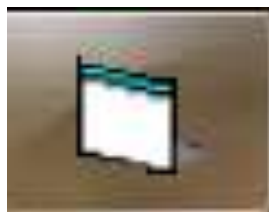


How
to
Print
a
Spine Label File
Using Label Maker (InfoWorks)



Periodically, the System Cataloger will email a file of labels and list of books which are ready to be processed at your library.

To process your pending cataloging items, follow these steps-

- Download and save the label file (e.g., *BKC LABELS 140928.dat*) to your workstation (*Downloads*).
- Print out the title list (e.g., *BKC TITLES 140928.xlsx*) and pull the correct books waiting for cataloging.

To print labels-

1. Open Label Maker (in the Start menu under InfoWorks).
2. In the Label Maker File menu, choose Load Label File.
3. Select the saved label file (e.g., *BKC LABELS 140928.dat*). In the Label Maker File menu, choose Print All.

When Label Maker is installed, use these standard settings in the Setup menu-

Font Name: Courier New
Font Size: 12
Font Style: Regular
Label Type: slb
Printing Method: Batch
Page Top Margin: 890
Page Left Margin: 690
Spine Label Left Margin: 35
Pocket Label Left Margin: 30
Label Alignment: Left

If you need label stock, contact Diane Childress at 810-766-4235 or dchild02@baker.edu.