



We supply spine labels on A4 sheets - 55 to a page (5 across x 11 down) \$66 per box of 1000 sheets. You can also use other labels, however, you have to configure them manually to print in the correct places.

You can print spine labels by scanning individual items, typing in a range of item numbers or by their accession date.

Printing Spine Labels

CATALOGUING - Labels

3 - Print Spine Labels

3 - Spine labels page setup

These are the settings for our labels

Click on **Default** and choose **5x11**

(Dataman) and **OK**.

Change the other settings and click **Save**

Spine Labels Page Setup

Default Test Print

Side margins
Top margin
Horizontal pitch
Vertical pitch
Width
Height
Number down
Number across

Number across: 5
Number down: 11
Label width: 32
Label height: 24
Top margin: 8.5
Side margin: 12.5
Horizontal pitch: 38.2
Vertical pitch: 25.2

Font... Arial, 12 pt

1 - Print spine labels

Individual labels

Scan the labels in **Add item to list**

A range of labels

Type the range of item numbers e.g. 20270-20280 in **Add item to list** and press **ENTER**

By Accession date

Enter the accession date you wish to start from or select date from Calendar then click on **Collect items**

Click on your required options and click on **Print**. It's a good idea to print on a blank A4 page first before printing on a sheet of labels. You can then make any adjustments which may be necessary.

Print Spine Labels

Print spine labels based on a list of item numbers or barcodes or accession date.

Details Remove Import Download Export

Enter date -> 03/06/2015 Collect items...

Add item to list -> 20270-20280

Number	Title	Call number	Pub. year
20271	This is Captain Cook	M	
20272	Beagle Beagle	K	
20273	Welcome to Moldy Manor	STI	
20274	Scooby-Dool. The Ghost of the Bermuda Triangle	SUT	
20275	Shaun the Sheep. The Beast of Soggy Moor	HOW	
20276	Shaun the Sheep. TheFlock Factor	H	
20277	Welcome to Moldy Manor	STI	
20278	Mouselets in Danger	STI	
20279	The Secret Invention	STI	
20280	Avengers. Age of Ultron	WYA	

11 items in list

Enter label position at which to start printing: (Across Down -- e.g. 1 1 or 4 2 or 3 8, etc.) 1 1 Max: 5 11

Split call numbers at first blank space
 Split call numbers at full stops
 Split call numbers at / character
 Print item number beneath call number

Left justify instead of Centre
 Include publishing year if available
 If using PRC Listmaker, include tagging

Print

Cancel