

## SECTION XIII: PRINTING SPINE LABELS

### A. Printing spine labels from the item record

1. Open Firefox using the **Labels** shortcut.
  - a. Workstations with Dymo Label Writers attached to them should have a **Labels** Firefox shortcut on the desktop. *If you do not have the Labels shortcut on your computer, contact the Help Desk at 608-242-4710 for assistance.*
  - b. Launching Firefox with the Labels icon will bring you to the Bibliovation login page. This instance of Firefox is configured specifically for label printing. *Do not use it for full sheet printing.*
  - c. The shortcut will work with Bibliovation even though it may be labeled as “Koha.” The name of the shortcut may be changed to Bibliovation. Contact the Help Desk for assistance with changing the name of the shortcut.
2. Go to the **Item statuses** screen for the appropriate item.
  - a. From the Detail screen, click the **status** link next to the appropriate item.
  - b. Also, searching for the item barcode will bring you directly to the Item statuses screen.
3. Next to Item Information, click the **Print Spine Label** link.

Item information [Edit] **[Print Spine Label]**

4. A new browser tab will open with the **Quick Spine Creator**. The item barcode will be automatically filled in.

The screenshot shows a form with the following fields and a button:

- Barcode:** 39078071293139
- Prefix:** Collection Code (dropdown menu)
- Layout:** SCLS NON-SERIAL (dropdown menu)
- Profile:** (dropdown menu)
- View Spine Label** button

5. In the **Prefix** box, choose either **Shelving Location** or **Collection Code** to print the spine label prefix associated with that code. If you do not wish to print a prefix, choose **None**.
6. In the **Layout** drop-down menu, choose:
  - a. **SCLS NON-SERIAL** for non-serial items
    - i. Note: This layout may work best for non-Dewey call numbers, because it will fit the data on the label, without any line splitting.
  - b. **SCLS SERIAL** for serial items
  - c. **SCLS DEWEY SPLIT** for non-serial items with Dewey call numbers
    - i. Note: This layout will split each line and may work best for Dewey call numbers.

7. Do not make changes in the **Profile** box.
8. Click the **View Spine Label** button. The spine label will appear on a different screen.
9. Click the **Print This Label** button. The Windows print dialog box will appear. Make sure that the correct spine label printer is selected. Click **OK**. The spine label will print.
10. Close the browser tab.

### **B. Printing spine labels using the Quick Spine Creator**

1. Go to **More>Tools** and click the **Quick Spine Creator** link.
2. In the **Barcode** box, type or scan the appropriate item barcode.
3. Follow steps 5-9 above to print the spine label.
4. Click the **Back** button to return to the Quick Spine Creator.
5. To print another spine label, type or scan a new barcode and repeat steps 1-3.

### **C. Configuring the Dymo Label Writer printer**

You should also make sure the DYMO Label Writer driver is configured for the correct label size. Contact the SCLS Help Desk for assistance if needed. See the Get Help page at <https://www.scls.info/technology/help.html> for contact information.

1. Click **Start**.
2. Click **Settings**.
3. Click **Printers and Faxes**.
4. Right-click the **DYMO driver**.
5. Select **Properties**.
6. On the **General** tab, select **Printing Preferences**.
7. Click **Advanced**.
8. Verify that the correct **Paper Size** is selected (SCLS recommends the **30332 1 in x 1 in** labels).
9. Click **OK**.
10. Click **OK**.
11. Select the **Advanced** tab.
12. Click **Printing Defaults**.
13. Click **Advanced**.
14. Verify that the correct Paper Size is selected (SCLS recommends the **30332 1 in x 1 in** labels).
15. Click **OK**.
16. Click **OK**.
17. Click **OK**.

### **D. Configuring Firefox for spine label printing**

You can print spine labels without the Labels shortcut, but then you will have to configure Firefox manually. Contact the SCLS Help Desk for assistance if needed. See the Get Help page at <https://www.scls.info/technology/help.html> for contact information.

1. Launch Firefox.
2. Click **File**.

3. Click **Page Setup**.
4. On the **Margins & Header/Footer** tab, set all four margins (*Top, Bottom, Left, Right*) to **0.1**.
5. Make sure all fields beneath Headers & Footers are set to **blank**.
6. Click **OK**.

### **E. Printing spine labels using the Dymo software**

If you are not satisfied with the formatting of the spine labels generated from Bibliovation, you can print them using the Dymo Label Writer software. Contact the SCLS Help Desk for assistance if needed. See the Get Help page at <https://www.scls.info/technology/help.html> for contact information.

1. Open the DYMO Label v.8 software from the **desktop icon** or through the **Start Menu** (Start>Programs>DYMO Productivity Software>DYMO Label v.8).
2. On the **Labels** tab, select **All Label Types** in the dropdown box.
3. Select the correct size label that you are using. Most libraries are using the Square 1" x 1" size.
4. After you select the correct label size, a blank label should appear for editing.
5. From Bibliovation, copy the data you'd like to display on the label.
6. Back in the DYMO software, paste the data into the blank label.
7. You can use the toolbar at the top to format the label to your liking. You can use the toolbar to bold the text, left-justify the text, etc.
8. Click the large, green **Print** button to print the label.
9. After you have completed a label, you may want to save the layout for future use. Click **File>Save as Layout**. Then enter a name for the layout and click **Save**.
10. To access the layout in the future, click **Change Layout** and select the correct layout.

### **E. Printing spine labels using Chrome**

Use these instructions to configure Chrome so that it can print spine labels. Chrome can be used in the case that Firefox does not wrap text on certain kinds of labels (serials, longer non-serials, etc.).

1. Have a spine label to print from the **Quick Spine Creator**.
2. Click **Print This Label**.
3. The print popup should popup. Set up the settings as follows:
  - a. **Destination:** the spine label printer's name
    - i. If it does not show up in the drop-down, click see more and find it in the list of more printers that show up.
  - b. **Pages:** All
  - c. **Copies:** 1
  - d. **Layout:** Portrait
  - e. **More Settings:** Click this to see more settings that need to be adjusted.
    - i. **Paper Size:** 30333 1/2 in x 1 in (2 up)
    - ii. **Pages per sheet:** 1
    - iii. **Margins:** Minimum
    - iv. **Quality:** 300 dpi
    - v. **Scale:** Default
    - vi. **Options:** leave Headers and footers and Background graphics unchecked.
4. Click **Print**.