Book Mark Library Services Pty Ltd

Fact Sheet - Printing Spine Labels

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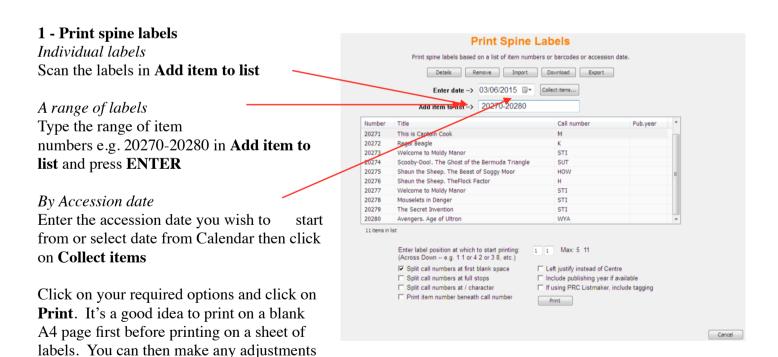
You can print spine labels by scanning individual items, typing in a range of item numbers or by their accession date.

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**

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.