**SWAN Symphony WorkFlows: Labels**

**Label Designer Wizard**

The Label Designer is used to create label templates to print spine and book labels as well as mailing labels for Books by Mail, and to create user and item barcode labels. You can use the Label Designer wizard to create as many label templates as needed by the library. You can design each label template to create labels in a specific format for a specific purpose.

For example, because of the different physical formats of library materials, you may want a label template for regular books, a different label template for AV materials, and a different label template for reference books. Once a label template has been created, you can use it as often as needed by one or more users, eliminating the need to set up the template more than once for routinely cataloged items.

**Some notes on using/creating/modifying templates:**

* Only the TECHSR logins can access the templates.
* You may use any template you wish, but do NOT modify or rename a template you didn’t create.
* If you like a template but want to tweak it, your only choice is to write down it’s settings and recreate it from scratch.
* Please start the name of your template with your library’s 3 letter agency code

You may need one or more labels to print for an item. The Label Designer wizard allows you to define a group of labels to print for each item; this group of labels is a label set. For example, if you need a spine label for a call number and a second label to go inside each book, these two labels would be the label set needed for each item. When defining the label set, the dimensions will include both labels in the set as they are found on the page. The sample bibliographic template SirsiDynix delivers includes a good example of a label set. Also, remember that a set can also be just one label (if only one label is required).

When creating new labels, the label design process is as follows:

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|  | •  | First define your page dimensions. |

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|  | •  | Define a label set within a page. |

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|  | •  |  Then, define each label within the label set. Label Designer Steps1. Cataloging Module
2. Common Tasks Group
3. Label Designer Wizard – Used to create spine and book labels
	1. Properties and their meanings:
		1. Close- Allows the label template dialog box to be closed
		2. Add- Allows new label templates to be added
		3. Rename- Allows templates to be renamed
		4. Delete- Allows templates to be deleted
		5. Modify-Allows templates to be modified
		6. View- Allows templates to be viewed
		7. Unlock- If a template is locked by a user this allows the system administrator to unlock it.
		8. Default- Allows a template to be set as the default for printing purposes.

\*\*\*Properties may only be altered by those with administrative logins1. Click Add
2. Enter a name for this Label Template
	1. May want to have on template for fiction and another for Reference
	2. Don’t have to change name, but it makes it easier to remember
	3. Can create unlimited templates
3. Highlight the template just created and click Modify
4. Under Label Set Preview
5. Open the Page Tab
	1. Set the Paper size as letter
	2. Can change Measurement Units to Inches or Centimeters
	3. Leave margins at 0.00
6. Open the Label Set Tab
	1. Set the Dimensions:
		1. Width = 3.09cm or 1.22”
		2. Height = 3.47cm or 1.37”
	2. Set the Number (of label sets):
		1. Across = 6
		2. Down = 8

\*\*\*\*\*Remember: The fields here refer to the dimensions and number of Label SETS, not labels.* 1. Label Sets per item is up to their needs – leave at 1 for training
1. Open the Label Tab
	1. Click Add Label in the center of the screen
	2. Set the Positions:
		1. Top = 0.09cm or 0.04”
		2. Left = 0.13cm or 0.05”

\*\*\*The idea is to decipher how far from the top left corner the label sits within the label set. Be sure to measure from the top and left sides of your label to the top and left sides of your label to get an accurate measurement. * 1. Set the Dimensions
		1. Width = 2.89cm or 1.14”
		2. Height = 3.32cm or 1.31”

\*\*\*This time simply measure the size of your label. How tall and wide is it?* 1. Set the Text Margins:
		1. Horizontal = 0.25cm or 0.10”
		2. Vertical = .20cm or 0.08”

\*\*\*These margins are just like the margins of a Word document. How far from the edge of the label should the information be?NOTE: Good place to get measurements is in a Word Document, Tools menu, under Letters and Mailings, then Envelopes and Labels – Click options to see a list of labels and the measurements for them.1. Under Label (at the left of the screen)
	1. Click Add Line (may already be on present)
* means the line will definitely fit in the label

  means the line may not appear in the label  means the line will not appear in the label* + 1. In the Elements field, <>should appear
		2. Under Configure Element, select Call/Copy from the dropdown options next to Type
		3. Select Call Number for Value, from the dropdown list
		4. Set the Maximum Number of lines to \*\*\* This field can be no larger than 2, for any VALUE other than Call Number
		5. Click the Configure platform –choose to split the call number after every space or point
1. Click OK
2. Reopen the Label Design Wizard
3. Highlight the Label just created and click Default- this makes this label the one that will be used from now on, until a different selection is made.
4. Close the Wizard
5. Go to the Item Search Wizard
6. Search a title and open the Detailed Display
7. Open the Call Number/Item tab
	1. Labels can be previewed or printed from any wizard that has the Call Number/Item Tab
	2. Note the helpers for preview and print at the top of the screen
8. Click the Print Preview Helper

 OR Print Labels in Batch: * 1. Switch to the Reports Module
	2. Click the Schedule New Reports wizard
	3. Click on the Bibliographic Group of Reports
	4. Select the Print Custom Labels Report
		1. To print labels based on the period of time the corresponding items were created, Click on the Item Selection Tab and enter the date(s) in the Date Created field
		2. Click on the Label Template Tab
		3. Select the label template to use
		4. Click Run Now
		5. Click View Finished Reports
		6. Select the report from the list and click View
		7. Choose not to view the log and click OK
1. Available Tools when viewing labels:
	1. Needing to start on a different label than the first (we already used 5 labels on this sheet):
		1. Click on the label to start with
		2. Click the far left tool
	2. This particular label needs to be modified
		1. Click on the label to modify
		2. Click on the second helper from the left
2. Switching Label templates when viewing labels:
	1. To change to a different Label template
		1. Click the Label Designer helper in the top left corner
		2. Select a template from the list
		3. Click Default
		4. Click Close
3. Printing when viewing labels:
	1. Use the first tool on the Left to print these labels once satisfied with the settings.
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