

## Custom Barcode Labels

Whether you are printing labels for your copies or your patrons, you have options to customize the content and look of your barcodes.

Go to Tools and open Reports. On the left, expand the Patrons and Copies categories, and under each you'll see the sub-category for Labels. There are only a couple report templates for Patron Labels and several more for Copies; we'll start with the copy labels, but the same general information can be applied to the patron labels.

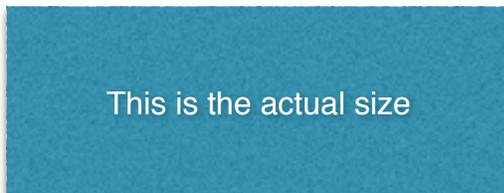
### Copy Barcode Labels

The Envelope and Spine Labels report and the Study Program Labels report have basic options. What we want to look at now are the Copy Barcode Labels and the 3 kinds of Spine Labels. Click on the Copy Barcode Labels report and go to the Options tab.

At the top we have some fairly typical options for the Sort by, if you are skipping any labels, and how many copies of each label you want.

Down below is your custom barcode form.

The left shows the layout of your barcode, and of course this is bigger than real size, so it's easier to work with, but the 1" and 2 5/8" marks on the sides tell you what kind of label you are dealing with.



You actually have 6 rows to work with, if they are Small—but for any row where the row below it is blank, you can make that row Large and that takes up the space of 2 rows.

Click on any of the rows, and customize it using the drop-down menus on the right.

First, Data. You want to pick what information is shown in this row.

You can show the Barcode Number or the Barcode Image (which is the scannable barcode), you can show the copy Title, Author, Site Code, Location, the Call Number, and you can also choose Custom Text, which you fill in at the bottom. Something like the name of your school or library might be useful.

Once you know what data you want, you can start formatting it. The information doesn't need to be in the center—you can left or right justify any or all rows.

Have a color printer? You can set the colors for the parts of your label—everything but the barcode image. Make the title your school color or get creative and mix and match.

Then you can make Bold any of the rows of text. Let's make the name of the school bold so it really stands out.

## **Saving Custom Labels**

Once you have something you are happy with, you probably want to save this report so you can print future labels in the same format. Click Create Saved Report, name it, and you'll find it under the Saved section.

From here, you can Favorite the report and even share it with other sites. NOTE: If you are a district admin, this is how you would make sure all your sites are using the same barcode formats.

## **Printing Custom Labels**

Now, what does this label actually look like? Let's run a test.

Go to Selection and make a selection so the report will generate faster; something like Call Number FIC A to FIC B might do.

Click Run, then go to Operation Management following the cue. Click on the PDF icon to generate a PDF, and take a look at that to see how the labels turned out.

If you need to change anything, go back to the report, make the change, and save it. Otherwise, you are ready to print your labels!~almost.

Even if the PDF looks like exactly what you want, it may not necessarily print that way.

Choose Print, and your Print dialog comes up. Look for the area that in Adobe Reader says Size Options or Page Sizing. Change the selection to 'Actual size'.

In Preview look for Scale options, select Scale, and change the percentage to 100%.

We recommend printing a test sheet, just 1 page on a normal piece of paper, to see if the labels are aligning and printing correctly.

## **Spine Labels**

Note that you have 3 types of spine labels; Horizontal, Landscape, and Portrait. Use that custom barcode field under Options to see the size and basic shape of this label.

If you need help determining what labels you need or what report to use for what labels, give Support a call at [1-800-347-4942](tel:1-800-347-4942).

## **Patron Barcode Labels**

So, those were Copy Barcode Labels, but there won't be many differences for the Patron Labels. Go to the Patrons > Labels category. The report with the same kind of customization is the Patron Barcode Labels; in the Options for this one you will see that same form. Let's take a quick look at it.

The only real difference will be the fields you can include: The patron name can be last name first or first name first, you can show the barcode number as well as the barcode image (which is the scannable barcode), you can show the patron's Site Code, their Homeroom, 2nd Location, Grade, Student Number, Social Security Number, and again you can choose Custom Text.

So if you were printing out labels based on homeroom, you would format your label how you want it,

make a Selection for Homeroom OR Sort By Homeroom and do Page Break on Major Sort,  
then don't forget to Create a Saved Report to save it for next time!

Label reports in Alexandria give you a variety of options for printing your barcode labels.

For more on the custom labels, see the Support Center page for Custom Label Reports. For live help, call Alexandria Customer Support at [1-800-347-4942](tel:1-800-347-4942). For information on ordering barcode labels or label printers, call our Sales team at [1-800-347-6439](tel:1-800-347-6439).