have not regenerated the label display).

You can edit the call number at this point so that it fits on your label and the spine of the book, wrapping long call numbers as needed. Click on the line to be edited and the box will highlight in green. The call number associated to the item record will not be changed by any editing you do at this interface. For convenience, the call number is above the editing screen, along with the number of copies of label to be printed.

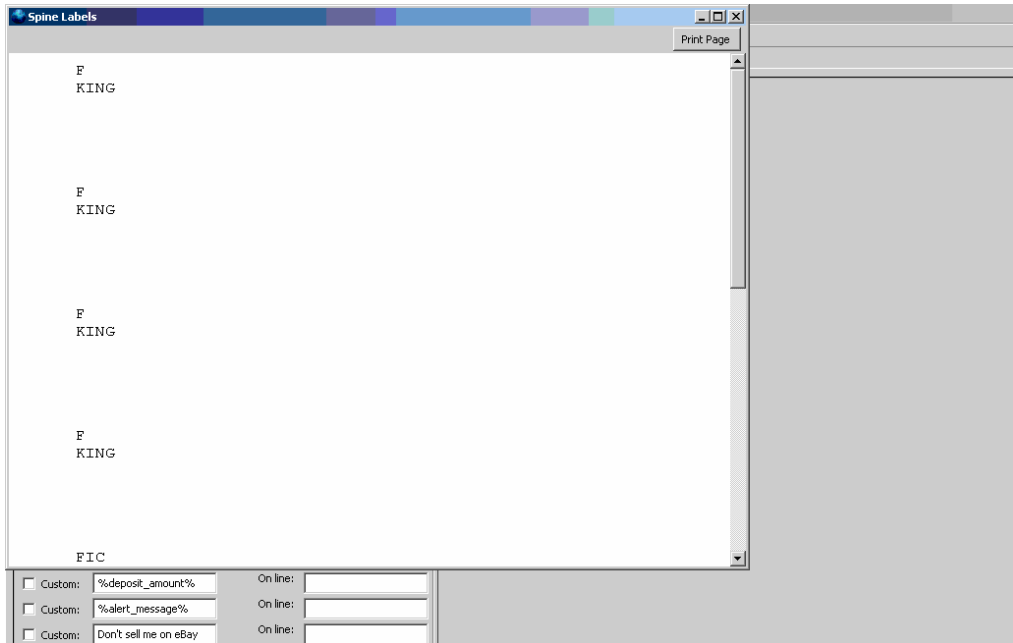
If you have added multiple volumes or copies, your screen will look more like this:



Illustrated in the window below, are labels for multiple copies on each of two volumes added and a single copy added on another. Three label mock-ups are displayed, but over each is the number of labels for that call number that will be printed.



When you are ready to print all the labels, click on the “Preview and Print” button. A page showing the print layout will be launched.

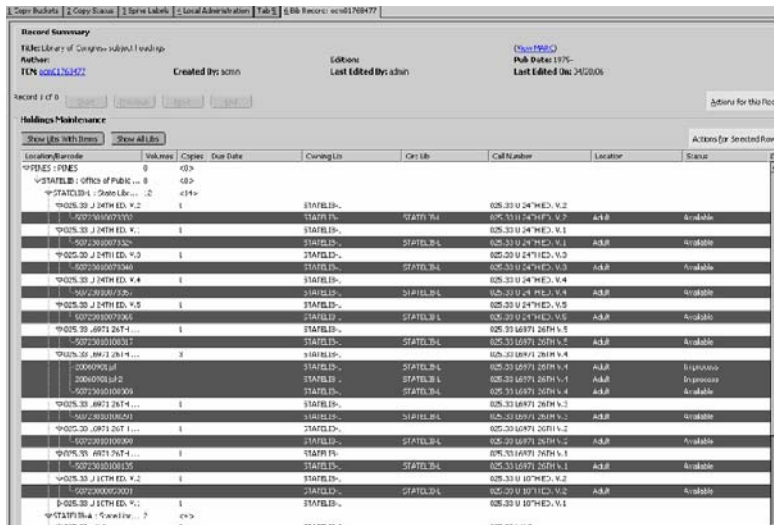


You can scroll down and check the layout of your call numbers. If you see a problem, close the window without printing by clicking on the “X” in the right hand corner. Make any changes you need and launch the preview pane again. When you are ready to print, click on the “Print Page” button.

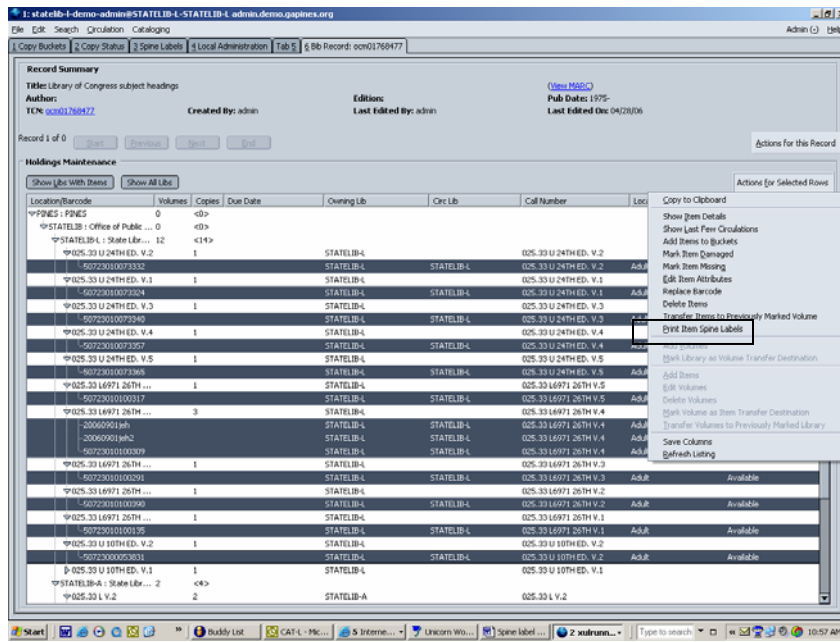
The printer dialog box will open. Verify it is set to the correct printer and click “OK”. Your label(s) should print.

Printing Labels for Existing Volumes

For spine labels from a single title record, with that title record in holdings maintenance, you can print either one label or multiple labels. To do so, display and highlight, at the item level, the call numbers for which you need labels. If you need to print labels for items in a direct line, highlight either the first item, volume or library name and then, while depressing the **SHIFT** (or **CONTROL/SHIFT**) key, left click on the final item. All items in between should be highlighted and the Print Spine Labels action will only apply to the selected item rows, ignoring the selected non-item rows. If the items you need to print labels for are not contiguously displayed on the screen, hold down the **CONTROL** key as you left click with your mouse on each item. Only those item rows you click on will be highlighted and actionable by the command:



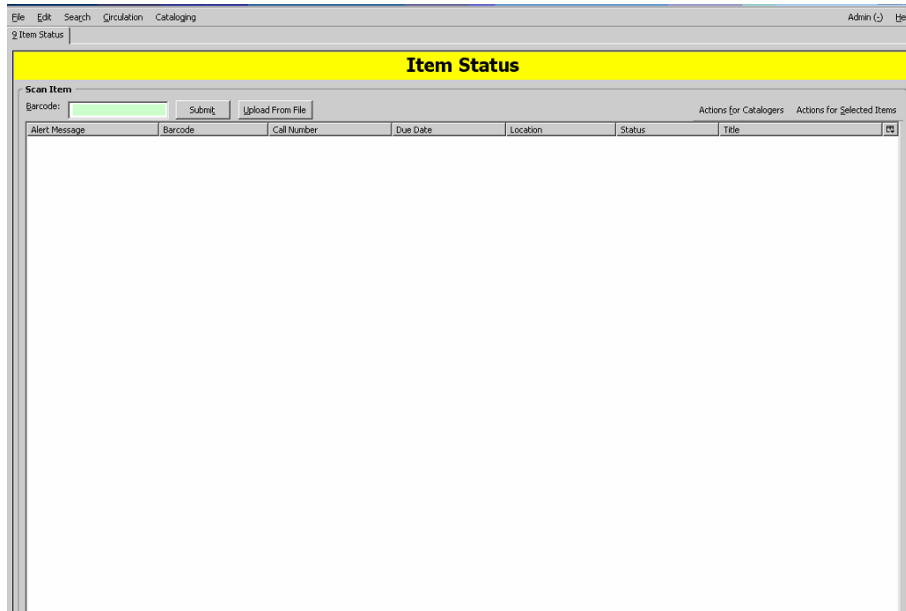
Then, either from the “Actions for Selected Rows” button or right clicking, choose “Print Item Spine Labels”



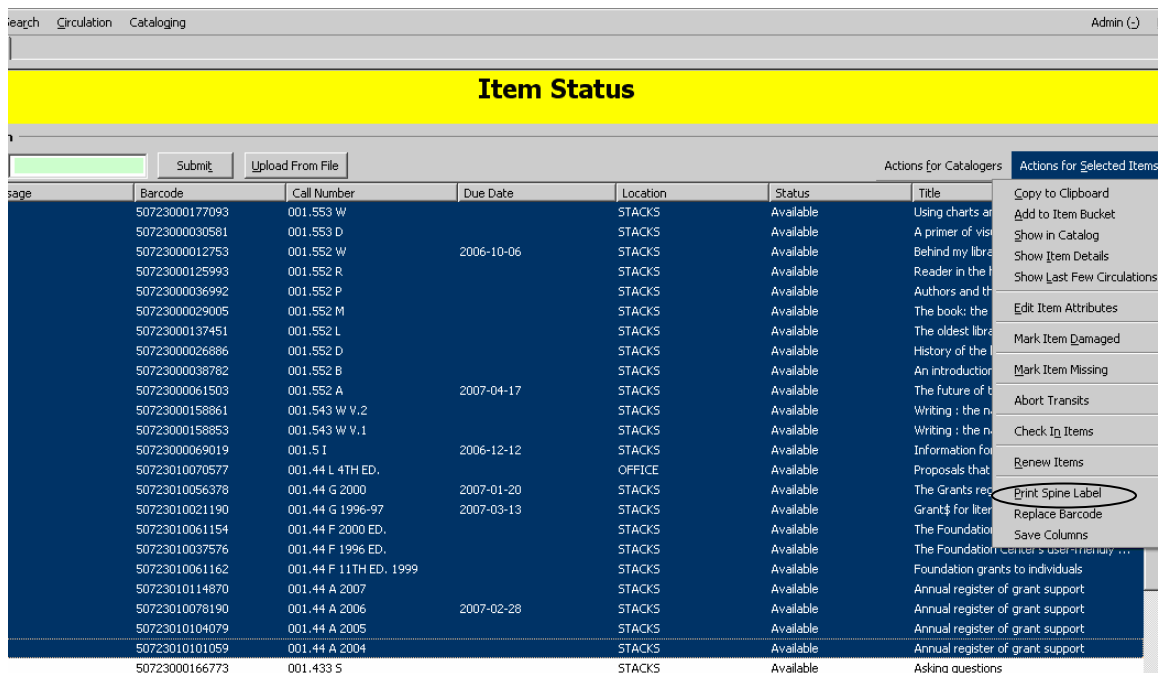
A new tab with the spine label dialog window will launch. Instructions are the same as in printing as you add volumes/copies from this point.

Batch Printing Spine Labels

Evergreen allows for batch printing labels for more than one title record at a time after items have been added using the “Item Status” interface. There are several ways you can add items to this display. The most direct way is to open the interface by either going to Cataloging→”Display item,” pressing F5, or going to Circulation→”Show Item Status by Barcode”. The display will open in the tab you have on top.



1. Scan or type in each barcode, clicking on the submit button or pressing the enter key after each one (unless your scanner is programmed with a carriage return).
2. After you have populated the display with all the items, select them all by left clicking the first one and then **SHIFT+CTRL+** left-click or **SHIFT+**left-click on the last entry.
3. Right-click on one of the highlighted lines or open the "Actions for Selected Rows" menu and choose "Print Spine Label."



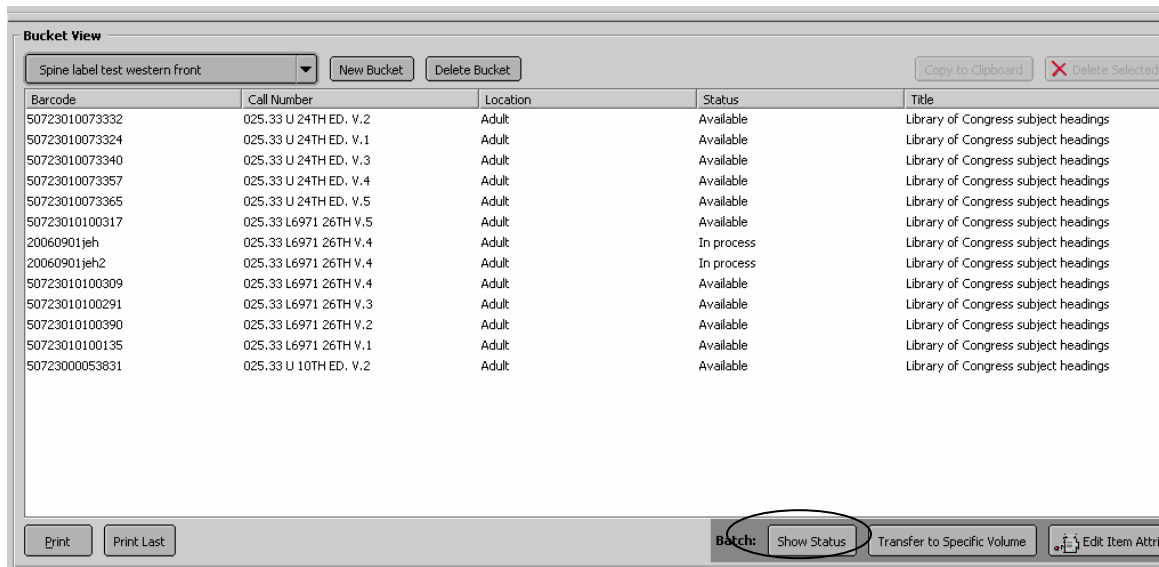
4. The spine label interface will open in a new tab. From this point, follow the directions for printing from above.

Using a Copy Bucket to Move Items to the Copy Status Interface

You can also add items to a Copy Bucket and move them from the Copy Bucket to the "Copy Status" interface. This may be useful when you know which existing items need new spine labels but they are not in hand. For example, you want to print the labels and send them to a branch to be placed on the items. You can also have the branch library scan in the barcodes from the items into a shared copy bucket.

To Add Items to a Copy Bucket From Holdings Maintenance:

In holdings maintenance for the title record, select the items you need. Right click or use the "Actions for Selected Rows" menu and choose "Add Items to Bucket". A dialog box will open. Either create and name a new bucket or pick an existing bucket to use. If you add to a new bucket, be sure to give it a distinctive name. You can also make a shared bucket. Continue adding items as needed from different title records. When you are done, open your copy bucket by going to Cataloging→"Manage Copy Buckets". Open your bucket. Click on "Show Status" from the Batch options



Spine label test western front

Barcode	Call Number	Location	Status	Title
50723010073332	025.33 U 24TH ED. V.2	Adult	Available	Library of Congress subject headings
50723010073324	025.33 U 24TH ED. V.1	Adult	Available	Library of Congress subject headings
50723010073340	025.33 U 24TH ED. V.3	Adult	Available	Library of Congress subject headings
50723010073357	025.33 U 24TH ED. V.4	Adult	Available	Library of Congress subject headings
50723010073365	025.33 U 24TH ED. V.5	Adult	Available	Library of Congress subject headings
50723010100317	025.33 L6971 26TH V.5	Adult	Available	Library of Congress subject headings
20060901jeh	025.33 L6971 26TH V.4	Adult	In process	Library of Congress subject headings
20060901jeh2	025.33 L6971 26TH V.4	Adult	In process	Library of Congress subject headings
50723010100309	025.33 L6971 26TH V.4	Adult	Available	Library of Congress subject headings
50723010100291	025.33 L6971 26TH V.3	Adult	Available	Library of Congress subject headings
50723010100390	025.33 L6971 26TH V.2	Adult	Available	Library of Congress subject headings
50723010100135	025.33 L6971 26TH V.1	Adult	Available	Library of Congress subject headings
50723000053831	025.33 U 10TH ED. V.2	Adult	Available	Library of Congress subject headings

Print Print Last

Batch: Show Status Transfer to Specific Volume Edit Item Attri

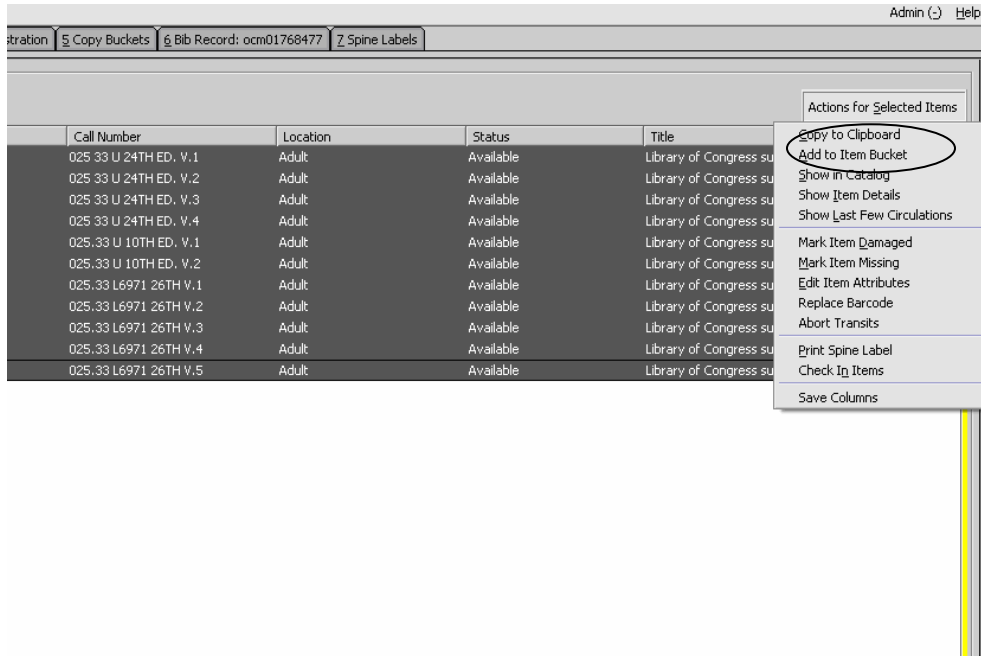
The "show copy status" display will open in a new tab. Follow the directions for printing spine labels above.

To Add in Display Item and Transfer to an Item/Copy Bucket

If you have a project to change call numbers at a branch, but don't need to see the items (perhaps you are adding a new prefix or combining your short story collection with your regular fiction), you can have a branch add the items to a shared copy bucket.

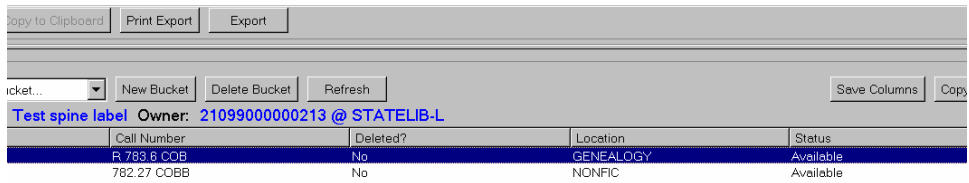
After changing the call numbers in the record (it is always best to have the item in hand; however, the realities of workflow may mean that you cannot), you can then transfer the bucket to the display item interface, print the spine labels and send them to your branch for them to match them with the items and replace the old labels. Care does need to be exercised with a project of this scope since it would be very easy to put the incorrect label on a book.

At the branch, someone first scans the items into the display item interface. They then select all the items and, under actions for selected items, choose “Add to Item Bucket:”



The items are then added to either a new shared bucket or a previously created one.

From this bucket, you can then transfer the list to the Item Status interface using the “Show Status” button:



Depending on the kind of editing you need to do to the call number, you can either edit from here or pull up each record in the catalog and edit from Holdings Maintenance. To edit from this list, highlight the items and then, from the “Actions for Catalogers” button, choose “Edit Volumes”:

Item Status | Admin (-) | Hel

Item Status
31011000453613 --

Due Date	Location	Status	
	NONFIC	Available	T
	GENEALOGY	Available	T

Actions for Catalogers | Actions for Selected Items

- Copy to Clipboard
- Add Items to Buckets
- Show in Catalog
- Show Item Details
- Show Last Few Circulations
- Edit Item Attributes
- Transfer Items to Previously Marked Volume
- Add Volumes
- Mark Library as Volume Transfer Destination
- Add Items
- Edit Volumes**
- Mark Volume as Item Transfer Destination
- Transfer Volumes to Previously Marked Library
- Delete Items
- Delete Volumes
- Mark Item Damaged
- Mark Item Missing
- Print Item Spine Labels
- Replace Barcode

When finished, click on “Modify.”

After you’ve edited all the call numbers, you can then follow the directions above to print out the labels.

You can also create a text file (txt) of barcodes rather than using the Copy Bucket and upload the file into the Item Status interface.

File Edit Search Circulation Cataloging

1 Copy Buckets | 2 Item Status | 3 Bib Record: ocm20212396 | 4 Z39.50 | 5 Record Buckets | 6 Item Status

Scan Item

Barcode:

Alert Message	Barcode	Call Number

Printing Pocket Labels

If you include pocket labels on your items you can set up Evergreen to print them as the spine labels are printed. You will need to set up both Evergreen and your computer for the label stock you use.

Setting Up Pocket Label Printing, Part 1: Creating Custom Forms in WindowsXP for Spine/Pocket Label Stock

Label Stock

You will need to create a custom form or page type for your pocket label stock. In general, pocket labels are printed with an accompanying spine label. No standard stock has been defined for printing these labels in Evergreen. The carrier height and width varies for the stock depending on vendor and style. If your vendor does not provide the information, you will need to measure the labels. To create the custom form in Windows, you will need to measure the section of the continuous label stock and not the label itself.



Once you have determined the dimensions, you can create the custom form.

1. Click on Start→Printers and Faxes→File →Server Properties (or right click anywhere on blank space in the Printers and Faxes window and click on “Server Properties”).
2. Check “Create New Form.”
3. Under Form Description (Measurements), make sure English Units are selected.
4. Set the “Form name” a name of your choosing.
5. Type in your measurements. For example :
Width: 4.50 Left: 0.00 Top: 0.00
Height: 1.40 Right: 0.00 Bottom: 0.00
Or
Width: 3.75 Left: 0.00 Top: 0.00
Height: 1.33 Right: 0.50 Bottom: 0.00
6. Click “OK.”

Linking the Printer to the Custom Form in WindowsXP

1. Click on Start → Printers and Faxes.
2. Right click on your printer and choose “Printer Preferences.”
3. Choose “Paper/Quality” tab.
4. For dot matrix printer, choose tractor feed at drop down menu.
5. Click “Advanced.”
6. In the Paper Size field, choose your custom form name.
7. Click “Apply” and “OK.”

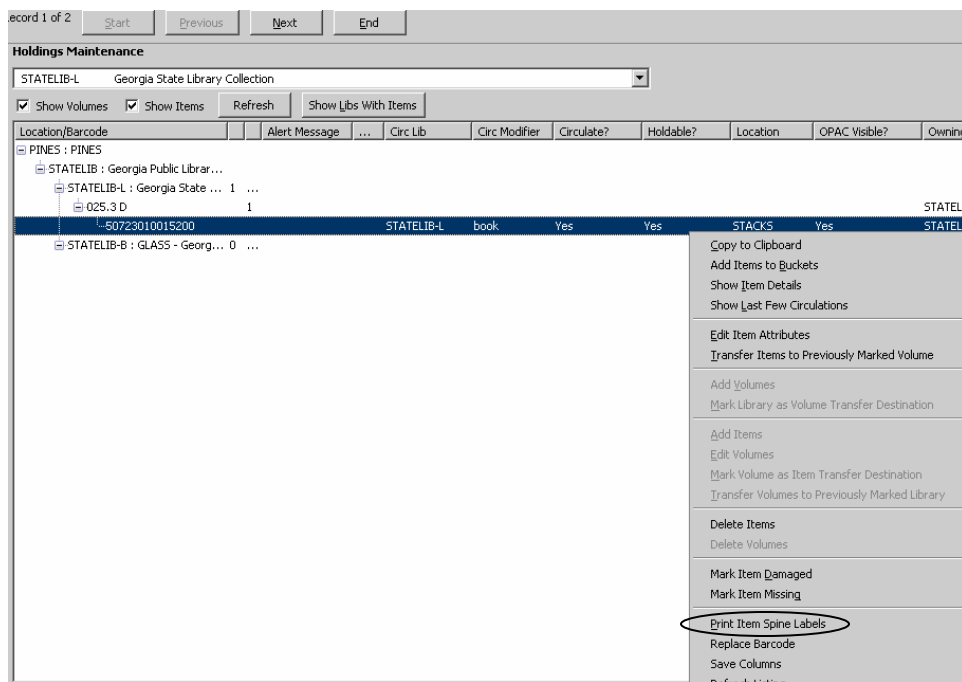
Setting up Pocket Label Printing Part 2: Settings for Evergreen Staff Client

Setting Up a Label Printer in Evergreen

1. In Evergreen, go to Admin→Local System Administration. Then, under “Workstation Configuration,” choose “Printer Settings Editor.”
2. Click on “Set Default Printer and Print Test Page” button (make sure your printer is off if you don’t want to print a test page).
3. Pick the correct printer, probably Okidata ML 320 Turbo/D (IBM).
4. Click on “Properties” and make sure “tractor feed” is chosen.
5. Click on the “Advanced” button and at “Paper Size” choose your new form.
6. Click on “OK” twice to set changes.
7. Choose “Page Setup” from the printer settings editor.
8. Choose the tab “Margins & Headings/Footer”, set the left margin to .2” and click “Ok.”

Adjusting Settings in the Spine Label Interface for Label Stock.

1. Pull up an existing record in Evergreen.
2. In Holdings Maintenance, highlight an item and, either from the actions for selected rows menu or right clicking on the item, choose “Print Item Spine Label”.



- The spine label printing interface will open in a new tab. To set up the spine label printing interface for printing pocket labels, be sure that the “Pocket Label” box is checked to enable pocket label printing:

The screenshot shows a web interface for printing spine labels. At the top, there are menu items: File, Edit, Search, Circulation, and Cataloging. Below that, there are tabs: 1 Local Administration, 3 Bib Record: ocm45024356, and 4 Spine Labels. The main area is divided into two sections: Spine Label and Pocket Label. The Spine Label section has fields for Left Margin (7), Label Width (8), and Label Length (9). The Pocket Label section has a checkbox labeled "Pocket Label" which is checked and circled in red. Other fields in the Pocket Label section include Middle Margin (2), Label Width (42), Label Length (9), and an "Include Title" checkbox which is also checked. To the right of the settings, there is a preview area showing the label output for call number 025.1974 N, indicating 6 copies. The preview text includes fields like %barcode%, %owning_lib%, %create_date%, and %price%.

- You may need to experiment with different settings to find the correct left margin, width and length for the pocket labels. Common settings are left margin 5, label width 28, label length 6.
- Click on “Re-Generate” to save changes and to reset label to those settings.
- Click on “Preview and Print” to print labels and test settings.

If the printer skips a label first adjust the label length. If it is off by one, it can cause the printer to form feed multiple labels. Some users have reported that, when printing pocket labels, the label length must be one more than the actual length. If this does not solve the label skipping, go back to the Printer Settings Editor and:

- Click on the “Page Settings” button
- Choose the “Margins & Header/Footer” tab
- Set the top margin to 0.1

Populating the Information Fields for the Pocket Label

There are several pre-programmed fields of information provided on the interface template. These include:

- Title
- Author
- Call number
- Owning library (policy code)
- Owning Library
- Shelving location
- Item Barcode

There are four further fields for custom information using either macros or specific text. The available macros can be viewed by clicking on the “Available Macros” bar.

To add a field to the label, you must both check the box for the field and provide the line number on the label for the field.

<input checked="" type="checkbox"/>	Include Author	On line:	3
<input checked="" type="checkbox"/>	Include Call Number	On line:	2
<input type="checkbox"/>	Include Owning Library (policy code)	On line:	
<input checked="" type="checkbox"/>	Include Owning Library	On line:	9
<input type="checkbox"/>	Include Shelving Location	On line:	
<input checked="" type="checkbox"/>	Include Item Barcode	On line:	1
<input checked="" type="checkbox"/>	Custom: %owning_lib% %locatio	On line:	6
<input checked="" type="checkbox"/>	Custom: %create_date%	On line:	7
<input checked="" type="checkbox"/>	Custom: %price%	On line:	8
<input type="checkbox"/>	Custom: GA Public Library Service	On line:	

You can edit the label prior to printing as described for printing spine labels.

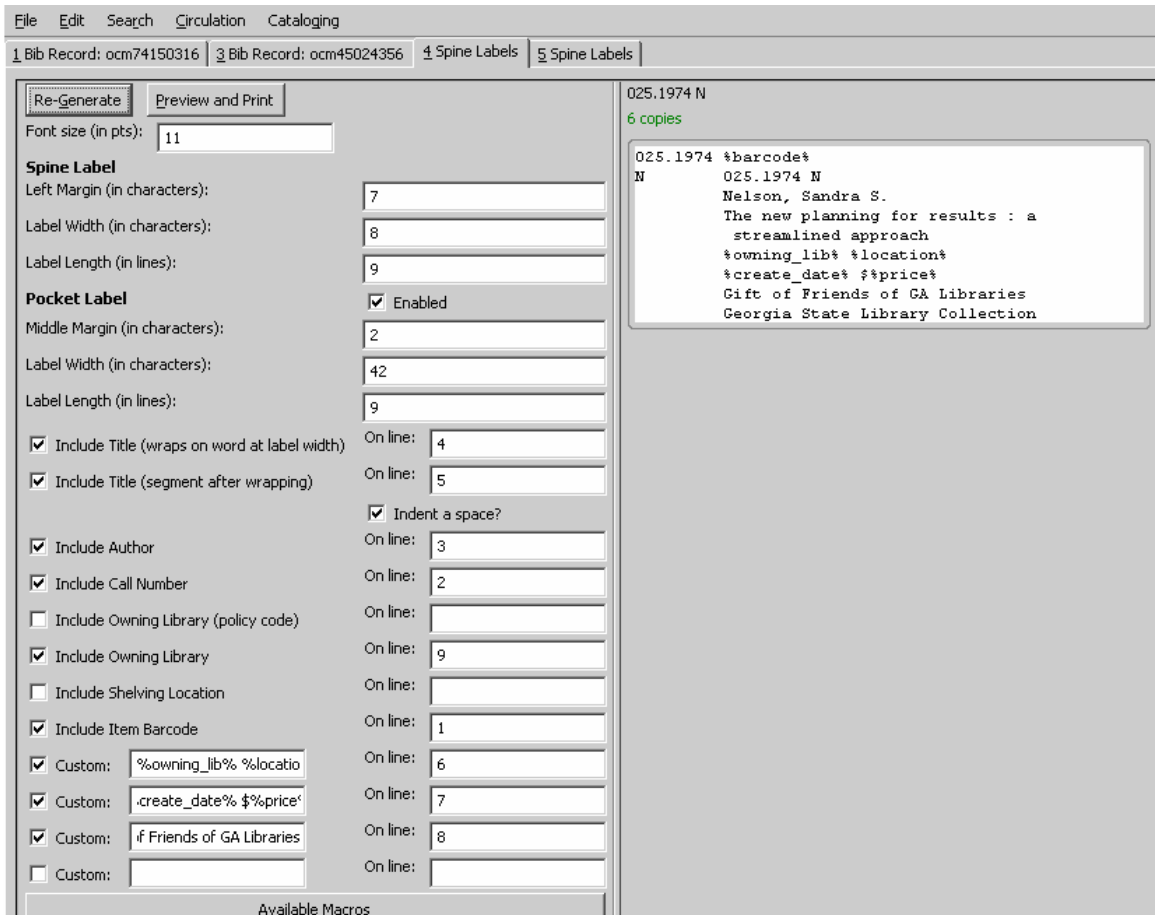
If you want two macros on the same line you enter them as a custom field as: %owning_lib% %location% or %create_date% %price%, for example. Separate the multiple macros with a space. If you are using macros here for a preprogrammed field, remember to uncheck the field so that it does not repeat on your label.

You can insert specific text before a macro. For example, to insert a dollar sign in front of the price type \$ before the price macro: \$%price%

<input checked="" type="checkbox"/>	Include Author	On line:	3
<input checked="" type="checkbox"/>	Include Call Number	On line:	2
<input type="checkbox"/>	Include Owning Library (policy code)	On line:	
<input checked="" type="checkbox"/>	Include Owning Library	On line:	9
<input type="checkbox"/>	Include Shelving Location	On line:	
<input checked="" type="checkbox"/>	Include Item Barcode	On line:	1
<input checked="" type="checkbox"/>	Custom: %owning_lib% %locatio	On line:	6
<input checked="" type="checkbox"/>	Custom: %create_date% \$%price%	On line:	7
<input checked="" type="checkbox"/>	Custom: if Friends of GA Libraries	On line:	8
<input type="checkbox"/>	Custom:	On line:	

Available Macros

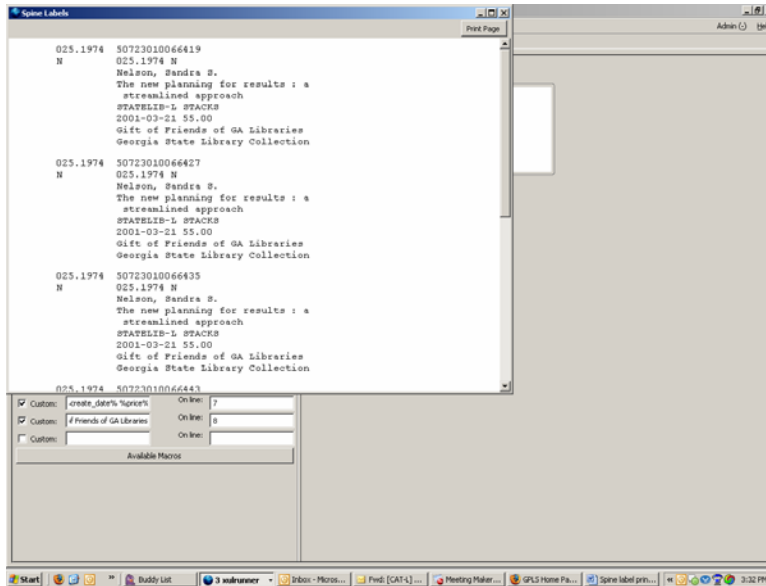
Click “Re-Generate” to view and save changes.



The above configuration results in a spine and pocket label configuration like this:

```
025.1974 50723010066419
N      025.1974 N
      Nelson, Sandra S.
      The new planning for results : a
      streamlined approach
      STATELIB-L STACKS
      2001-03-21 $55.00
      Gift of Friends of GA Libraries
      Georgia State Library Collection
```

The following spine and pocket labels are created to print barcode, call number, author, title, owning library policy name and location on one line, creating date and price on one line, a local message, and the actual name of the library.



Clicking on “Preview and Print” displays the labels as they will be printed on the stock. Either print from here, or, if editing is necessary, close the window and make changes. Then preview and print again.

Printing Pocket Labels

Follow instructions above for Printing Spine Labels.