SECTION 15.0

Label Setup

Below are screen shots of the Polaris Cataloging label set up provided by Kim Hunter-

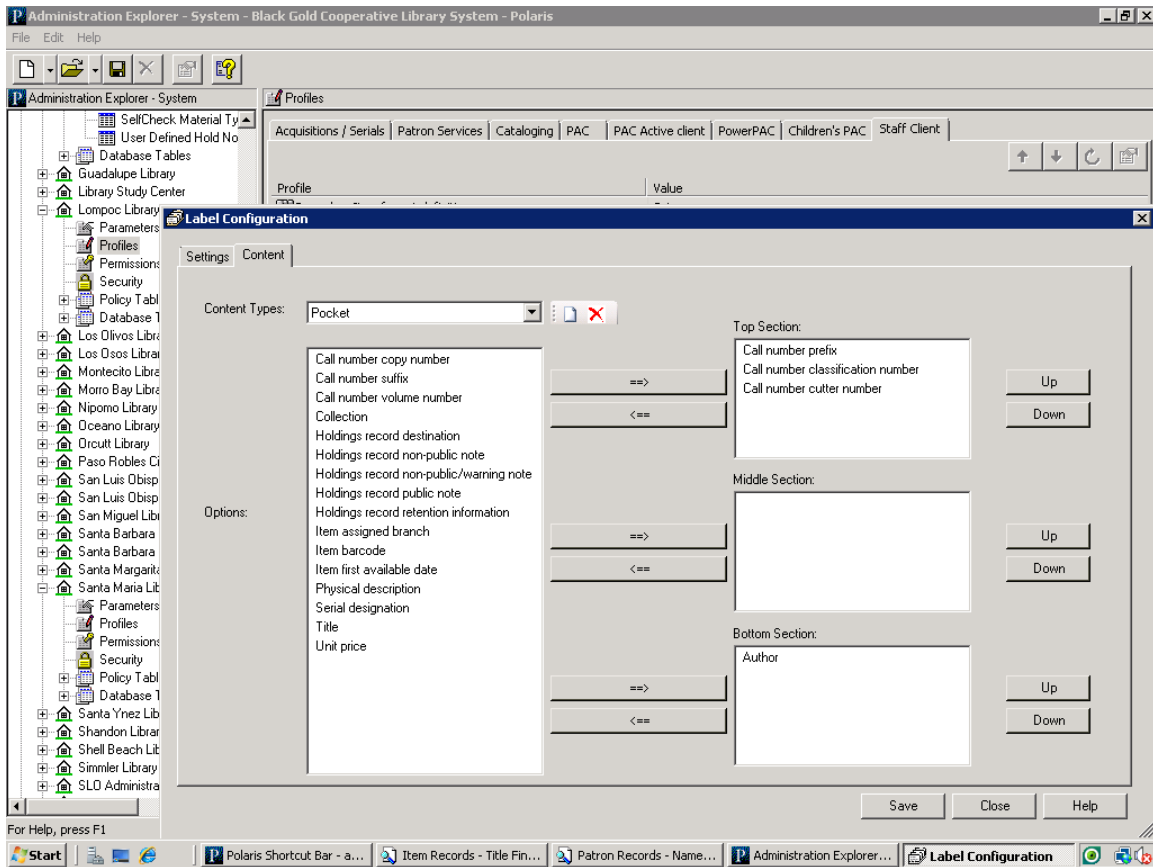(I do these first pages but I need each branch to tell me what they should be)

In branch/SA-
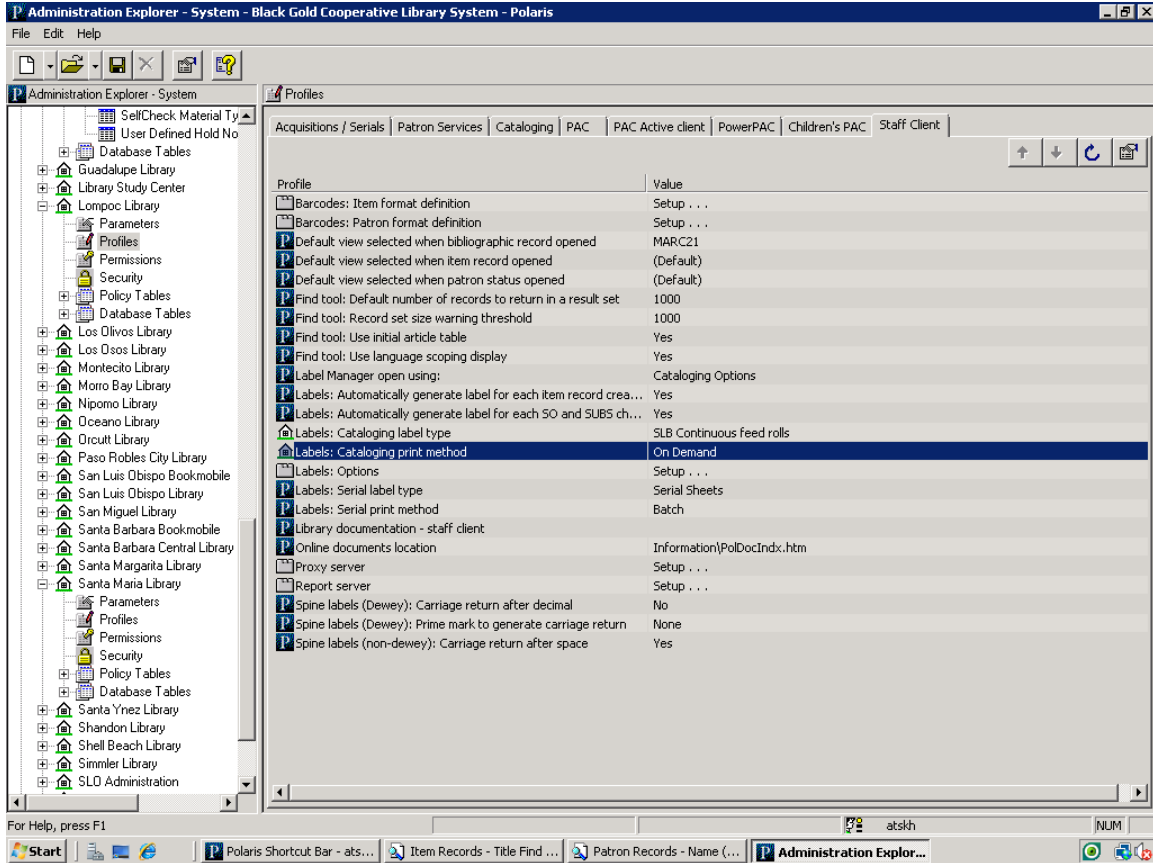
Profiles/Staff Client/Label Configuration – settings tab:

Content tab (what fields go on the labels):

Lots of choices (should match selections made above):

Then in actual workstation (you do this part):
Open Cataloging/Options and confirm your label setup for your login by selecting your label type and print method (how you normally print (on demand or batch):
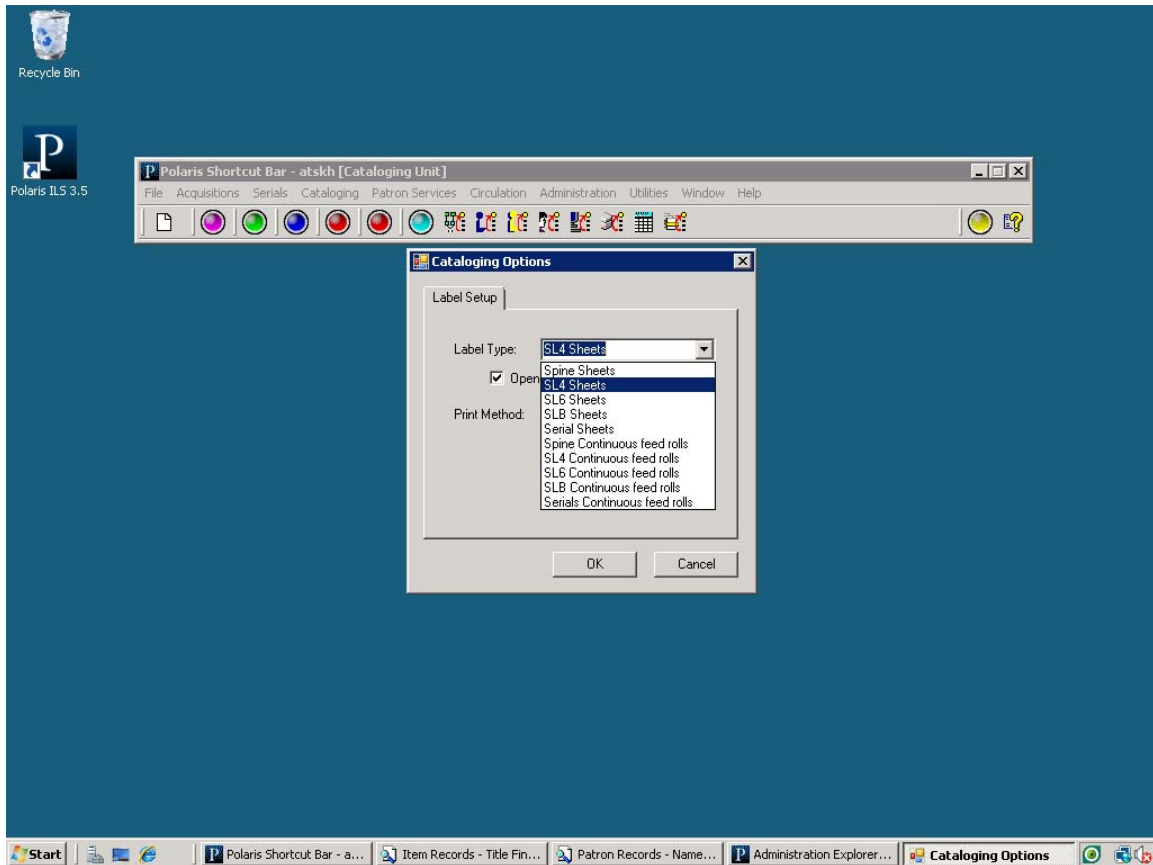
This is for single label (on demand printing)
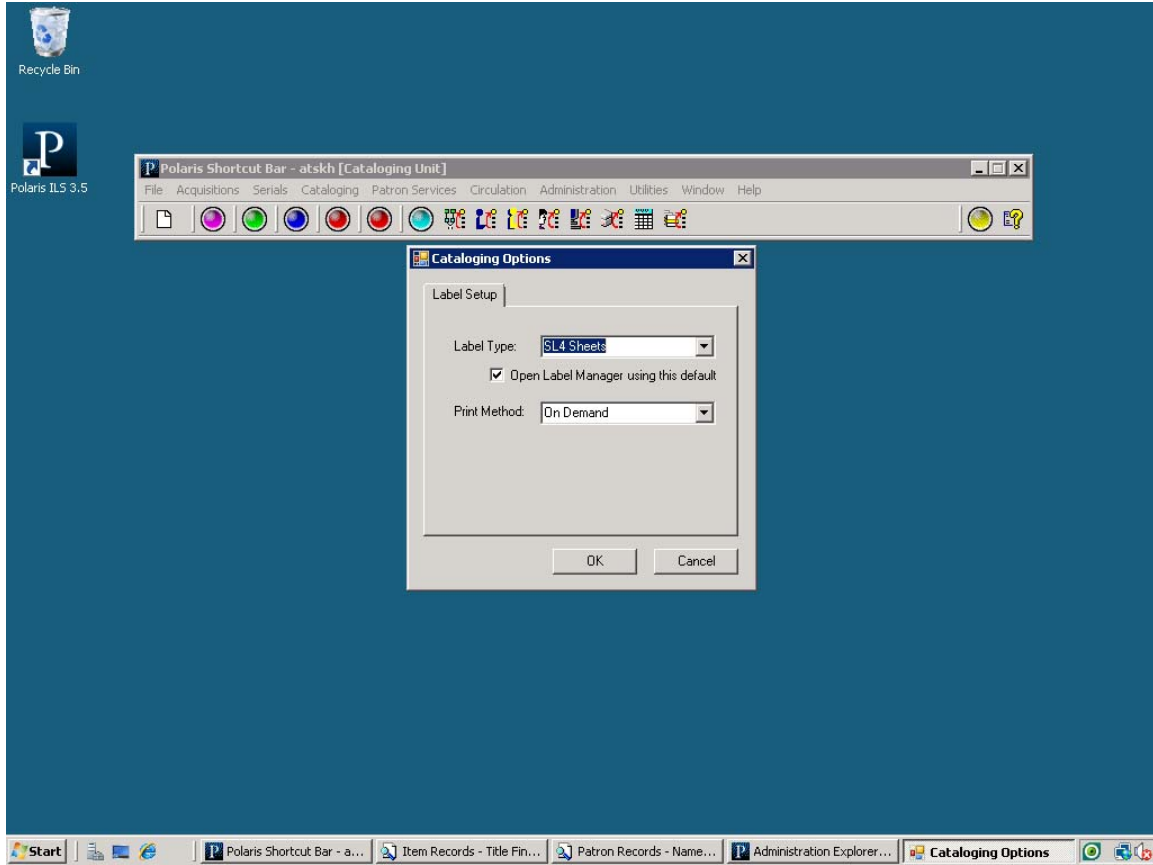
In your item record go to file/label request and do single label or multi label
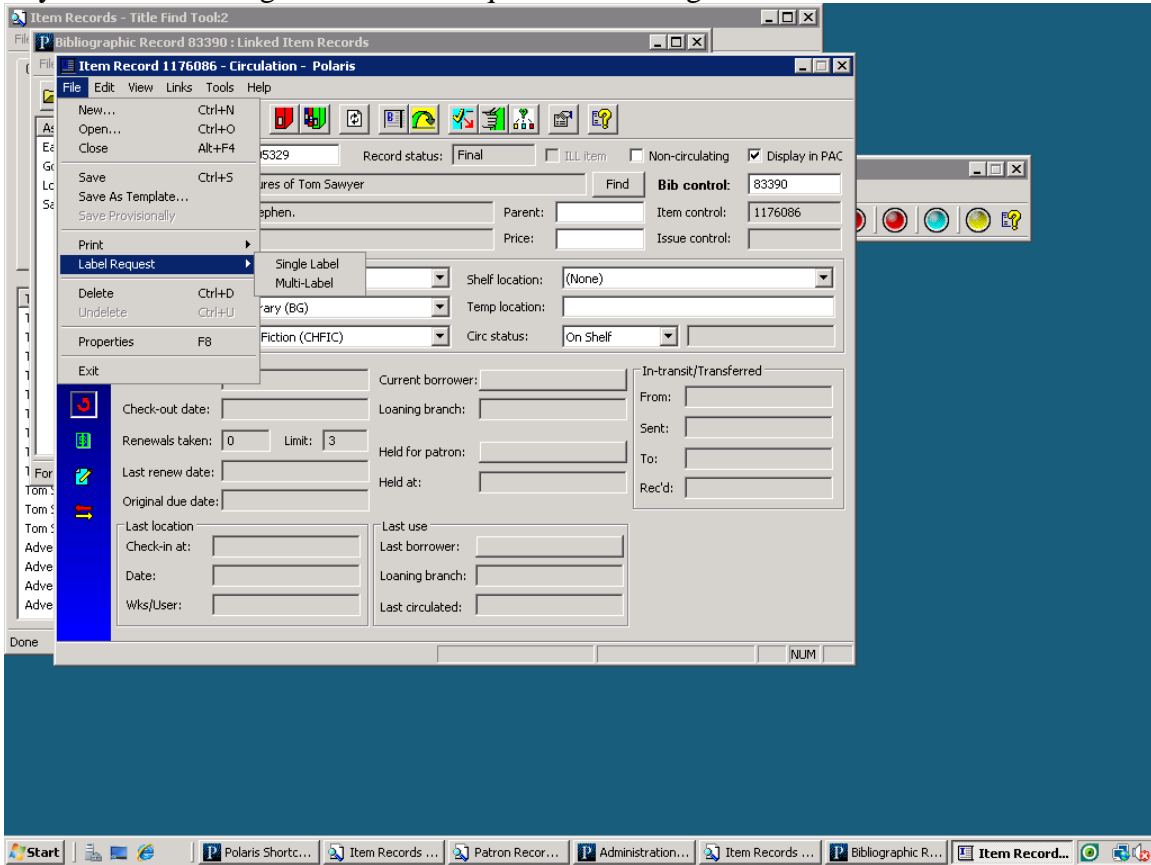
If you prefer the buttons you can use the red label (next to the grayed out x)
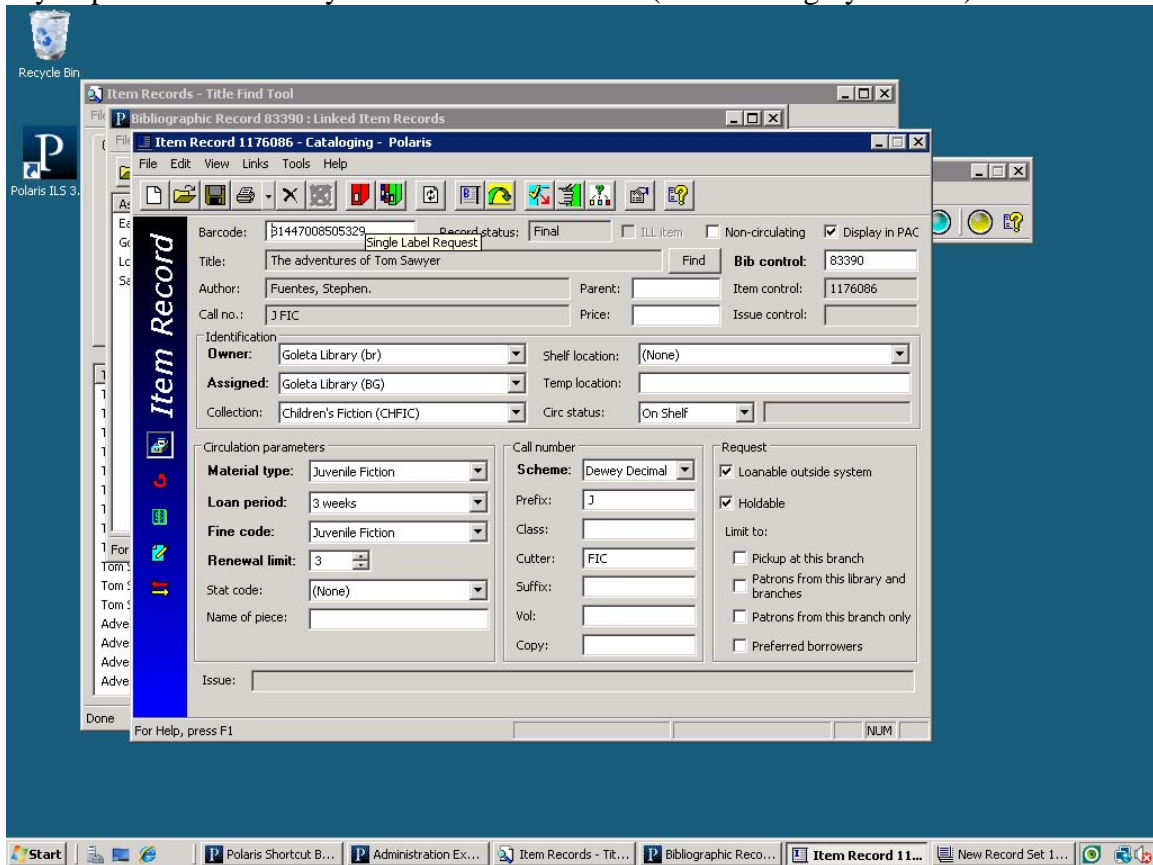
This window automatically opens so you can print a label right away:
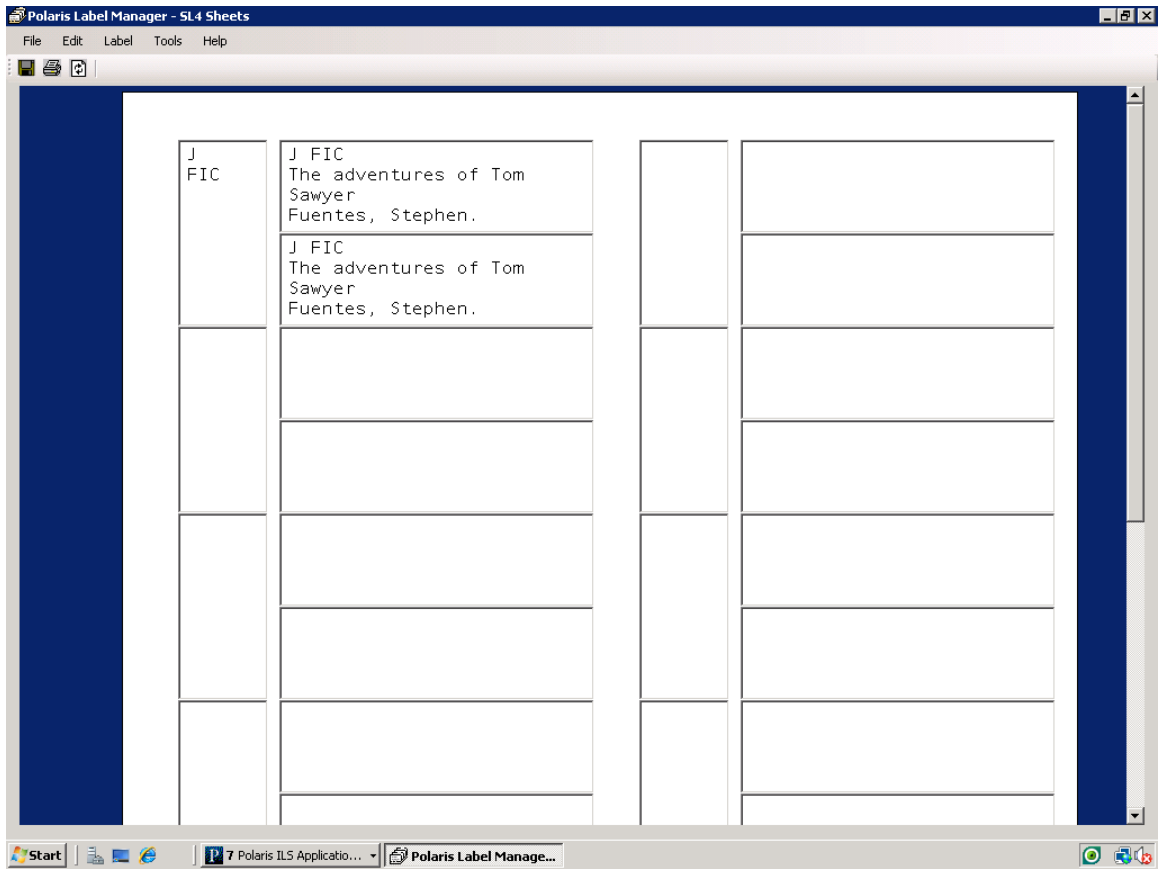
You can confirm your label style by going to label -
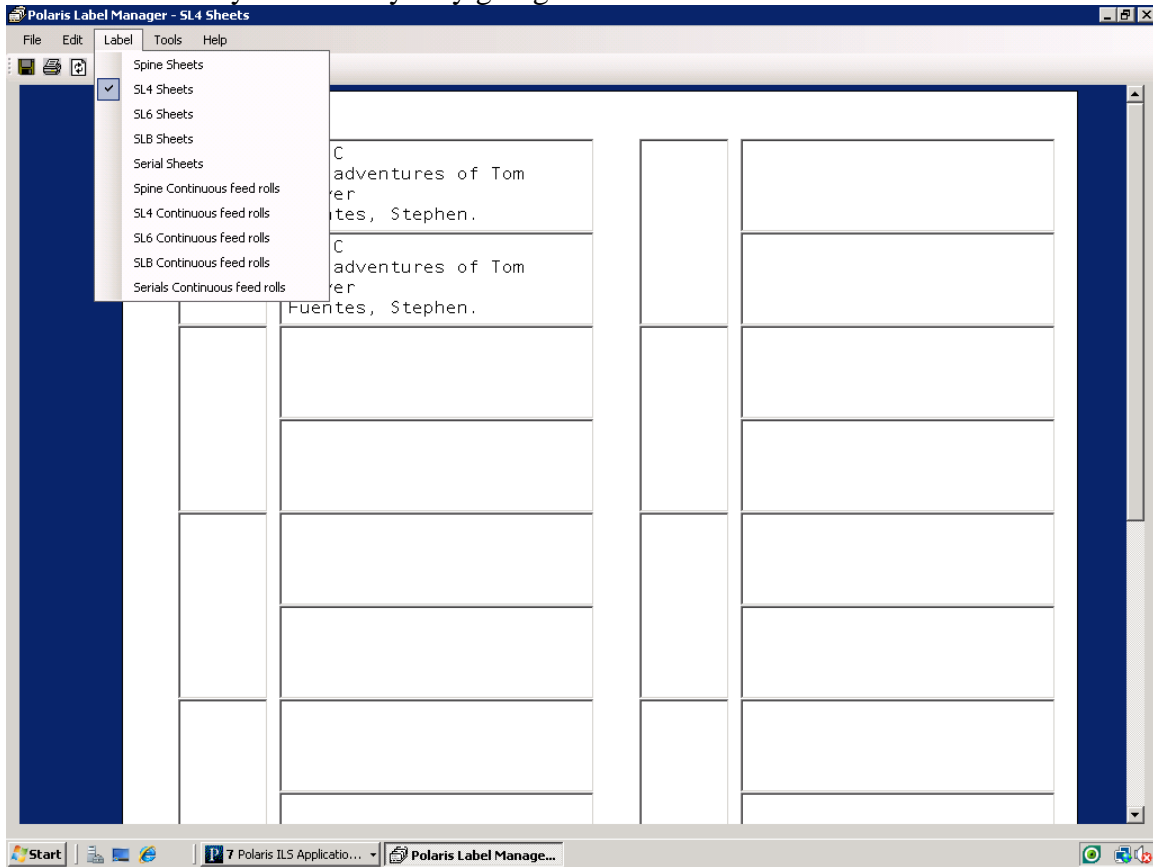
For batch printing – you change your print options in Cataloging/options to 'batch' – if you had it set to on demand before you will have to log out and log back in:

You select your labels the same way –
In your item record go to file/label request and do single label or multi label

If you prefer the buttons you can use the red label (next to the grayed out x)

But the label printer won't automatically generate the labels – now you have to go to Utilities/label manager and you will see all your labels in one list:
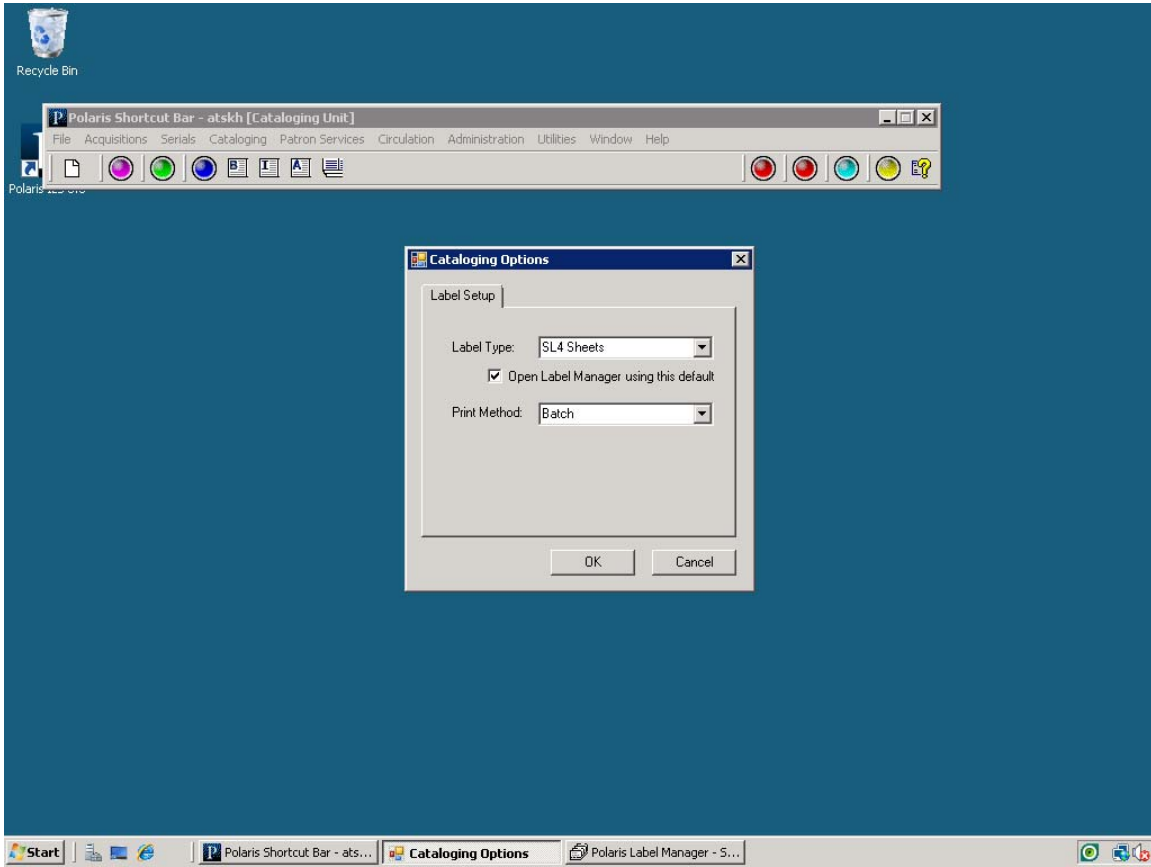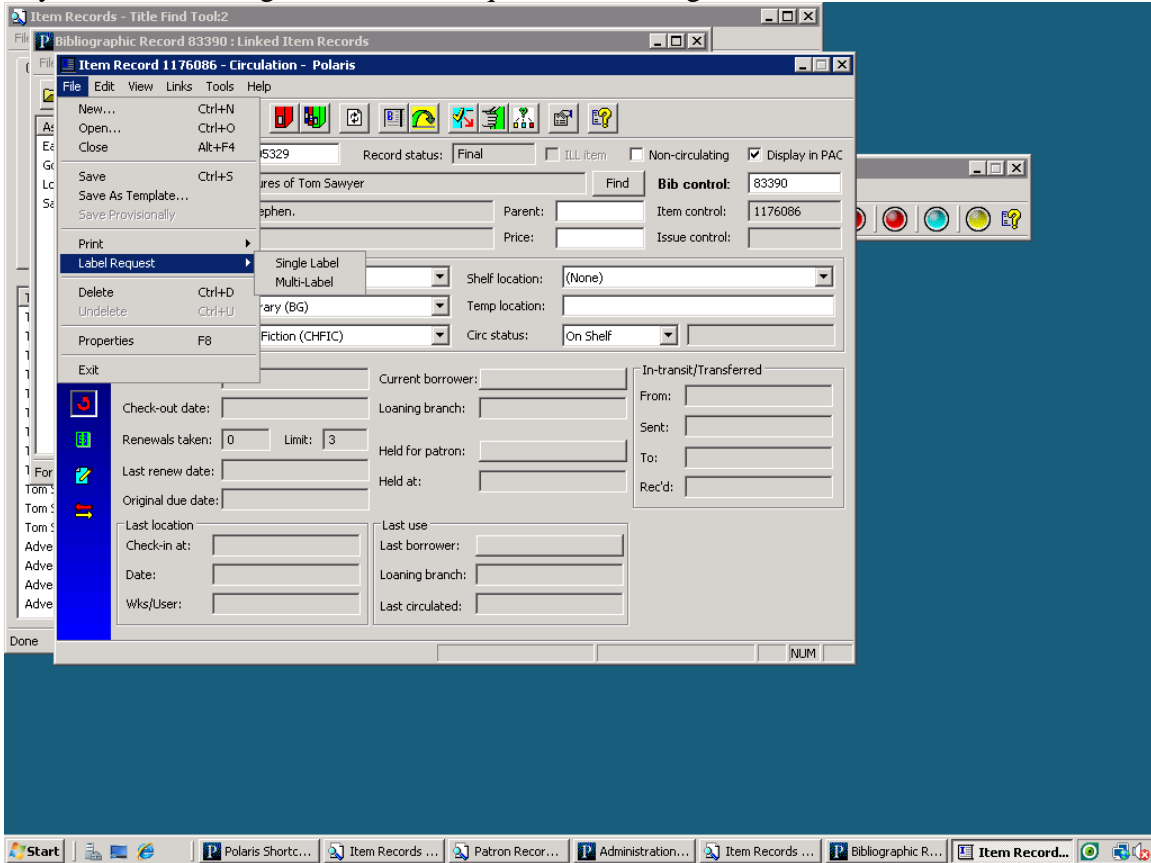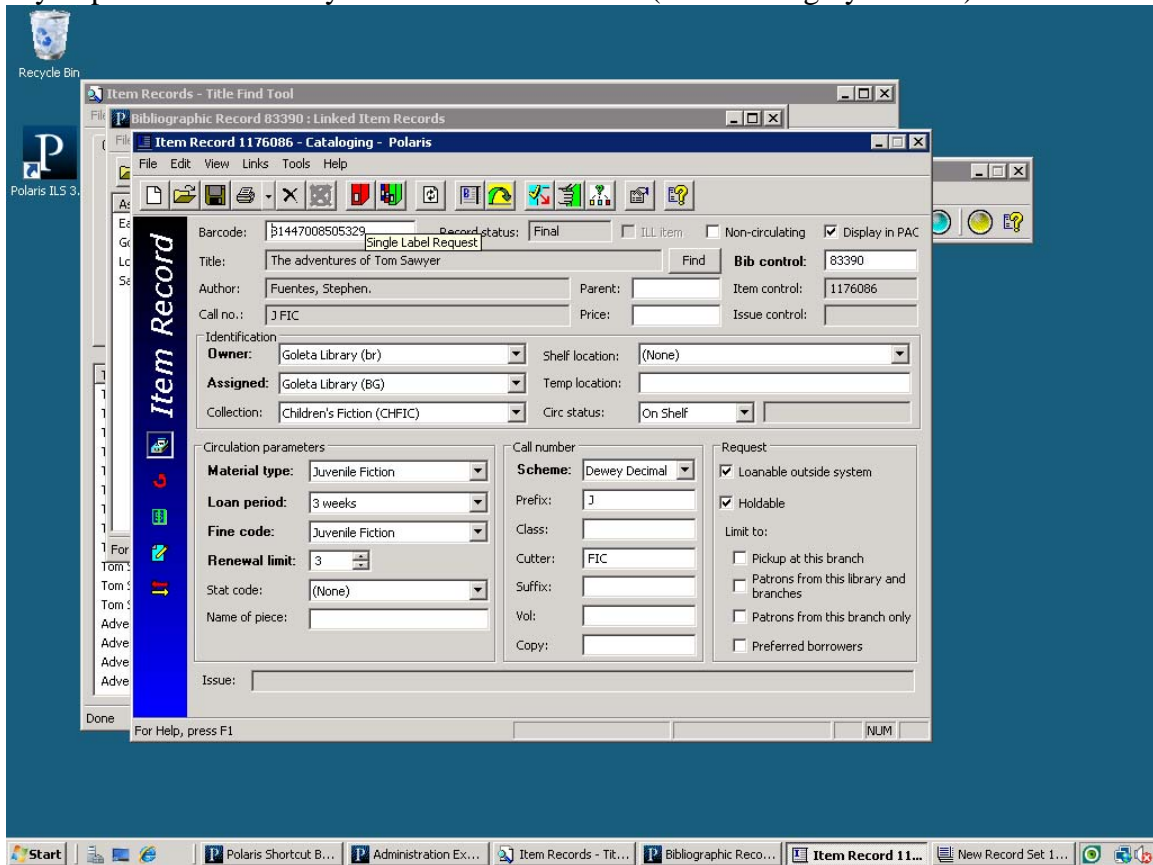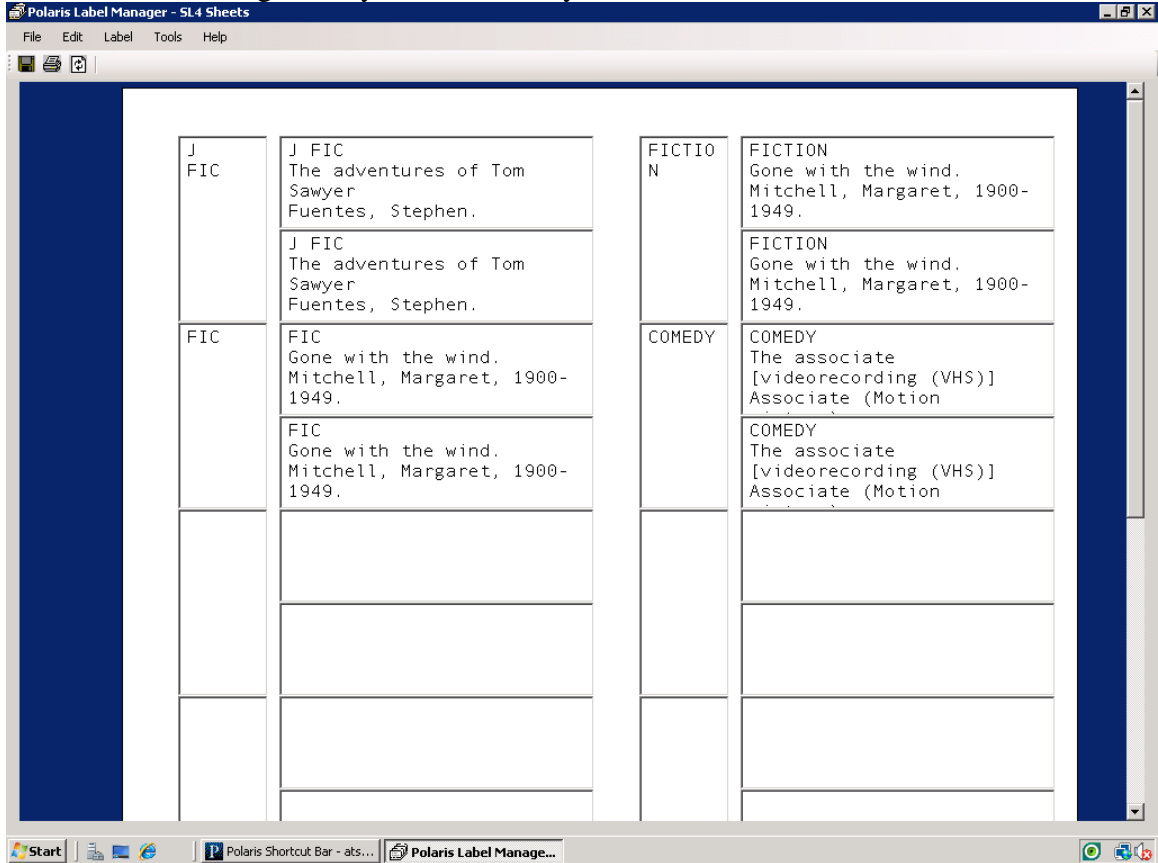
J FIC	J FIC The adventures of Tom Sawyer Fuentes, Stephen.	FICTION	FICTION Gone with the wind. Mitchell, Margaret, 1900-1949.
	J FIC The adventures of Tom Sawyer Fuentes, Stephen.		FICTION Gone with the wind. Mitchell, Margaret, 1900-1949.
FIC	FIC Gone with the wind. Mitchell, Margaret, 1900-1949.	COMEDY	COMEDY The associate [videorecording (VHS)] Associate (Motion
	FIC Gone with the wind. Mitchell, Margaret, 1900-1949.		COMEDY The associate [videorecording (VHS)] Associate (Motion

This pertains to both styles on demand and batch:

To print go to the print icon in the upper left and select your printer and press print
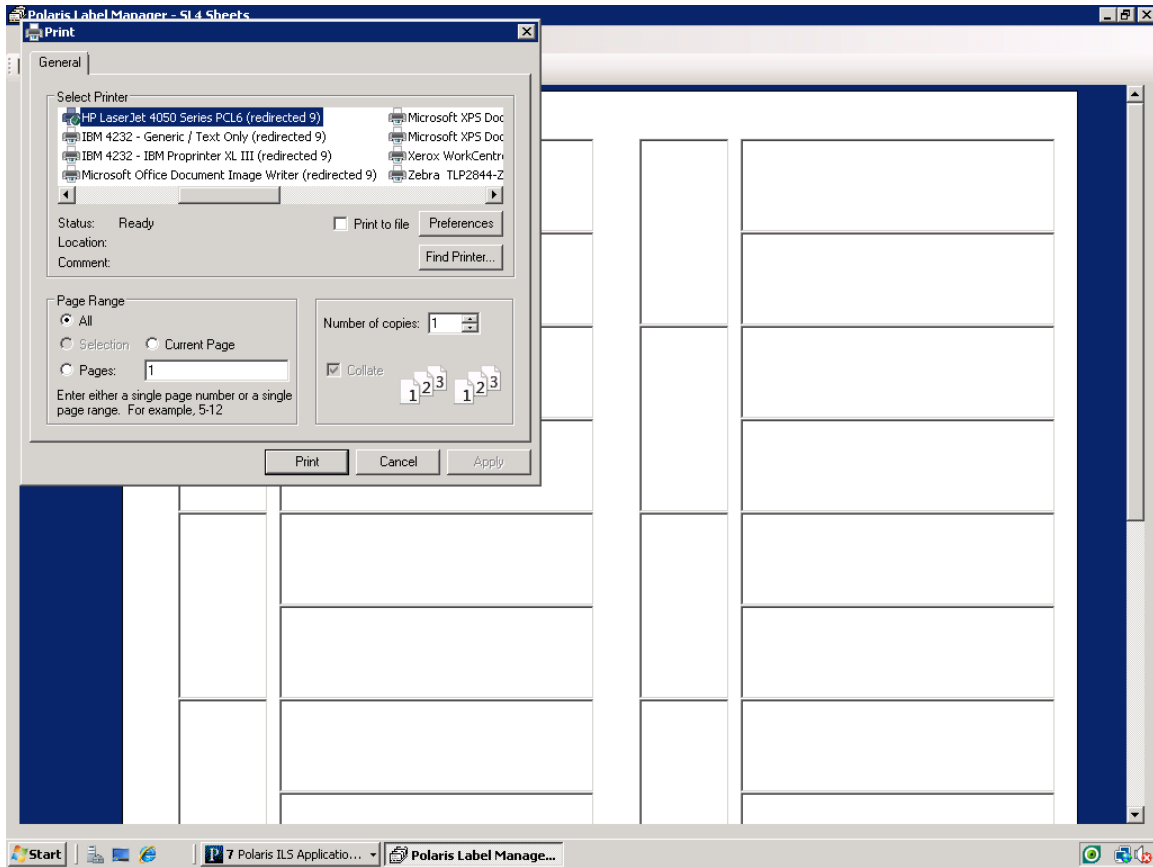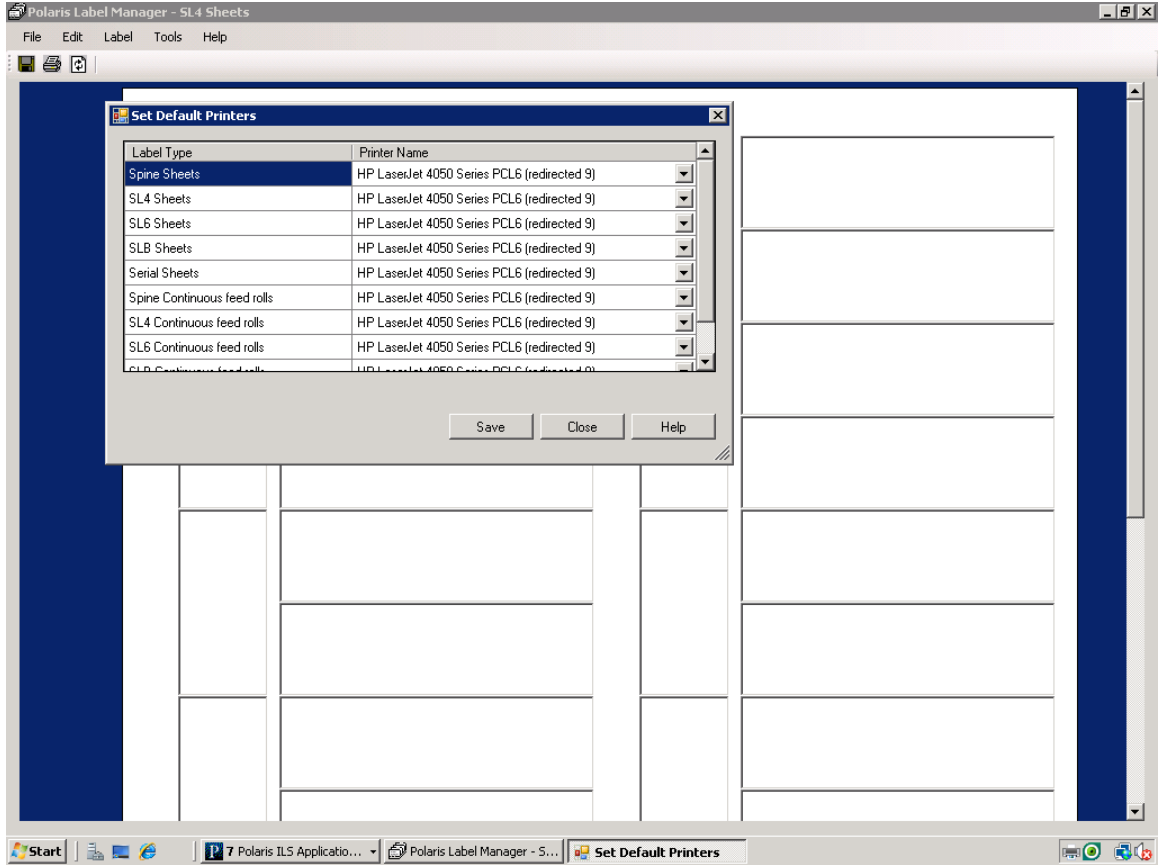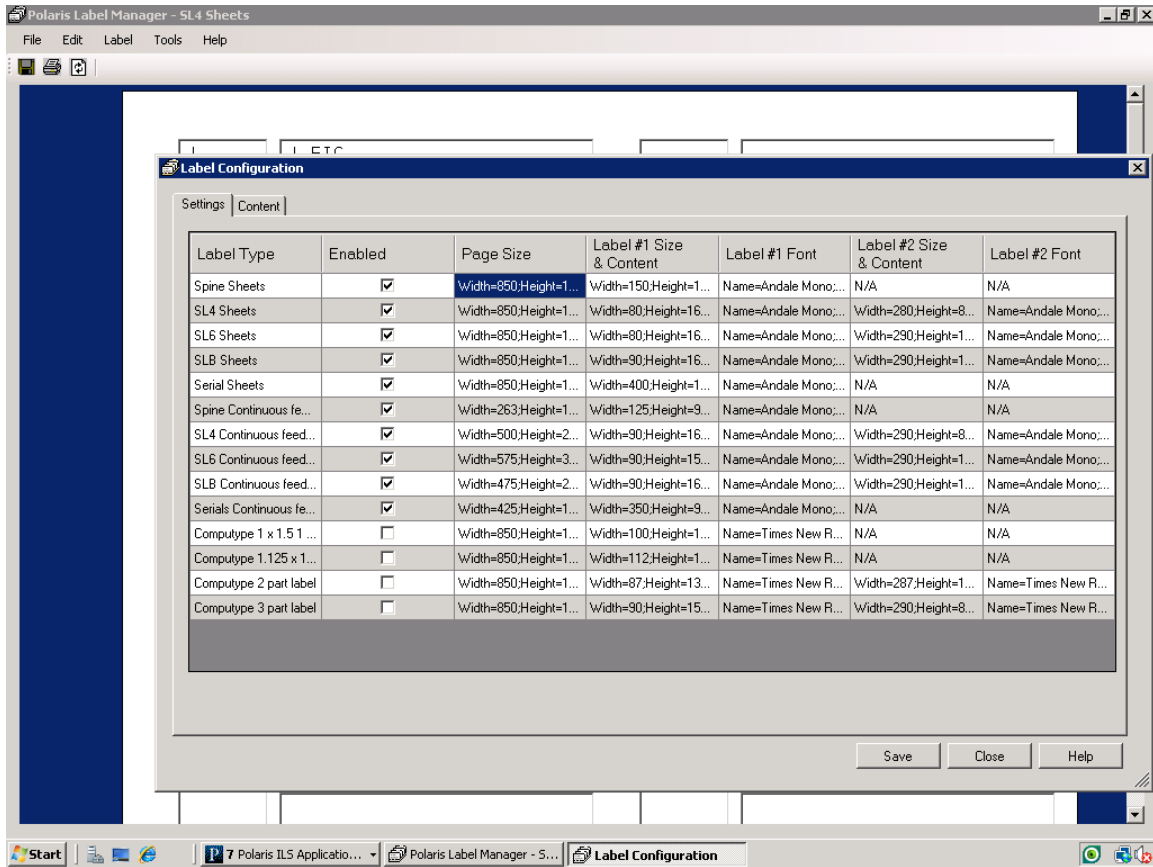
You can go into Tools and set default printers for each type of labels:
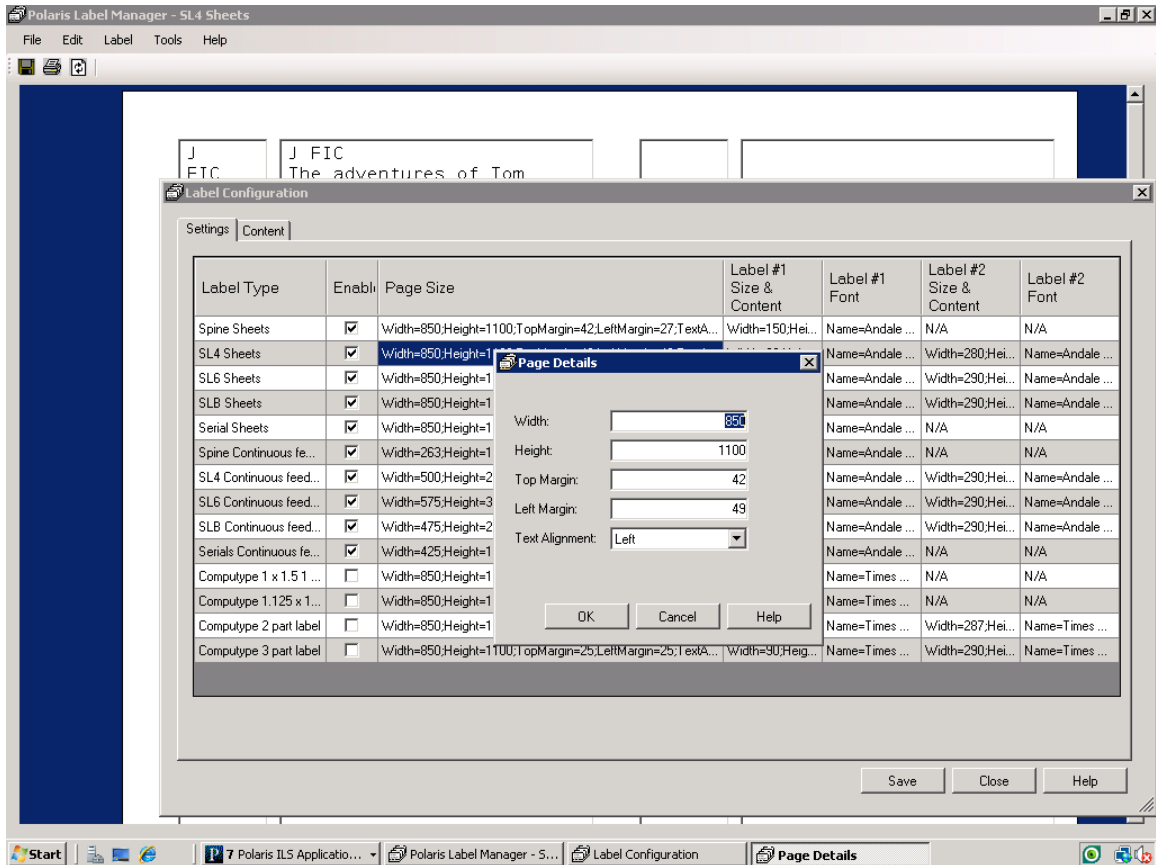
If you need to change margins you would go into tools/label settings – click on the label type you want to customize (first write down the original settings)

Right click on the box you want to customize – click open – once you change and hit OK the setting will be changed so MAKE SURE YOU WRITE DOWN THE ORIGINAL SETTINGS

These new label settings will only be available within your login. If you have trouble accessing these settings – you may need your technical person to do it for you as they have the permissions.