

# Label printing in Polaris

# To configure labels

On the menu bar, choose Cataloging>Options.

Select the desired default label from the Label Type dropdown menu.

Cataloging Option	ns	×
Label Setup		
Label Type:	SL4 Sheets	
🔽 Open	Spine Sheets	
Print Method:	SL6 Sheets Serial Sheets Spine Continuous feed rolls SL4 Continuous feed rolls SL4 Continuous feed rolls SLB Continuous feed rolls Serials Continuous feed rolls	
	OK Cancel	

Select the default **Print Method** from the dropdown menu.

	•	Cataloging Options	×
		Label Setup	
ł		Label Type: SL4 Sheets	
١		Open Label Manager using this default	
I		Print Method: Batch On Demand	
ļ		Batch Quick print	
I			
l		OK Cancel	

**On Demand:** the Label Manager appears when the user requests a label and the user can view the label before printing it.

**Batch:** the label is generated when the user requests a label, but the **Label Manager** does not automatically appear and the label is not printed until the user opens **Label Manager** and selects **Print**.

The Batch option works well for creating sheets of labels for multiple items. **Note:** Batch printing is limited to 500 labels at a time.

**Quick Print:** the label is printed at the designated printer without opening the **Label Manager**. (Polaris recommends not using this option until print settings are the way you want them).

Tip:

You can also select Utilities from the Polaris Shortcut Bar and select Label

Manager>Tools> Label Settings and Content to open the Label Configuration dialog box.

Click OK.

On the menu bar, choose **Utilities>Label Manager**. The screen will open to the type of label that you selected in **Cataloging>Options**. This may be changed as desired by clicking **Labels** on the menu bar and selecting a label type. Previous labels will appear there until cleared.

On the menu bar, choose **Tools>Label Settings and Content**. The screen will open to the **Settings** tab and you will see checks in the boxes for the types of labels that have been enabled.

Label Type	Enabled	Page Size	Label #1 Size & Content	Label #1 Font	Label #2 Size & Content	Label #2 Font
Spine Sheets	~	Width=850;Height=1	Width=150;Height=1	Name=Andale Mono;	N/A	N/A
SL4 Sheets	~	Width=850;Height=1	Width=80;Height=16	Name=Arial;Size=10;	Width=280;Height=8	Name=Andale Mono;
SL6 Sheets	~	Width=850;Height=1	Width=80;Height=16	Name=Andale Mono;	Width=290;Height=1	Name=Andale Mono;
SLB Sheets	~	Width=850;Height=1	Width=90;Height=16	Name=Andale Mono;	Width=290;Height=1	Name=Andale Mono;
Serial Sheets	~	Width=850;Height=1	Width=400;Height=1	Name=Andale Mono;	N/A	N/A
Spine Continuous fe	~	Width=263;Height=1	Width=125;Height=9	Name=Andale Mono;	N/A	N/A
SL4 Continuous feed	~	Width=500;Height=2	Width=90;Height=16	Name=Andale Mono;	Width=290;Height=8	Name=Andale Mono;
SL6 Continuous feed	~	Width=575;Height=3	Width=90;Height=15	Name=Andale Mono;	Width=290;Height=1	Name=Andale Mono;
SLB Continuous feed	~	Width=475;Height=2	Width=90;Height=16	Name=Andale Mono;	Width=290;Height=1	Name=Andale Mono;
Serials Continuous fe		Width=425;Height=1	Width=350;Height=9	Name=Andale Mono;	N/A	N/A
Computype 1 x 1.5 1		Width=850;Height=1	Width=100;Height=1	Name=Times New R	N/A	N/A
Computype 1.125 x 1		Width=850;Height=1	Width=112;Height=1	Name=Times New R	N/A	N/A
Computype 2 part label		Width=850;Height=1	Width=87;Height=13	Name=Times New R	Width=287;Height=1	Name=Times New R
Computype 3 part label		Width=850;Height=1	Width=90;Height=15	Name=Times New R	Width=290;Height=8	Name=Times New R
Computype 1.5 x 1 1		Width=1100;Height=	Width=150;Height=1	Name=Times New R	N/A	N/A
	`					
_		_				

To configure your labels, click the **Content** tab. At the **Content Type** dropdown, choose the type of label:

🗃 Label Configuratio	n	
Settings Content		
Content Types:	Spine	
	Pocket Serial Spine	

Under **Options** on the left, you'll see the choice of fields that may be printed on your label. Select the field(s) you would like on your label, and use the arrow buttons to add or remove fields from the sections of the label. Within the sections, you may also change the position of the fields with the **Up** and **Down** buttons.

tings Content	on			
Content Types:	Spine		Top Section:	
	Author Call number copy number Call number suffix Collection Collection Abbreviation	==>	Call number prefix Call number classification number	Up Down
Options:	Holdings record destination Holdings record non-public note Holdings record non-public/warning not Holdings record public note Holdings record retention information Item assigned branch	==>	Middle Section:	Up
	Item barcode Item first available date Physical description Serial designation Title Unit price	<==	Bottom Section: Call number volume number	Down
	опкрасе	==>		Up Down

Click Save. Close the Label Configuration box.

You may also configure customized labels. On the menu bar, choose **Tools>Design Custom Label.** 

🗃 Customize Label		×
Label Type:	<b>I</b>	
Owner:	Illinois Heartland Library System - Edwardsville	•
Page Size:	Width=850;Height=1100;TopMargin=20;LeftMargin=20;TextAlig	Open
Label Size & Content:	Width=200;Height=100;Indent=5;VerticalGap=0;HorizontalCap=	Open
Label Font:	Name=Microsoft Sans Serif;Size=8;Bold=False;Italic=False;Strike	Open
	Save Cancel	Help

Type a name for the label in the **Label Type** box. Your branch or library should appear in the **Owner**: box. Open the **Page Size**:, **Label Size & Content**:, and **Label Font**: boxes as needed to make changes for your labels. Click **Save** to retain your settings.

Close Label Manager.

# To generate labels from item records

Depending on settings in your library's profile, a label may be automatically generated when an item record is created. If not, once the item record has been saved, one or more labels may be generated by clicking an icon at the top of the item record:



Single label

# Multiple labels

When the icon is clicked, you'll see the message *Labels requested* at the bottom of the item record.

# To generate labels from a results list

Labels may be generated from a Find Tool results list or a Linked Item Records list without opening the individual item record. Highlight the desired record(s), then right-click and click **Print>Label**.

	ngs Scopin	Branches Collections Databa	ses							Search	
<u>O</u> bject:	Item Reco	rds	<ul> <li>Limit by:</li> </ul>	None)			~	Search     No	h Mode Irmal		
Search by:	Title		Value:					Po	wer	Stop	
Туре:	Exact mat	ch (implicitly truncated)	~					Osq	QL.	New Search	
Sort by:	Assigned	Branch	~					Cour	nt Only	Qear	
Eor:	catalogin	correctly for kids	~							Help	
itle		Assigned Branch		Colle	Mate	Shelf	Call	V	Status	Barcode	
ataloging	correct	Belleville Public Library -	Main (BEL	Refer	Book		Offic		In	00007035254	
ataloging	correct	Carbondale Public Librar	y (CPLP-ZC	Juver	Refer	Juven	025.3.	-	In	30183024766	
ataloging		Illinois Heartland Library	System - E	6	Pook		035.2		In	00001019915	
ataloging	correct	Illinois Heartland Library	System - E	•	Open					00001019915	
ataloging	correct	Mississippi Valley LD-Co	llinsville LC		Check In					00035029416	
					Place Hole	d				1	
					Print				•	List View	
					Add to Co	ourse Res	erve Re	cord		Item Full	
					Add to Re	cord Set			•	Item Brief	
					Add to Ro	oute List				Item & Parent	
					Remove fi	rom Rout	e List			Item & Children	
					Ad boc Ru	ulk Chang	e			Route Slip	

You'll see the message Labels requested at the bottom of the results list box.

# To generate labels from a record set

Labels may be generated from a record set by highlighting one or more records in the list (Ctrl + A will select all the records). Click the dropdown menu next to the small **Print** icon just above the list of records and select **Label.** 

e Edit View Tools Hel			rd Set 19963	38 - Polaris			k	
Name: IHLS catalo	ging items		Owner: Illinoi	is Heartland Library System - Edw		d type: Item er of records: 26		
THE Infinition Constraints Co	Binois         Gener           Binois         Gener	Book     Book	Call N. (Catal. 025.3. (Catal. (Catal. 025.3. (Catal. 025.3 025.3 025.3 (Catal. (Catal (Catal (Catal (Catal (Catal (Catal (Catal (Catal (Catal	List View Item Full Item förd Item & Children	Last Activity D. 9/15/2008 7/20/2018 4/5/2013 4/5/2013 11/5/2013	R         Costrol         A           Fiz         745744         A           Fiz         745744         A           Fiz         745744         A           Fiz         8672674         B           Fiz         8672674         B           Fiz         8702465         B           Fiz         8702466         B           Fiz         8702466         B           Fiz         8702466         B           Fiz         8702466         B           Fiz         7822677         B           Fiz         7823067         B           Fiz         8702474         B           Fiz         782307         B           Fiz         8702337         B           Fiz         8702337         B           Fiz         782307         B           Fiz         782307         B           Fiz         7823307         B           Fiz         7823307         B           Fiz         7823307         B           Fiz         7823307         B		rint icon

# To print labels (Batch printing)

On the Polaris menu bar, click **Utilities>Label Manager**. You'll see the screen with your labels:

<b>)</b>		Polaris La	bel Manager - Spine Shee	ts	
File Edit Label Tools Help					
	[Catalog] 025.34 ART	025.322 WEI	[Catalog] 025.346 CAR	[Catalog] 025.348 WEI	025.32 CAT
	025.32 CAT	[Catalog] 025.34 FEC	025.3422 OLS	025.32 FRI	025.32 FRI
	025.32 FRI	[Catalog] 025.3432 CON Part 1	[Catalog] 025.3432 CON Part 2-3	[Catalog] 025.348 SMI	[Catalog] 025.32 DIF
	[Catalog] 025.32 DIF	025.524 HUD	[Catalog] 025.32 LC	[Catalog] 025.316 FRI	025.32 MAX
	025.3 MIL	[Catalog] 025.348 HAR	[LIB SCI] 025.3432 GEE	[LIB SCI] 025.3432 LIH	025.3432 LIH
	025.322 HAY				

Make changes as needed to spacing, etc. You can also type directly on the label. Click **File>Print** on the menu bar or the **Print** icon to print the labels.

If you have used a partial sheet of labels, you may move your label(s) to another position on the sheet. Right click on the label and select *Insert before* or *Insert after* on the context menu:

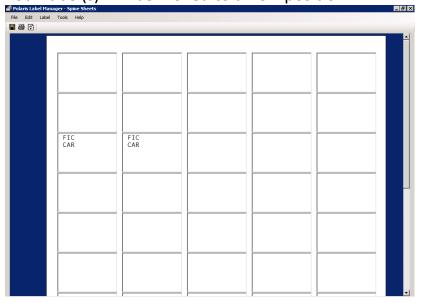
#### Label printing in Polaris

Polaris Label Manager - Spine S File Edit Label Tools Help					- 8 :
FIC CAR	Copy Paste Delete Insert Before Insert After Font Character Map	FIC CAR			

Type the number of boxes to insert and click **OK**.

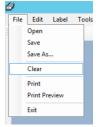


# Your label(s) will be moved to a new position.



### To clear the label file

When you have finished printing, click **File>Clear** on the menu bar to delete the labels and reset to a blank sheet.



### Label generation error message

Label generation and batch printing are limited to 500 labels at a time. If the label file isn't cleared, you'll get an error message when the 500-label limit is reached.

**Note:** If your library's profile has been configured to automatically generate a label whenever an item record is created, you'll see an error message when the 500-label limit is reached, whether or not your library prints labels from Polaris. Clearing the label file will keep this error message from appearing, or you may submit a Help Desk ticket to have this setting turned off.