

## 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)

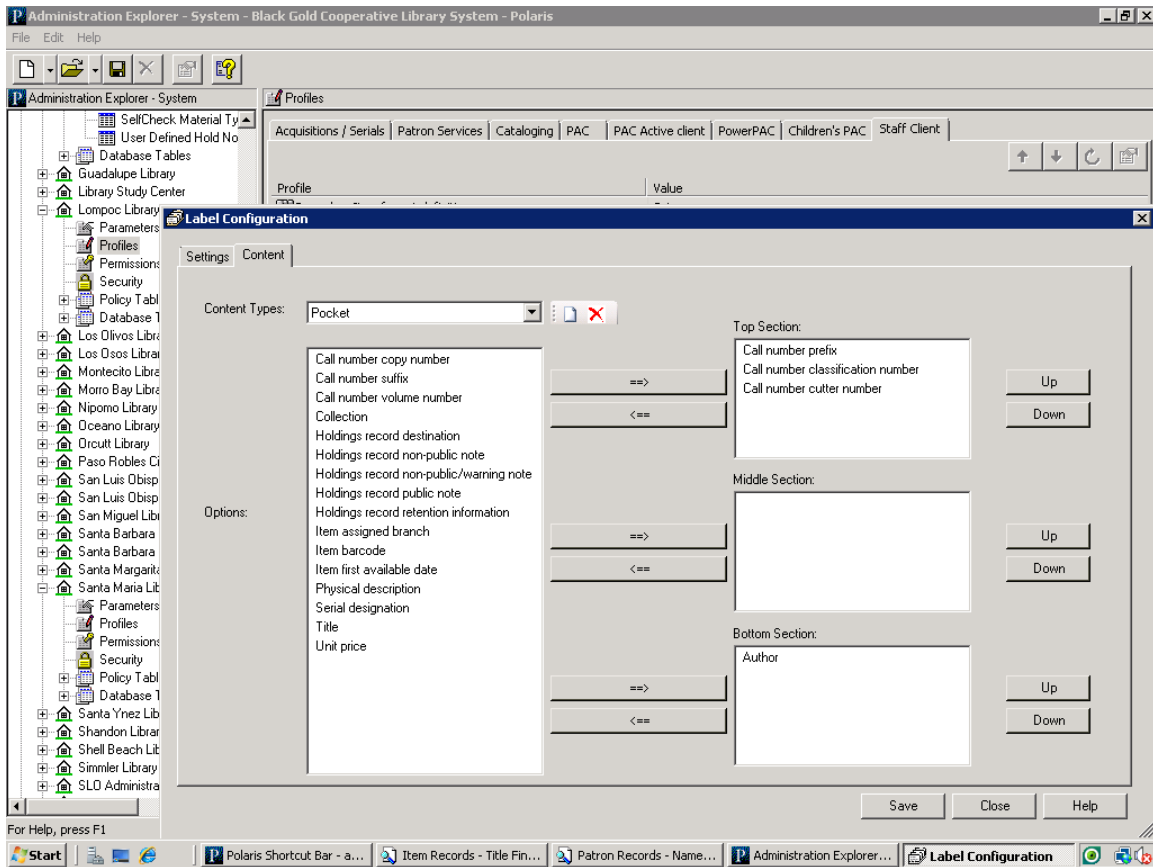
In branch/SA-

Profiles/Staff Client/Label Configuration – settings tab:

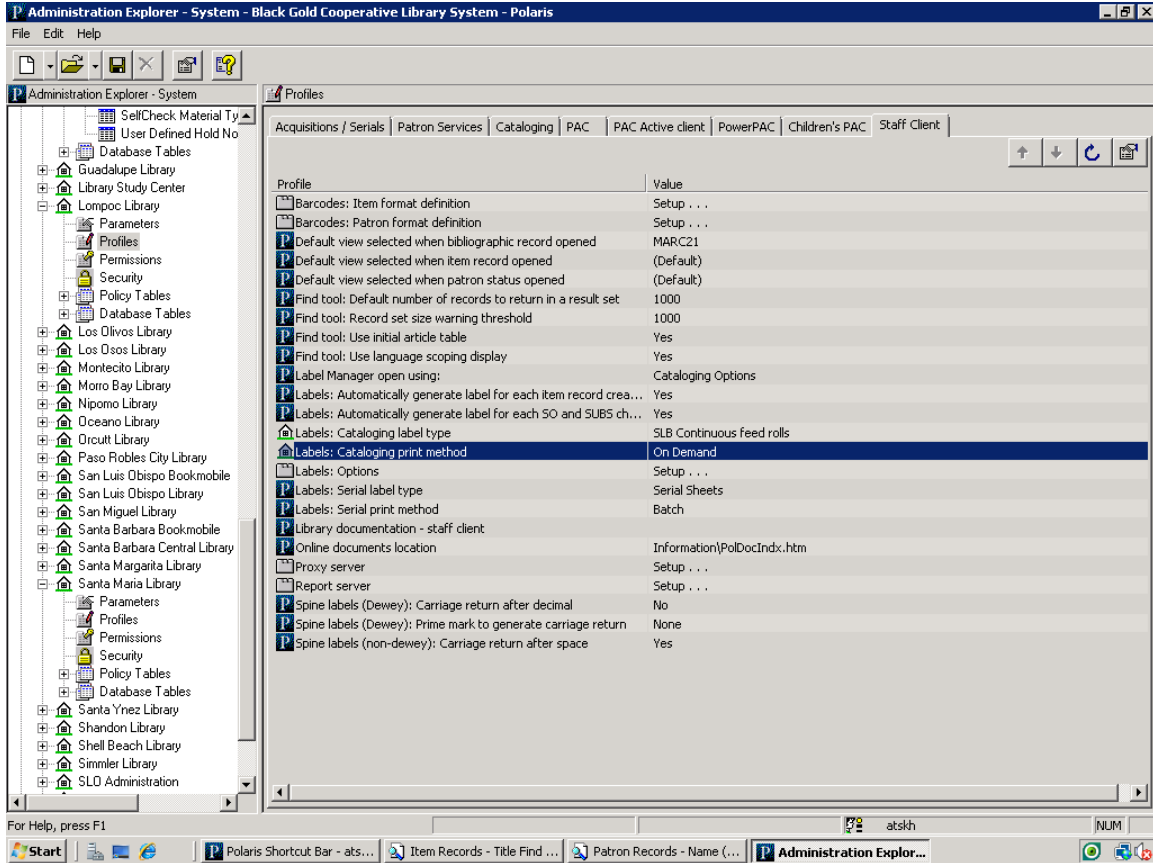
The screenshot shows the 'Label Configuration' window in the Polaris system. The window has a 'Settings' tab selected. A table lists various label types with their configuration details. The 'SLB Continuous feed...' label type is highlighted in blue.

Label Type	Enabled	Page Size	Label #1 Size & Content	Label #1 Font	Label #2 Size & Content	Label #2 Font
SLB CONTINUOUS ...	<input type="checkbox"/>	Width=850,Height=1...	Width=200,Height=1...	Name=Microsoft San...	N/A	N/A
Spine Sheets	<input type="checkbox"/>	Width=850,Height=1...	Width=150,Height=1...	Name=Andale Mono...	N/A	N/A
SL4 Sheets	<input type="checkbox"/>	Width=850,Height=1...	Width=80,Height=16...	Name=Andale Mono...	Width=280,Height=8...	Name=Andale Mono...
SL6 Sheets	<input type="checkbox"/>	Width=850,Height=1...	Width=80,Height=16...	Name=Andale Mono...	Width=290,Height=1...	Name=Andale Mono...
SLB Sheets	<input type="checkbox"/>	Width=850,Height=1...	Width=90,Height=16...	Name=Andale Mono...	Width=290,Height=1...	Name=Andale Mono...
Serial Sheets	<input type="checkbox"/>	Width=850,Height=1...	Width=400,Height=1...	Name=Andale Mono...	N/A	N/A
Spine Continuous fe...	<input type="checkbox"/>	Width=263,Height=1...	Width=125,Height=9...	Name=Andale Mono...	N/A	N/A
SL4 Continuous feed...	<input type="checkbox"/>	Width=500,Height=2...	Width=90,Height=16...	Name=Andale Mono...	Width=290,Height=8...	Name=Andale Mono...
SL6 Continuous feed...	<input type="checkbox"/>	Width=575,Height=3...	Width=90,Height=15...	Name=Andale Mono...	Width=290,Height=1...	Name=Andale Mono...
SLB Continuous feed...	<input checked="" type="checkbox"/>	Width=475,Height=2...	Width=90,Height=16...	Name=Andale Mono...	Width=290,Height=1...	Name=Andale Mono...
Serials Continuous fe...	<input type="checkbox"/>	Width=425,Height=1...	Width=350,Height=9...	Name=Andale Mono...	N/A	N/A
CompuType 1 x 1.5 1 ...	<input type="checkbox"/>	Width=850,Height=1...	Width=100,Height=1...	Name=Times New R...	N/A	N/A
CompuType 1.125 x 1...	<input type="checkbox"/>	Width=850,Height=1...	Width=112,Height=1...	Name=Times New R...	N/A	N/A
CompuType 2 part label	<input type="checkbox"/>	Width=850,Height=1...	Width=87,Height=13...	Name=Times New R...	Width=287,Height=1...	Name=Times New R...
CompuType 3 part label	<input type="checkbox"/>	Width=850,Height=1...	Width=90,Height=15...	Name=Times New R...	Width=290,Height=8...	Name=Times New R...

Content tab (what fields go on the labels):

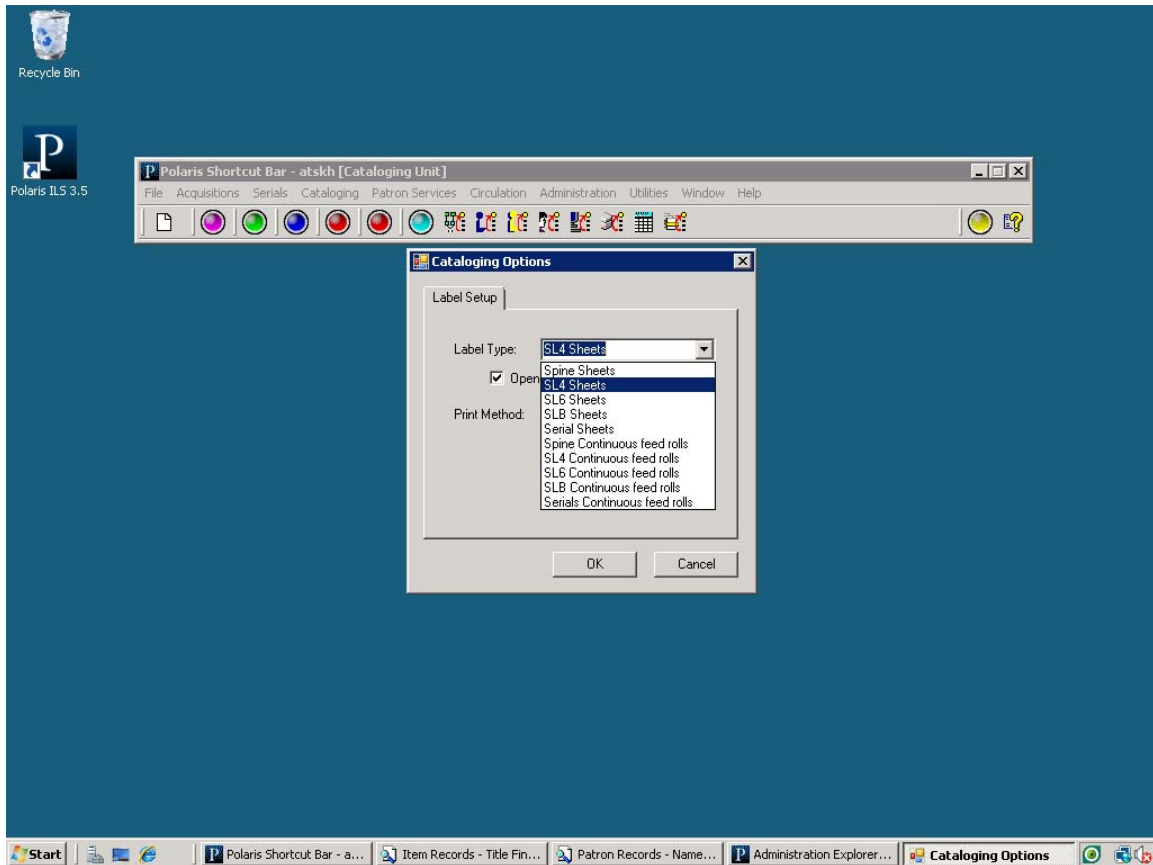


Lots of choices (should match selections made above):



**Then in actual workstation (you do this part):**

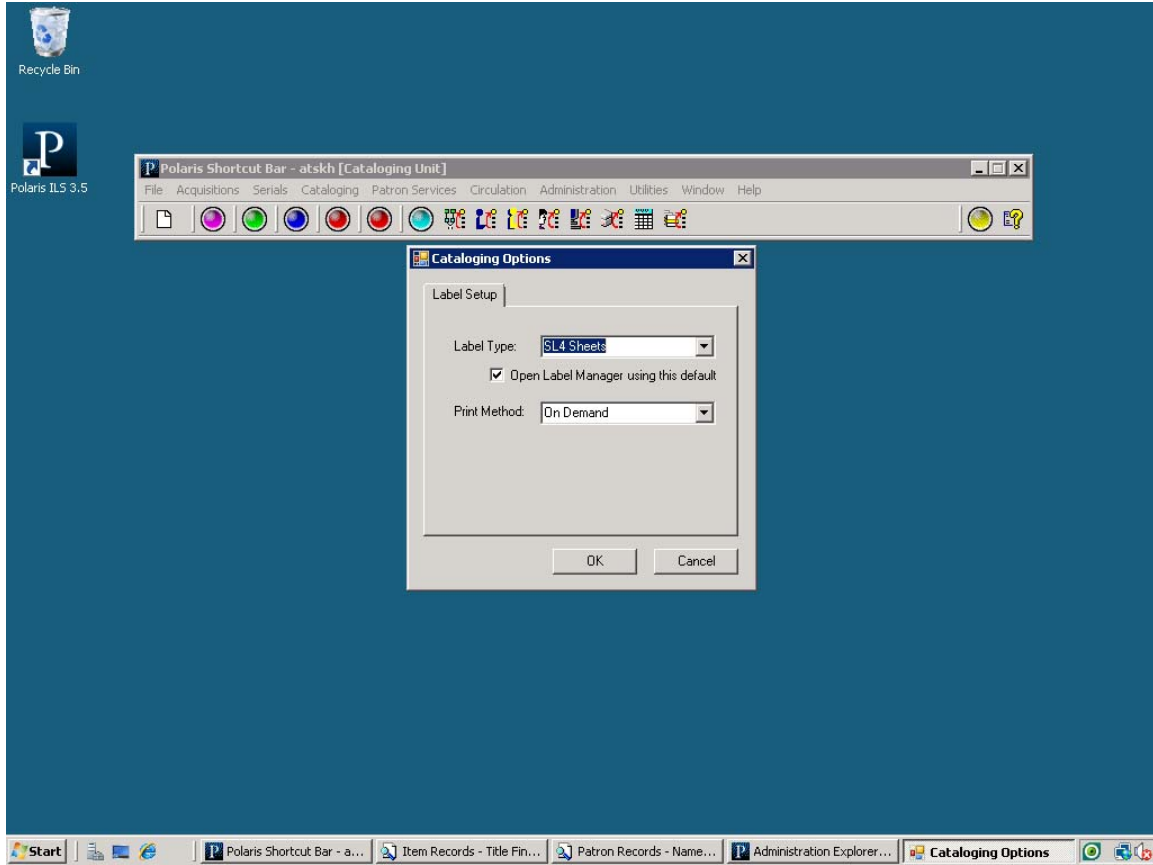
Open Cataloging/Options and confirm your label setup for your login by selecting your label type and print method (how you normally print (on demand or batch):



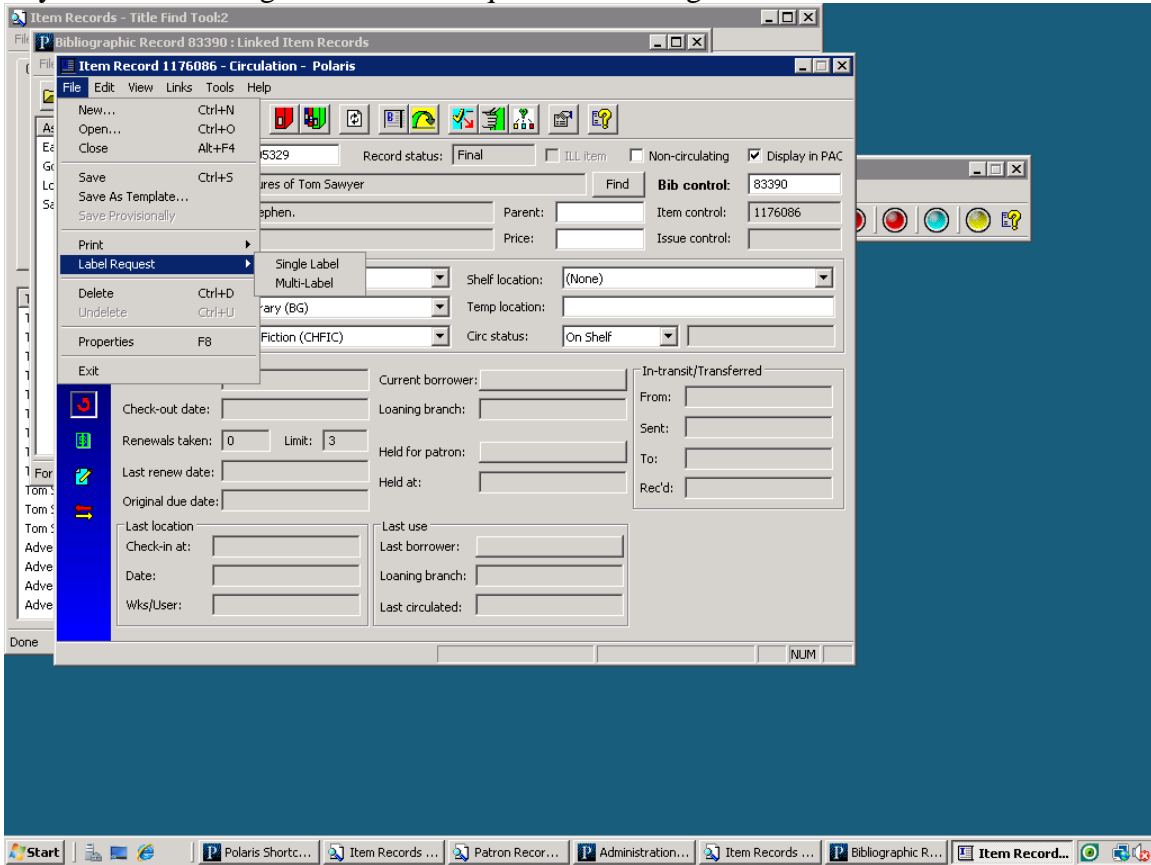
Revised 10/9/2013

Cataloging Input Standards for Entering Bibliographic Records in Polaris

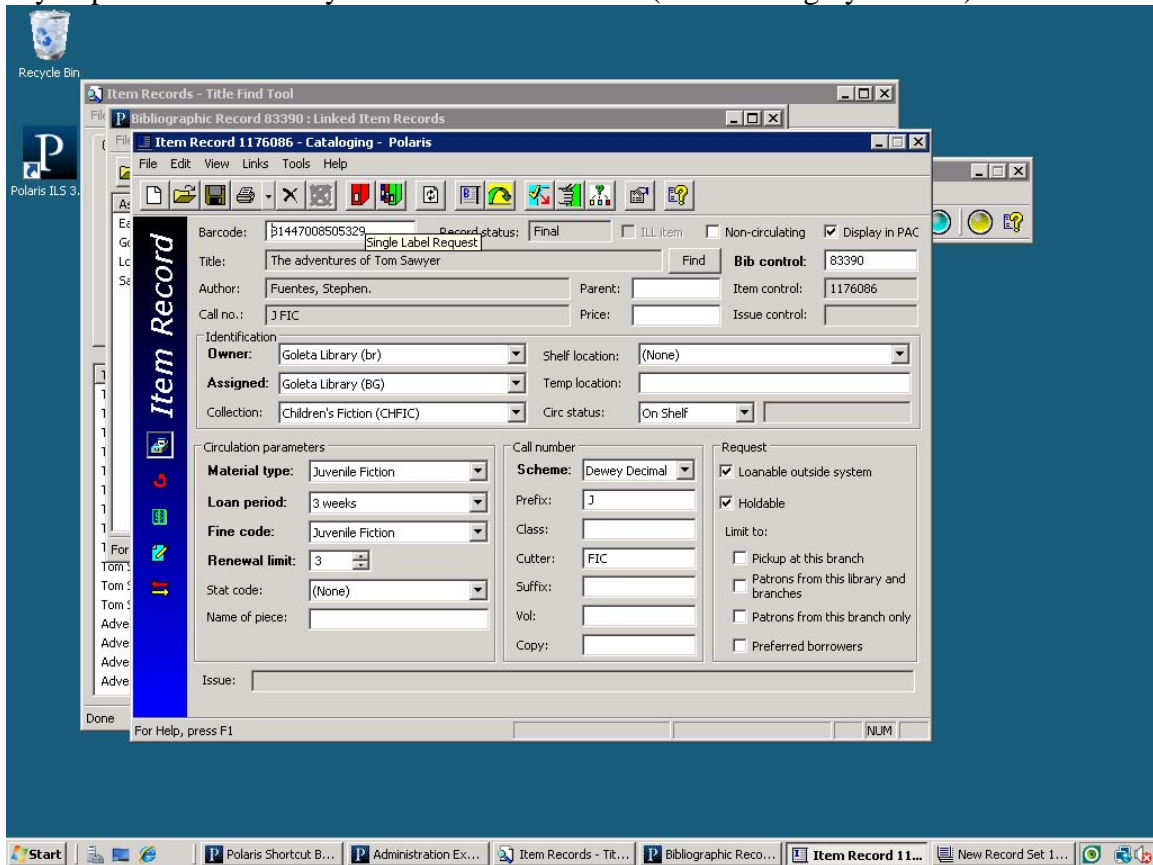
**This is for single label (on demand printing)**



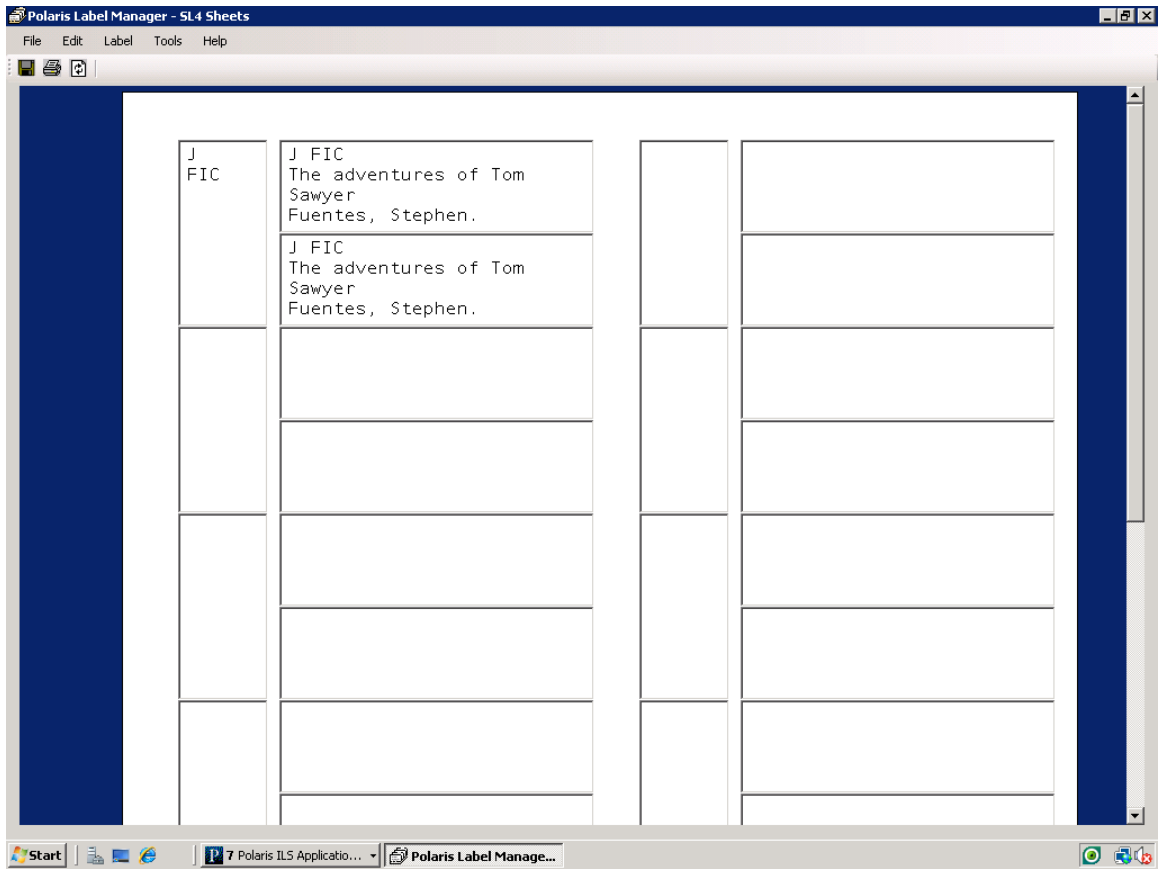
In your item record go to file/label request and do single label or multi label



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

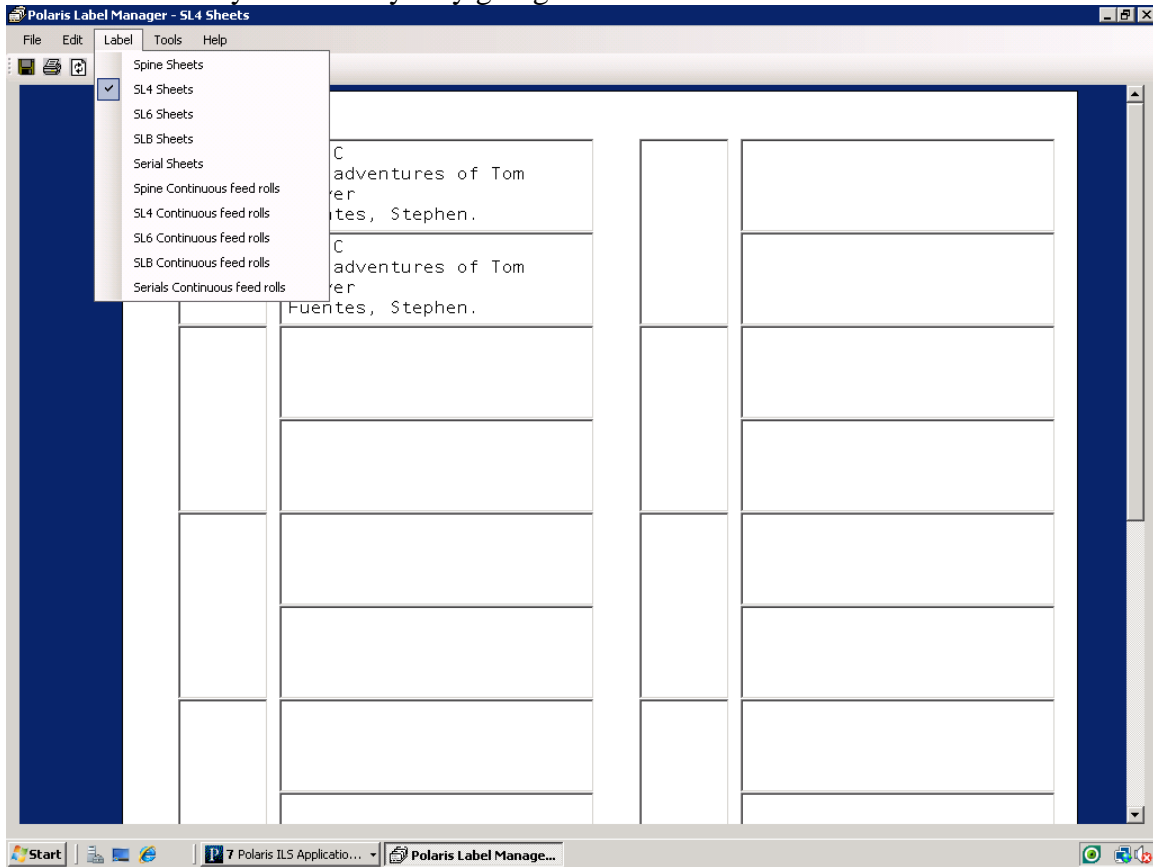


This window automatically opens so you can print a label right away:

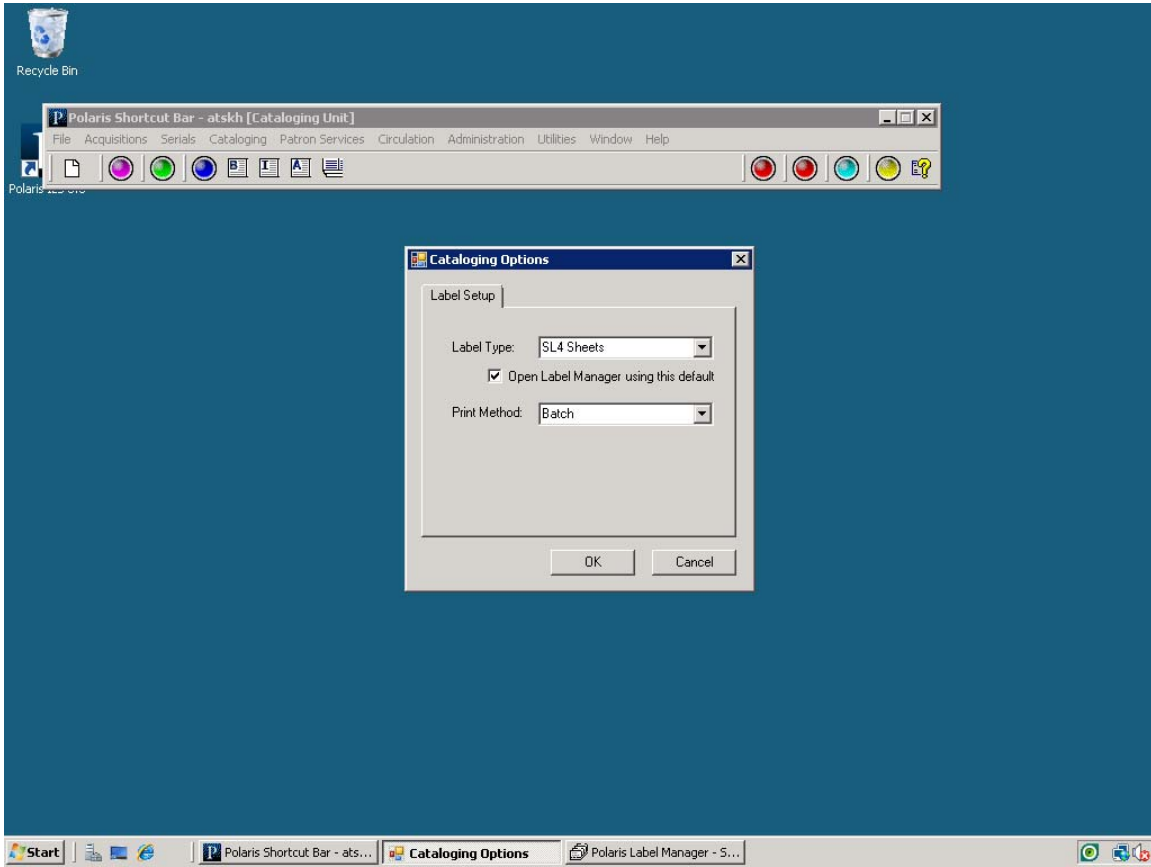




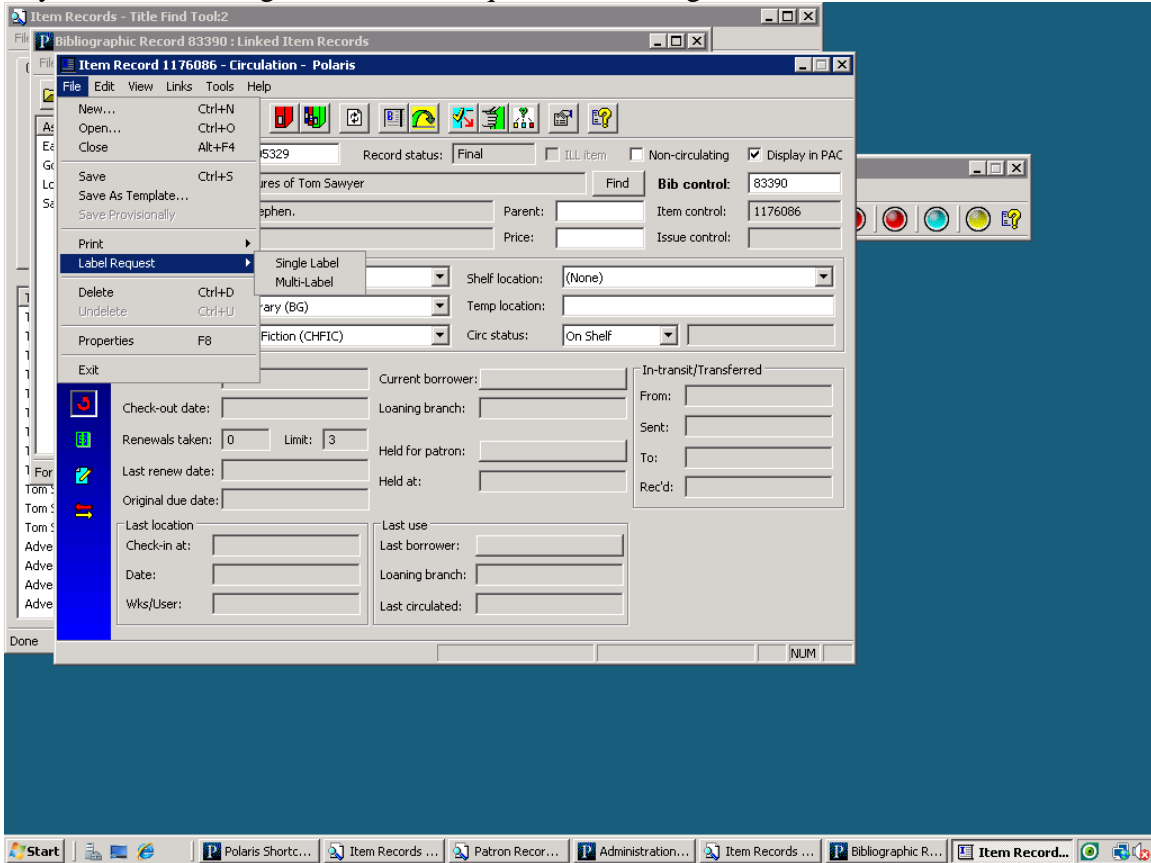
You can confirm your label style by going to label -



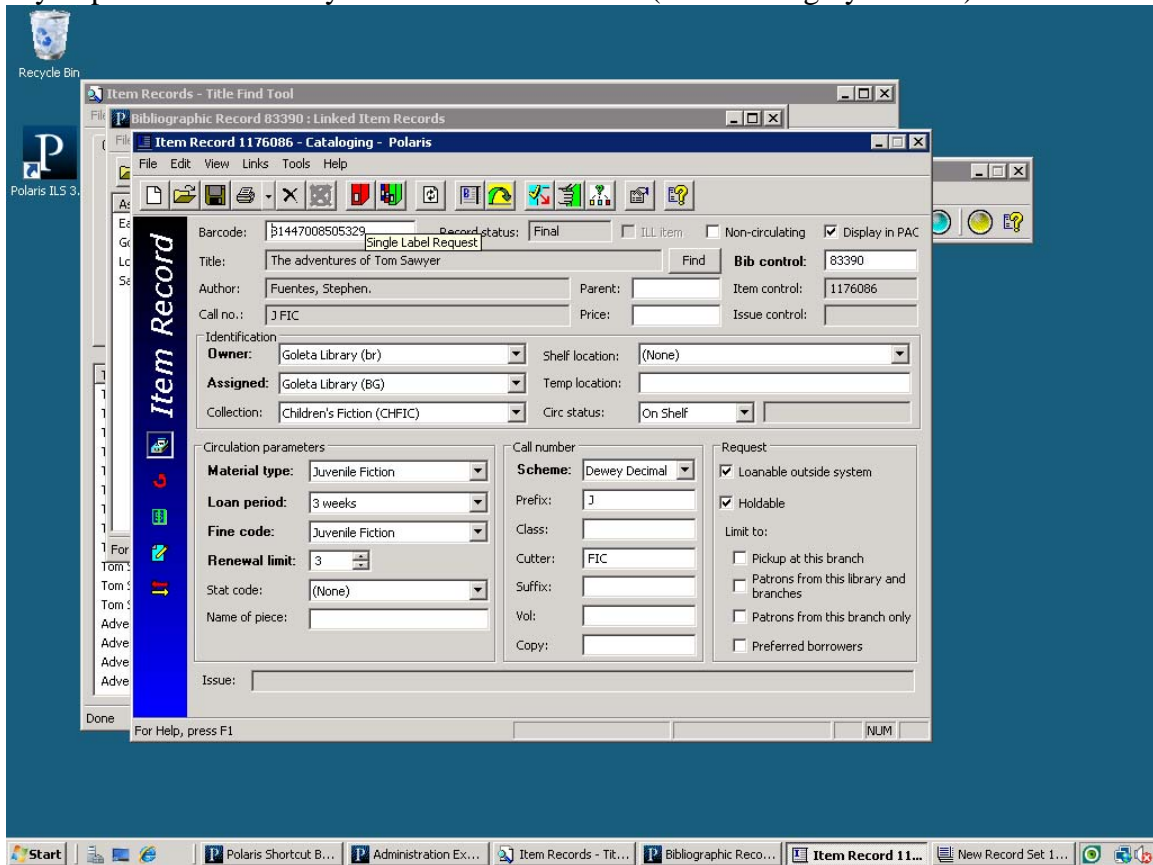
**For batch printing** – you change your print options in Cataloging/options to ‘batch’ – if you had it set to on demand before you will have to log out and log back in:



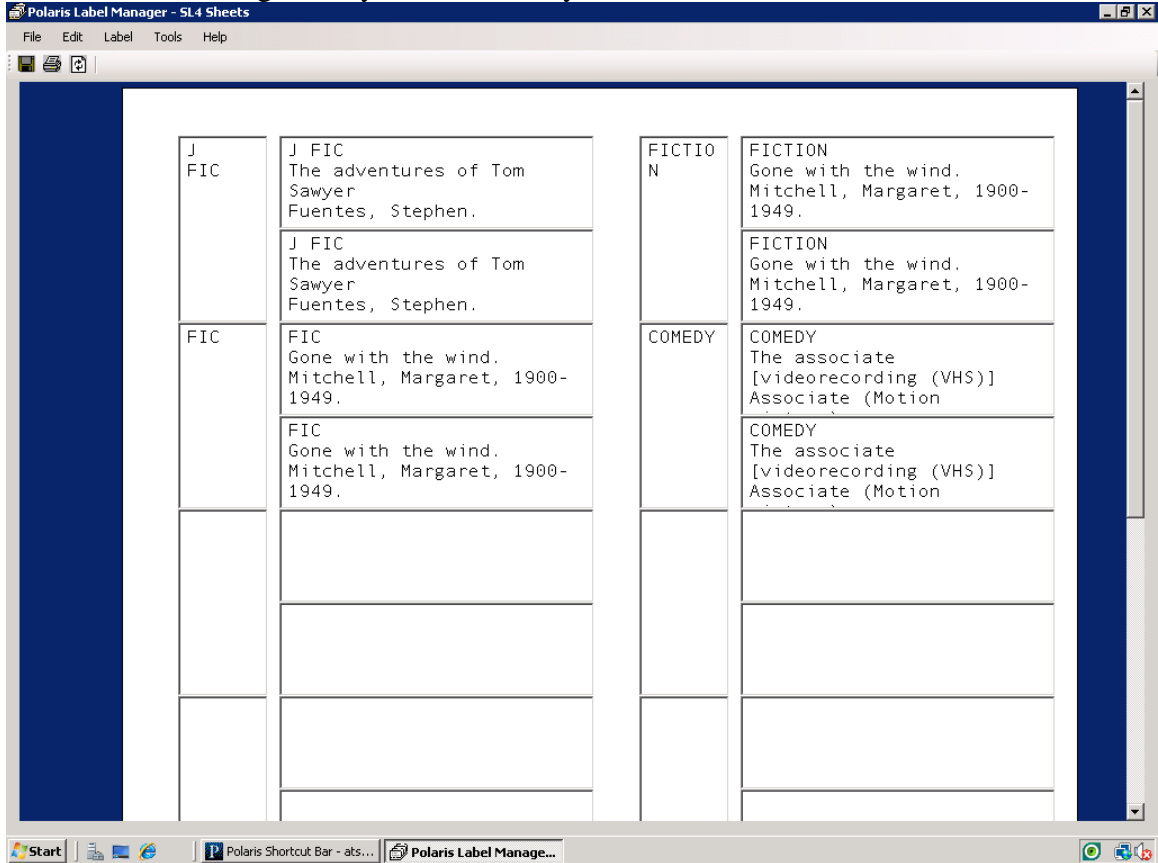
You select your labels the same way –  
In your item record go to file/label request and do single label or multi label



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

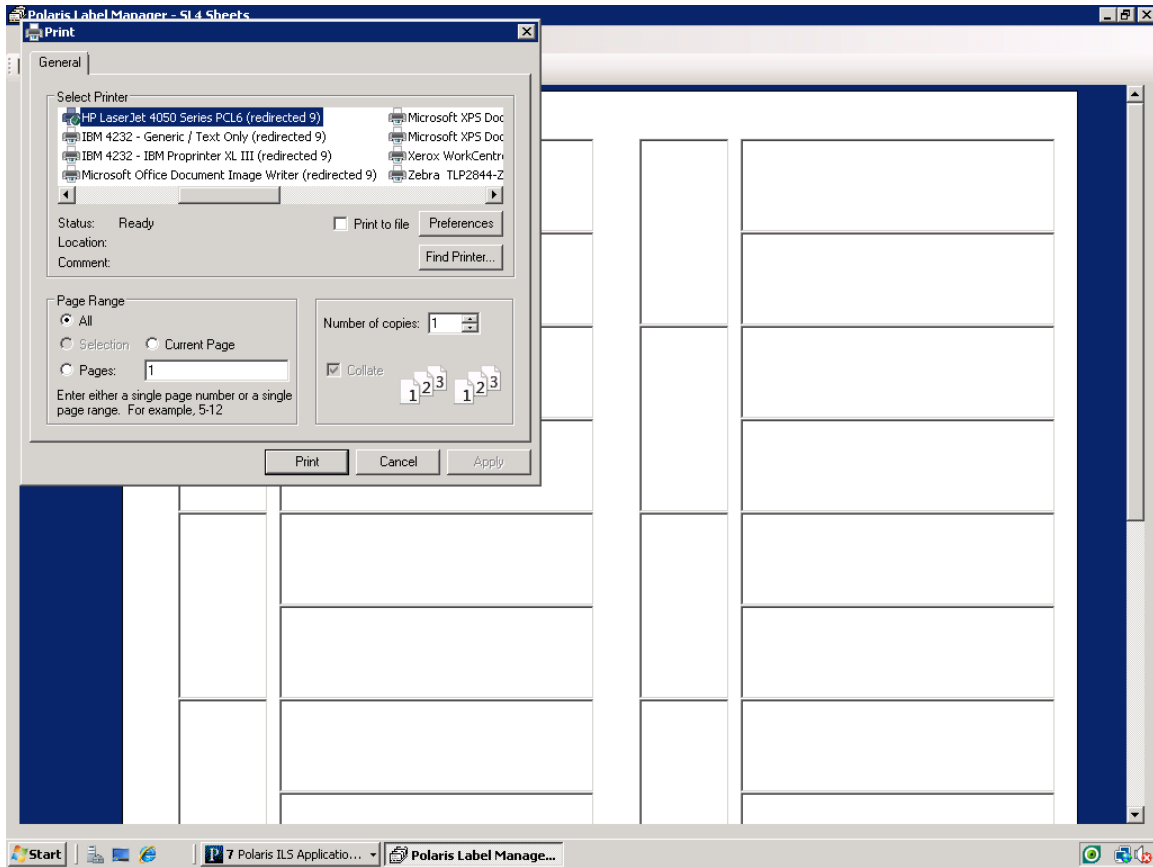


But the label printer won't automatically generate the labels – now you have to go to Utilities/label manager and you will see all your labels in one list:

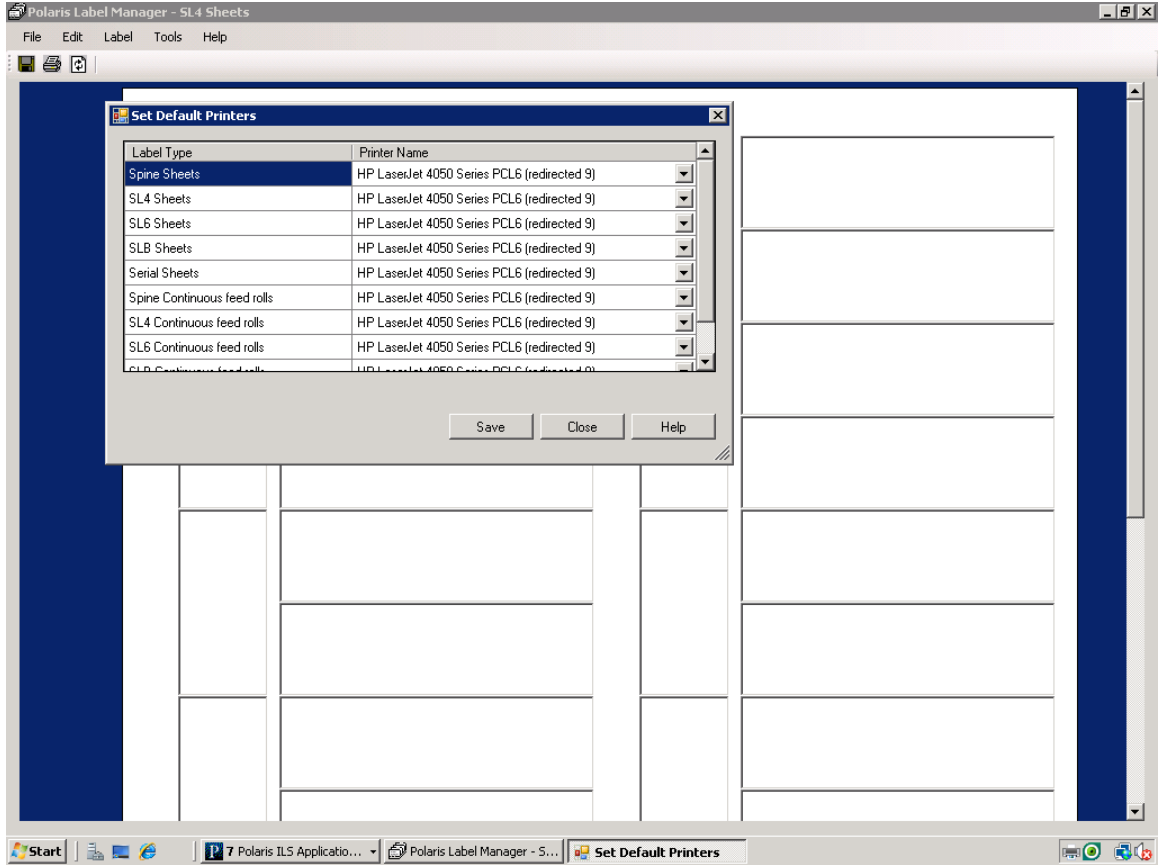


**This pertains to both styles on demand and batch:**

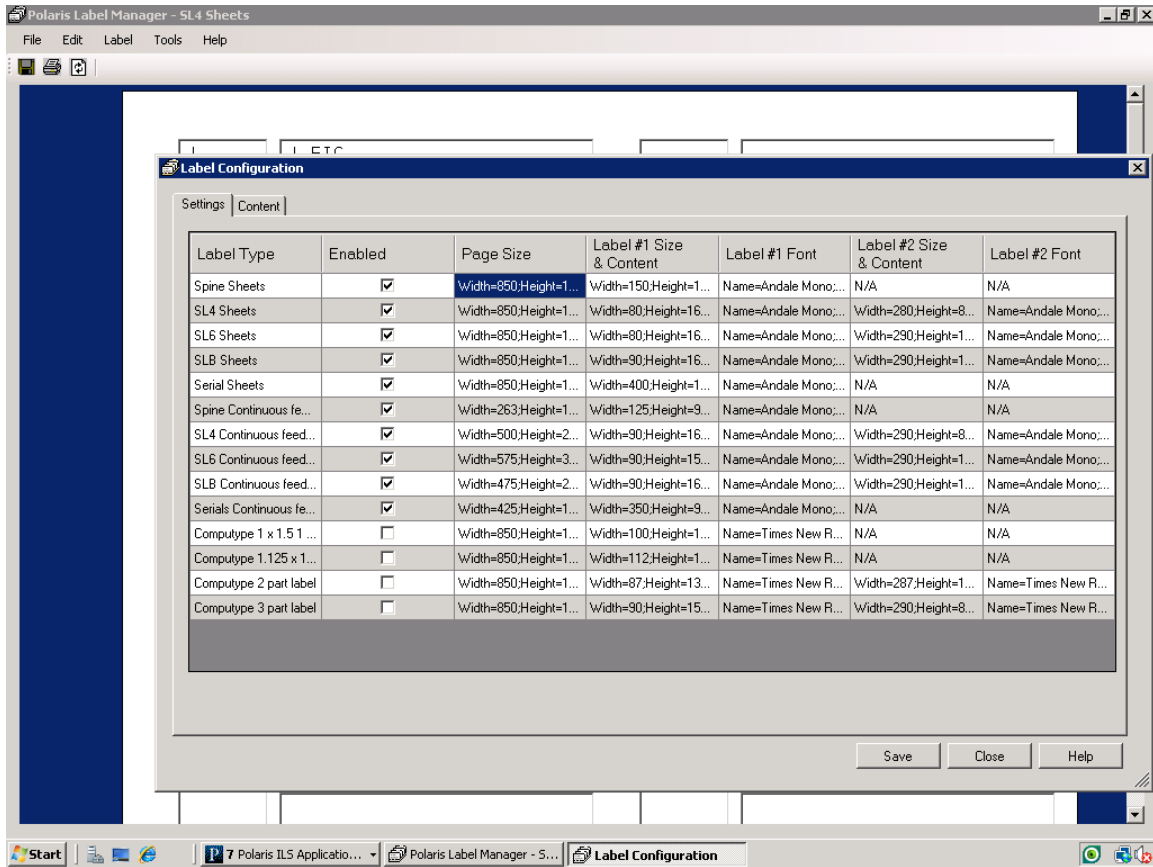
To print go to the print icon in the upper left and select your printer and press print



You can go into Tools and set default printers for each type of labels:

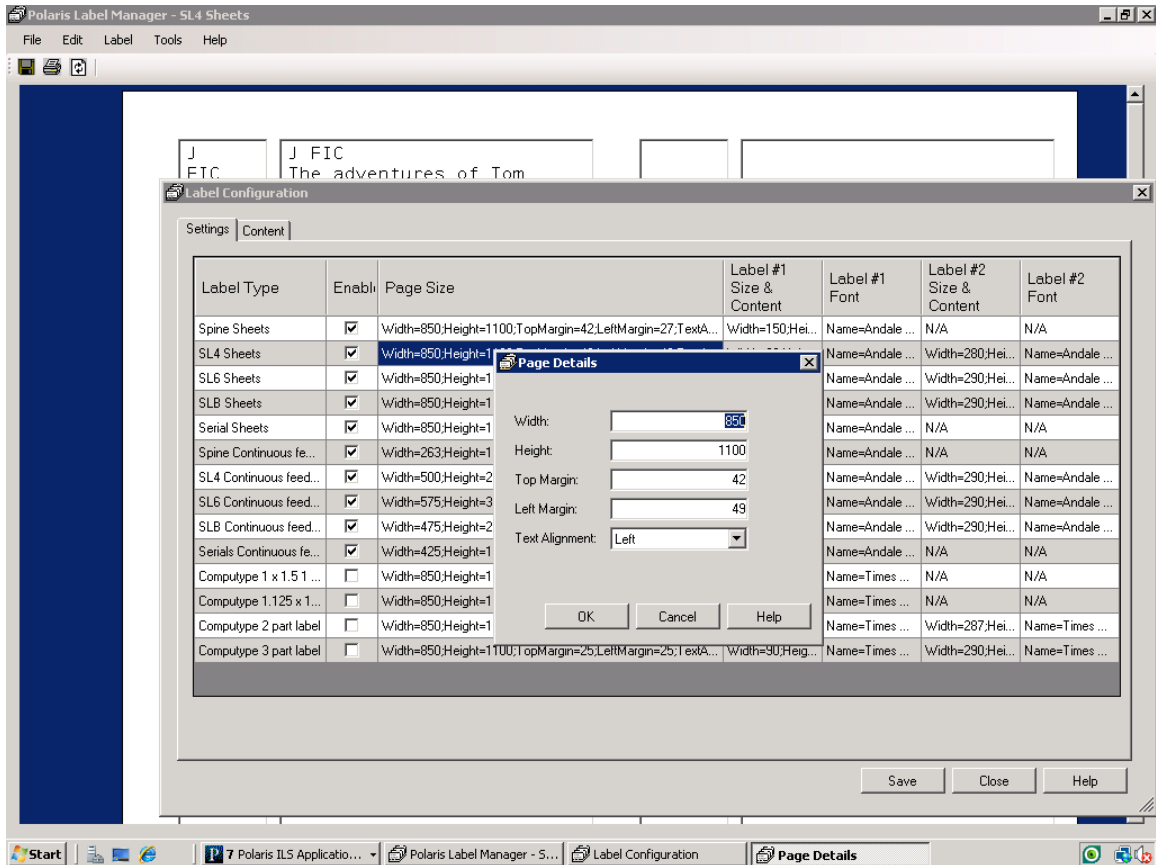


If you need to change margins you would go into tools/label settings – click on the label type you want to customize (first write down the original settings)





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.