

# 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 <u>http://okidata.com/</u>, 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  $\rightarrow$  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 Evergeen 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:

<u>File Edit Search Circulation Cataloging</u>		
1 Bib Record: ocm00012843 2 Catalog 3 Local 4	Administration <u>4</u> Spine Labels	
Re-Generate         Preview and Print           Font size (in pts):         10		025.3 D 1 copy
Spine Label Left Margin (in characters):	0	025.3 D
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	
	Indent a space?	
Include Author	On line: 3	
Include Call Number	On line: 2	
🔲 Include Owning Library (policy code)	On line:	
Include Owning 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 Macr	ros	

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":

Volume/Copy Editor		
Record Summary		
Title: The Atlanta journal-constitution	(View MARC)	
Author: Edition:		
TEN: (OCLC) <u>ocm48924264</u> Created By: (PINES) <u>101010101010101</u> Last Edi	ted By: (PINES) 101010101010101 Last Edited On: 08/28/06	
		(View MAR
Volume/Copy Creator		Pub Date
▼ ♦Apply	Check Barcodes Print Labels? Dt then Greate	Last Edit
	V Check garcodes V Phild Labels?	
Library # of volumes STATELIB-L		
STATELID-L		
	PAC Visibi	s? (
	HC YOLD	5: <u> </u>
		S
		51
		S
		S
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		51
		ST
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		S
		S
		S
2007 JUL 1 0 1		S
-50723010120463 STATE	LIB-L microform Yes Yes Stacks Yes	S
-2007 AUG 9-15 1		5

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

۲ ک											
Re-Generate	Preview and Print Clos	e Window		007 Nov 1-8			-				
Font size (in pts):	12		1	сору							
Spine Label				2007 Nov							_
Left Margin (in cha	aracters):	6		1-8				(Moou	MARC)		
Label Width (in ch	aracters):	8						Pub	Date: 2001-		
Label Length (in lin	nes):	6	[					Last	Edited On: 08/28	/06	
Pocket Label		Enabled									Antin
Middle Margin (in o	tharacters):	2									Actic
Label Width (in ch	aracters):	28							Conco	rtial Total: 3	220
Label Length (in lin	nes):	9							Conso		
Include Title (	wraps on word at label width	On line: 4								Action	-
	segment after wrapping)	On line: 5					ŀ	OPAC Visible?	Owning Lib	Price	S
		✓ Indent a space?									
Include Author	r	On line: 3							STATELIB-L		
Include Call N	umber	On line: 2						Yes	STATELIB-L STATELIB-L	100.00	In
Include Ownin	ng Library (policy code)	On line:							STATELIB-L		
Include Ownin		On line:						Yes	STATELIB-L STATELIB-L	100.00	A١
		On line:						Yes	STATELIB-L	100.00	A
Include Shelvi	-	On line:							STATELIB-L		
Include Item E		1						Yes	STATELIB-L	100.00	A١
Custom: 9	price%	On line:					_	Yes	STATELIB-L STATELIB-L	100.00	A,
Custom: 🕅	deposit_amount%	On line:						103	STATELIB-L	100.00	н.
Custom: 🕅	alert_message%	On line:					•	Yes	STATELIB-L	100.00	A١
	2007 SEP 16-23	1	CT 1 751 10.1						STATELIB-L	400.00	
	50723010120141 2007 SEP 1-8	1	STATELIB-L	microform	Yes	Yes	Stacks	Yes	STATELIB-L STATELIB-L	100.00	A,
	50723010120463	-	STATELIB-L	microform	Yes	Yes	Stacks	Yes	STATELIB-L	100.00	A,
•	2007 AUG 9-15	1							STATELIB-L		
	-50723010120430		STATELIB-L	microform	Yes	Yes	Stacks	Yes	STATELIB-L	100.00	A١

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:

LBb Record: ocn48924264         2 Item Check In         3 Spine Label           Font size (in pts):         12         1 copy           Spine Label         2007 NOV 24-30         1 copy           LeRt Margin (in characters):         6         2007 NOV 24-30           Label Width (in characters):         6         2007 NOV 24-30           Label Width (in characters):         6         2007 NOV 24-30           Label Width (in characters):         8         24-30           Label Width (in characters):         2         2007 NOV 9-12           Label Width (in characters):         2         2007 NOV 9-12	
Respendence     review and Print       Font size (in pts):     12       Spine Label     2007       Label Width (in characters):     6       Label Length (in lines):     6       Pocket Label     Enabled       Middle Margin (in characters):     2       Label Width (in characters):     2       Label Width (in characters):     2       Label Width (in characters):     2       28     Nov	
Left Margin (in characters):         6           Label Width (in characters):         8           Label Label Label (in lines):         6           Pocket Label         Enabled           Middle Margin (in characters):         2           Label Width (in characters):         2           Label Width (in characters):         2	
Label Length (in lines):     6       Pocket Label     Enabled       Middle Margin (in characters):     2       Label Width (in characters):     28	
Pocket Label     Enabled       Middle Margin (in characters):     2       Label Width (in characters):     28	
Label Width (in characters): 28 2007	
Label Length (in lines):	
Include Title (wraps on word at label width)       On line:       4         Include Title (segment after wrapping)       On line:       5         2007 OCT 24-31	
✓ Indent a space?         1 copy           ✓ Include Author         On line:         3	
Include Call Number     On line:     2       Include Call Number     On line:     24-31	
Include Owning Library (policy code)     On line:     Include Owning Library     On line:	
Include Shelving Location     On line:	
Include Item Barcode     On line:     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	

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.

Be Edit Search Groulation Cataloging		
Bb Record: ocn154662628 2 Item Check In 2	Spine Labels 1 Spine Labels	
Re-Generate Preview and Print Font size (in pts): 12		F KING 4 copies
Spine Label Left Margin (in characters):	6	, Frinc
Label Width (in characters): Label Length (in lines):	6	FIC KING
Pocket Label Midde Margin (in characters):	Enabled	4 copies
Label Width (in characters): Label Length (in lines):	28	, FIC KING
₩ Include Title (wraps on word at label width)	On line: 4 On line: 5	
Include Title (segment after wrapping)	Tindent a space?	FIC KING 1 copy
Include Author  Include Call Number	On line: 3 On line: 2	PIC HING
Include Owning Library (policy code) Include Owning Library	On line:	
T Include Shelving Location	On line:	
Include Item Barcode  Custom: %price%	On line:	
Custom: %depost_amount%	On line:	
Custom: Don't sell me on eBay Available Mac	On line:	

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.

Spine Labels		
	Print Page	
F	<u> </u>	
KING		
F		
KING		
F		
KING		
F		
KING		
NTWO .		
FIC		
Custom: %deposit_amount% On line:		
Custom: %alert_message% On line:		
Custom: Don't sell me on eBay On line:		

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:

Record Summary						
TRUE Library of Compress subject I out	dinp			(Man MARC)		
Author:		Editions		Pub Date: 1975-		
TCN 00061263472	Created By: some	Last Edited	By: admin	Last Edited On: 3	4/20/06	
ecord # cf 0						Actions for t
Holdings Maintenance						
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PDNES : PDNES 0	<0>					
STATELE : Office of Public 8	<0>					
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49025.39 J 24TH ED. V.2	1	STATELE-		025.33 U 24"HED, V.2		
-52723010073302			STATE 754	025.3311.247HP3.3.2	A18	<b>Arrobobie</b>
\$	4	51AFEL13		025.33 U 24"HED. V.1		
5072303007332*		51A78213	STATELEL	025.33 U 24"H ED, V.1	Adut	Avalable
#025.00 J 24TH ED. 9.0		STATELD		025.00 U 24111ED. V.D		
-50720010073040		FIATE IS	STATE DA	035-33 U 247H ED, V.3	Adult	Available
7025.33 J 24TH ED. K.4	1	STAFELIS-,	1	025.33 U 24"HED. V.4		11 ( Jack 19)
			SIPILLEL	845-3310 24 HEJ, V.4		4Yalabie
#025.33 J 24TH ED. V.5	1	STATELD		025.33 U 24"HED. V.5		
1 60723030073366						
19 025 23 .6971 26T-L	1	STATELIS		025.33 16971 267H V.5		
50723010100317	0.168	STATELIS	STATELIBL	825.33 L6971 26TH V.5	Adult	Available
PU15.35.89712614	3	status.		025-3310871 261H V-4		
20060901 jul		51A/ELI3	STATELDL	025.33 L6971 26FH V.4	AUUA	Expression -
200601013.42		STATELES .	STATELE L			
-50723010100309		37ATO,ID+.	STATOUD4			Aralable
₩0025.33 .6971 26T4	1	STAFELIS-	12220000000000	025.3316971 26TH V.5	2000 C	1000000
-50/2300/00041	No. 19 May	STATELIS-	SIPIEL84	ILES 333 LESS/1 2611H 9-2	Adult	qyalable
49-025-30 .0971 26T L	1.4.7	TARDO.		025-30 L0971 20111 V-2		
-50723010100390		STATELES-2	STATELINE	025-20 L6971 26DH 5-2	Adult	Available
\$405.33 H971.26T-L	1.1.5	51ATFI 13-	1.0000.000.000	025.3316971267H V.1	1000	
50723010108135	1000	31A7013	STATELISE	025.33 L6971 26TH V.1	Adult	Available
10025.33 J 1CTH ED. V.2	1	\$1AF813	< 11000 (1000)	025.33 U 107HED. V.2	12520	0.000/000
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\$-025.33 J 1CTH ED. %.:	1	STATELIS		025.33 U 10"HED. V.1		
STATE IN A Social 2	64.2					
shared the state		THAT WE AT A		AND 100 1 10 10		

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

opy Buckets 2 Copy Status 2 Spine Labels 4 Local Administration Tab 5 6 8b Record: ocn/01760477								
ecord Summary								
the Library of Congress subject heading	qs			(Menr MARC)				
uthor:		Editions		Pub Date: 1975-				
IN: <u>ocm01768477</u>	Created By: admin	Last Edited	By: admin	Last Edited On: 04	/28/06			
	Next Ind					Actions for this Re		
oldings Maintenance Show Lbs With Items Show All Lb	5					Actions for Selected Ro		
	umes Copies Due Date	Owning Lib	Orth	CallNumber	Loci	Copy to Cloboard		
PONES : PONES 0	<0>	Owing up	CRC LD	Calinumper	LOCI			
STATELIS : Office of Public 0	(0)					Show Item Details		
STATELIBL : State Lbr 12	<14>					Show Last Pew Circulations Add Items to Buckets		
\$025.33 U 24TH ED. V.2		STATELID-L		025.33 U 24TH ED. V.2		Mark Item Damaged		
-50723010073332		STATELIB-L	STATELIB-L	025.33 U 24TH ED. V.2	444	Mark Item Missing		
₩025.33 U 24TH ED. V.1	1	STATELIB-L	STRICLIDIC	025.33 U 24TH ED. V.1	#30	Edit Item Attributes		
-50723010073324		STATELID-L	STATELIEL	025.33 U 24TH ED. V.1	444	Replace Barcode		
\$025.33 U 24TH ED. V.3	1	STATELID-L	STATULIDA	025.33 U 24TH ED. V.3	A30	Delote Items		
50723010073340	1	STATELIB-L	STATELIB-L	025.33 U 24TH ED. V.3	0.00	Transfer Items to Previously Marked Volume		
9025.20 U 24TH ED. V.4	1		STATELID'L	025.33 U 24TH ED. V.4		Print Item Spine Labels		
	1	STATELIB-L			-	0		
-50723010073357		STATELID-L	STATELIBIL	025.33 U 24TH ED. V.4	A0.0	Mark Library as Volume Transfer Destination		
\$025.33 U 24TH ED. V.5	1	STATELIB-L		025.33 U 24TH ED. V.5	_			
-50723010073365		STATELIB-L	STATELIB-L	025.33 U 24TH ED. V.5	Adul	Add Items		
\$025.33 L6971 26TH	1	STATELID-L		025.33 L6971 26TH V.5	-	Edit Volumes		
50723010100317		STATELIB-L	STATELIB-L	025.33 L6971 26TH V.5	Adul	Delete Volumes		
\$025.33 L6971 26TH	3	STATELIB-L		025.3316971 26TH V.4	_	Mark Volume as Item Transfer Destination		
-20060901jeh		STATELID-L	STATELID-L	025.33 L6971 26TH V.4	Adul	Transfer Volumes to Previously Marked Libra		
-20060901jeh2		STATELIB-L	STATELIB-L	025.33 L6971 26TH V.4	Adul	Save Columns		
-50723010100309		STATELIB-L	STATELIB-L	025.331.6971 26TH V.4	Adul	Befresh Listing		
\$025.33 L6971 26TH	1	STATELID-L		025.33 L6971 26TH V.3				
-50723010100291		STATELIB-L	STATELIB-L	025.33 L6971 26TH V.3	Adult	Avaiable		
\$025.33 L6971 26TH	1	STATELIB4		025.3316971 26TH V.2				
-50723010100390		STATELID-L	STATELID-L	025.33 L6971 26TH V.2	Aduk	Avalable		
\$025.33 L6971 26TH	1	STATELID-L		025.33 L6971 26TH V.1				
-50723010100135		STATELIB-L	STATELIB-L	025.33 L6971 26TH V.1	Adult	Available		
\$025.33 U 10TH ED. V.2	1	STATELID-L		025.33 U 10TH ED. V.2				
-50723000053831		STATELIB-L	STATELIB-L	025.33 U 10TH ED. V.2	Adult	Avaiable		
₽ 025.33 U 10TH ED. V.1	1	STATELIB-L		025.33 U 10TH ED. V.1				
STATELIB-A : State Lbr 2	<4>							
\$025.33 L V.2	2	STATELID-A		025.33 L V.2				

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 $\rightarrow$ "Display item," pressing F5, or going to Circulation $\rightarrow$ "Show Item Status by Barcode". The display will open in the tab you have on top.

Item Status							
can Item							
arcode:	Submit	Upload From File				Actions for Catalogers A	
Alert Message	Barcode	Call Number	Due Date	Location	Status	Title	

- 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."

Item Status									
	Submi <u>t</u> L	Ipload From File				Actions for Cataloger	s Actions for <u>S</u> elected Ite		
ige	Barcode	Call Number	Due Date	Location	Status	Title	⊆opy to Clipboard		
	50723000177093	001.553 W		STACKS	Available	Using charts ar	Add to Item Bucket		
	50723000030581	001.553 D		STACKS	Available	A primer of visi	Show in Catalog		
	50723000012753	001.552 W	2006-10-06	STACKS	Available	Behind my libra	Show Item Details		
	50723000125993	001.552 R		STACKS	Available	Reader in the F	- Show Last Few Circulation		
	50723000036992	001.552 P		STACKS	Available	Authors and th	-		
	50723000029005	001.552 M		STACKS	Available	The book: the	Edit Item Attributes		
	50723000137451	001.552 L		STACKS	Available	The oldest libra	Mark Item Damaged		
	50723000026886	001.552 D		STACKS	Available	History of the l	nan zon <u>P</u> anagoa		
	50723000038782	001.552 B		STACKS	Available	An introduction	<u>M</u> ark Item Missing		
	50723000061503	001.552 A	2007-04-17	STACKS	Available	The future of t	Abort Transits		
	50723000158861	001.543 W V.2		STACKS	Available	Writing : the n	MDOI'C TTAIISICS		
	50723000158853	001.543 W V.1		STACKS	Available	Writing : the n	Check I <u>n</u> Items		
	50723000069019	001.5 I	2006-12-12	STACKS	Available	Information for	Renew Items		
	50723010070577	001.44 L 4TH ED.		OFFICE	Available	Proposals that	Kenew Items		
	50723010056378	001.44 G 2000	2007-01-20	STACKS	Available	The Grants rec	Print Spine Label		
	50723010021190	001.44 G 1996-97	2007-03-13	STACKS	Available	Grant\$ for liter	Replace Barcode		
	50723010061154	001.44 F 2000 ED.		STACKS	Available	The Foundation	Save Columns		
	50723010037576	001.44 F 1996 ED.		STACKS	Available		centers user-menuly		
	50723010061162	001.44 F 11TH ED. 1999		STACKS	Available	Foundation gra	nts to individuals		
	50723010114870	001.44 A 2007		STACKS	Available		of grant support		
	50723010078190	001.44 A 2006	2007-02-28	STACKS	Available	Annual register	of grant support		
	50723010104079	001.44 A 2005		STACKS	Available	Annual register	of grant support		
	50723010101059	001.44 A 2004		STACKS	Available	Annual register	of grant support		
	50723000166773	001.433 5		STACKS	Available	Asking question	ş		

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

Barcode	Call Number	Location	Status	Title
0723010073332	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

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:"

Call Number	Location	Status	Title	copy to Clipboard
025 33 U 24TH ED. V.1	Adult	Available	Library of Congress su	7 - · · ·
025 33 U 24TH ED. V.2	Adult	Available	Library of Congress su	Show in Catalog
025 33 U 24TH ED. V.3	Adult	Available	Library of Congress su	
025 33 U 24TH ED. V.4	Adult	Available	Library of Congress su	Show Last Few Circulation
025.33 U 10TH ED. V.1	Adult	Available	Library of Congress su	Mark Item <u>D</u> amaged
025.33 U 10TH ED. V.2	Adult	Available	Library of Congress su	Mark Item Missing
025.33 L6971 26TH V.1	Adult	Available	Library of Congress su	
025.33 L6971 26TH V.2	Adult	Available	Library of Congress su	
025.33 L6971 26TH V.3	Adult	Available	Library of Congress su	Abort Transits
025.33 L6971 26TH V.4	Adult	Available	Library of Congress su	Print Spine Label
025.33 L6971 26TH V.5	Adult	Available	Library of Congress su	Check I <u>n</u> Items
				Save Columns

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:

Copy to Clipboard Print Export E	kport		
Icket  New Bucket Delet Test spine label Owner: 2109	e Bucket Refresh		Save Columns Copy
Call Number	Deleted?	Location	Status
R 783.6 COB	No	GENEALOGY	Available
782.27 COBB	No	NONFIC	Available
it Export Export			Batch: Show Status Transfer to

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":

			Admin (
Item St 3101100045			
			Actions for Catalogers Actions for Selected
Due Date	Location NONFIC GENEALOGY	Status Available Available	I       Copy to Clipboard         Add Items to Buckets         Show in Catalog         Show Last Few Circulations         Edit Item Details         Show Last Few Circulations         Edit Item Attributes         Iransfer Items to Previously Marked Volum         Add Volumes         Mark Library as Volume Transfer Destination         Edit Volumes         Mark Volume as Item Transfer Destination         Iransfer Volumes to Previously Marked Lib         Delete Items         Delete Volumes         Mark Kem Damaged

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 Rec	ord: ocm20212396 <u>4</u> Z39.50 <u>5</u>	<u>5</u> Record Buckets <u>6</u> Item Status		
c Scan Item				
Barcode:	Submit Upload From File	$\mathcal{D}$		
		1		
Alert Message	Darcoue	Call Number		
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
<u>Or</u>	rught. 0.00	Bottom: 0.00
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  $\rightarrow$  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 Evergeen 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. 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:

<u> Eile E</u> dit Sea <u>r</u> ch <u>C</u> irculation Cataloging		
1 Local Administration 🛛 3 Bib Record: ocm45024350	6 <u>4</u> Spine Labels	
Re-Generate     Preview and Print       Font size (in pts):     11		025.1974 N 6 copies
<b>Spine Label</b> Left Margin (in characters):	7	025.1974 %barcode% N 025.1974 N Nelson, Sand The new plan
Label Width (in characters): Label Length (in lines):	8	streamlined %owning_lib% %create_date
Pocket Label Middle Margin (in characters):	Enabled 2	%price% Georgia Stat
Label Width (in characters):	42	
Label Length (in lines):	9	
✓ Include Title (wraps on word at label width)	On line: 4	

- 4. 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.
- 5. Click on "Re-Generate" 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. 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:

- 1. Click on the "Page Settings" button
- 2. Choose the "Margins & Header/Footer" tab
- 3. 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.

	Indent a space?
Include Author	On line: 3
🔽 Include Call Number	On line: 2
Include Owning Library (policy code)	On line:
🔽 Include Owning Library	On line: 9
Include Shelving Location	On line:
🔽 Include Item Barcode	On line: 1
Custom: %owning_lib% %locatio	On line: 6
Custom: %create_date%	On line: 7
Custom: %price%	On line: 8
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%

		Inder	nt a space?	
☑ Include Author		On line:	3	
🔽 Include Call Number		On line:	2	
Include Owning Library (policy code)		On line:		
Include Owning Library		On line:	9	
Include Shelving Location		On line:		
🔽 Include Item Barcode		On line:	1	
Custom:	%owning_lib% %locatio	On line:	6	
Custom:	create_date% \$%price*	On line:	7	
Custom:	f Friends of GA Libraries	On line:	8	
Custom:		On line:		
Available Macros				

<u>File E</u> dit Sea <u>r</u> ch <u>C</u> irculation Cataloging		
1 Bib Record: ocm74150316 3 Bib Record: ocm45	024356 4 Spine Labels 5 Spine La	bels
Re-Generate         Preview and Print           Font size (in pts):         11		025.1974 N 6 copies
Spine Label Left Margin (in characters): Label Width (in characters):	7	025.1974 *barcode* N 025.1974 N Nelson, Sandra S. The new planning for results : a streamlined approach *owming lib* *location*
Label Length (in lines):	9	<pre>%create_date% \$%price%</pre>
Pocket Label	🔽 Enabled	Gift of Friends of GA Libraries Georgia State Library Collection
Middle Margin (in characters):	2	
Label Width (in characters):	42	
Label Length (in lines):	9	
Include Title (wraps on word at label width)	On line: 4	
🔽 Include Title (segment after wrapping)	On line: 5	
	Indent a space?	
Include Author	On line: 3	
🔽 Include Call Number	On line: 2	
Include Owning Library (policy code)	On line:	
Include Owning Library	On line: 9	
Include Shelving Location	On line:	
🔽 Include Item Barcode	On line: 1	
Custom: %owning_lib% %locatio	On line: 6	
Custom: create_date% \$%price	On line: 7	
Custom: If Friends of GA Libraries	On line: 8	
Custom:	On line:	
Available Macr	os	

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.