

Printing Spine Labels

Reports

Cataloging Reports

Spine/Pocket Labels

Select: (choose from these):

1. Call # (if consecutive order)
Starting at
Ending at
Select correct label template
Select starting label
Select Print **Bold**
Print
2. Barcode List (if random order)
Edit List
Scan barcodes into list
Close
Select correct label template
Select starting label
Select Print **Bold**
Print

Contact your media specialist for help with setting the horizontal and vertical offsets. Once they are set, the settings will hold.

Horizontal offset and vertical offset vary from printer to printer. The setting increments are very tiny, only 1/10th of a millimeter per number. Do some tests to determine these horizontal offset and vertical offset numbers.