**SWAN Symphony WorkFlows: Label Printing**

**Print Labels Helper**

After you create a **label** template, click the **Print Labels** helper to **print** **labels** automatically using your computer’s current printer settings. You can also **print** **labels** from the Print Preview **Labels** window.

Although you can change the default font type and size for both viewing and **printing** **labels**, WorkFlows **prints** **labels** in Lucida Sans Unicode font, font size 10 (default). For non–roman characters to **print**, you must select the Arial Unicode MS font for each individual **label** in the template.

**Print Spine-Labels Report**

This can be used for printing batches of labels. The Print Spine-Labels (Printspine) report prints spine and pocket formatted labels which can be printed on standard label stock. By default, only call numbers with copies are selected.

This report contains the following tabs.

* Basic Tab: Reports
* Item Selection Tab
* Call Number Selection Tab
* Title Selection Tab
* Sorting Tab
* Spine/Pocket Label Tab

On the Sorting tab, you can sort the labels by call number or item ID.

On Spine/Pocket Label tab, you can specify whether to print pocket labels. To get the pocket label lines to break only at the end of words, select the Pocket Label Line Wrap at Word Break check box. Use the other options on the Spine/Pocket Label tab to design your labels.

On the Item Selection tab, you canselect Date Created and print labelsfor all items in the report were imported or created in SirsiDynix Symphony on this specified date.

**FAQs: Automatically Printing Labels When New Items Are Added**

In the cataloging wizards it is possible to automatically print spine or book labels when newly created items are saved. Wizard behavior properties allow you to control how these labels are printed and which label template is used. Additionally, label profiles can be mapped to specific library/item type combinations and can automatically be applied when auto-printing spine or book labels.

**Item Label Printing Behavior Properties**

Cataloging wizards that allow you to add or modify items have the following item label printing behavior properties.

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|  | •  | Print Labels for New Items – When enabled, a label is immediately sent to the printer when a newly created item is saved. If the new behavior property is disabled, the item is saved as normal and no labels are sent to the printer. When disabled, the Print Preview or Print Labels helper must be used to print a label. This property is delivered disabled by default. If enabled, the following options are available.  |

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|  | –  | Automatically – If the new property is enabled and the Automatically option is selected, the label is sent automatically to the printer when the item is saved. If Prompt for Label Template is also selected, the list of label templates displays before the label is sent to the printer.  |

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|  | –  | Print Preview – If the new property is enabled and the Print Preview option is selected, the Print Preview helper opens immediately after a new item is saved so that the user may edit labels before printing, or select a different label template.  |

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|  | –  | Use Label Template Profiles – If selected, the wizard will use the label template assigned for this library/item type combination found in the Label Template Profiles Map policies. This property applies to both the Automatically and Print Preview properties. You cannot select this property if the Prompt for Label Template property is also selected.  |

It is important to remember the following when printing item labels.

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|  | •  | Label Templates are designed using the [Label Designer Wizard](http://10.120.131.40/Helps/Symphony/Workflows/English/Content/workflows/06-CatalogAuthority/Label_Designer_Wizard.htm#catauth_1304811785_1385939).  |

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|  | •  | The Label Templates dialog only displays once, when the first item is added in the current wizard session. It does not display when subsequent items are added during the same wizard session. Use the Print Preview helper to change the default template additional times during a wizard session.  |

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|  | •  | If no default label template is defined for a user and the Print Preview or Print Labels helper is enabled, a system message displays, and you will have the opportunity to select a default template.  |

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|  | •  | You can only select a bibliographic template as the default label template.  |

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|  | •  | If a default printer is not defined, the Print dialog appears. If the default printer is defined, the Print dialog does not appear.  |

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|  | •  | The Print Labels for New Items behavior property does NOT apply under the following conditions.  |

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|  | –  | When call numbers and/or item IDs are being auto generated, and the item record is saved automatically because no edits to the record are needed.  |

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|  | –  | In the Add Title wizard when a new title is created and the first new call number and item is automatically created.  |