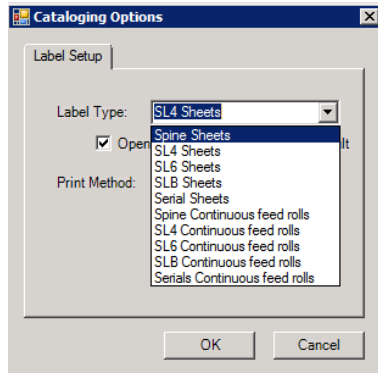# Label printing in Polaris
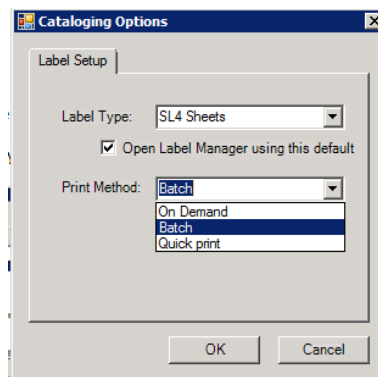
To configure labels

On the menu bar, choose **Cataloging>Options.**

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

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

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).
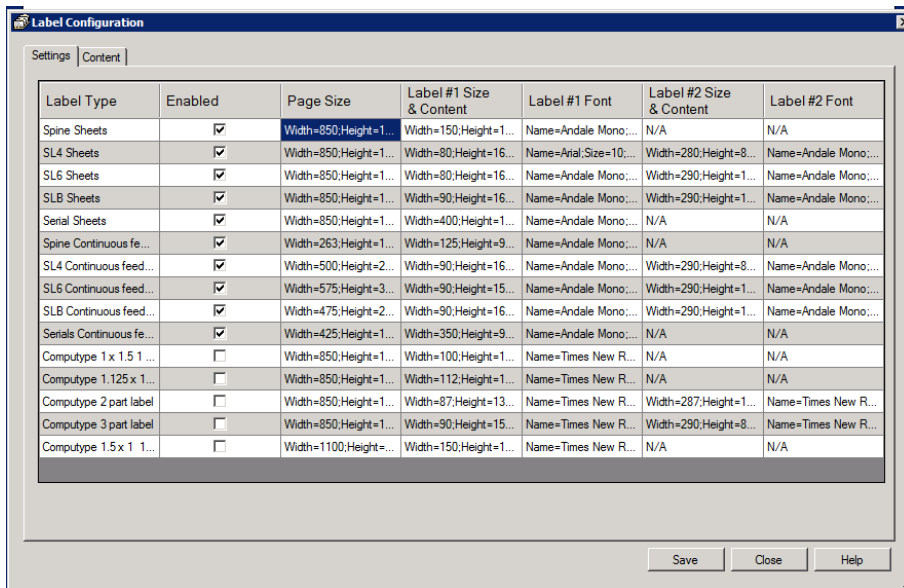
Tip:

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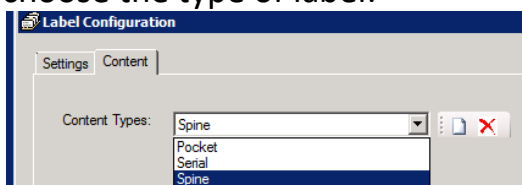
Under **Options** on the left, you'll see the choice of fields that may be printed on your label. Select the field(s) you would like on your label, and use the arrow buttons to add or remove fields from the sections of the label. Within the sections, you may also change the position of the fields with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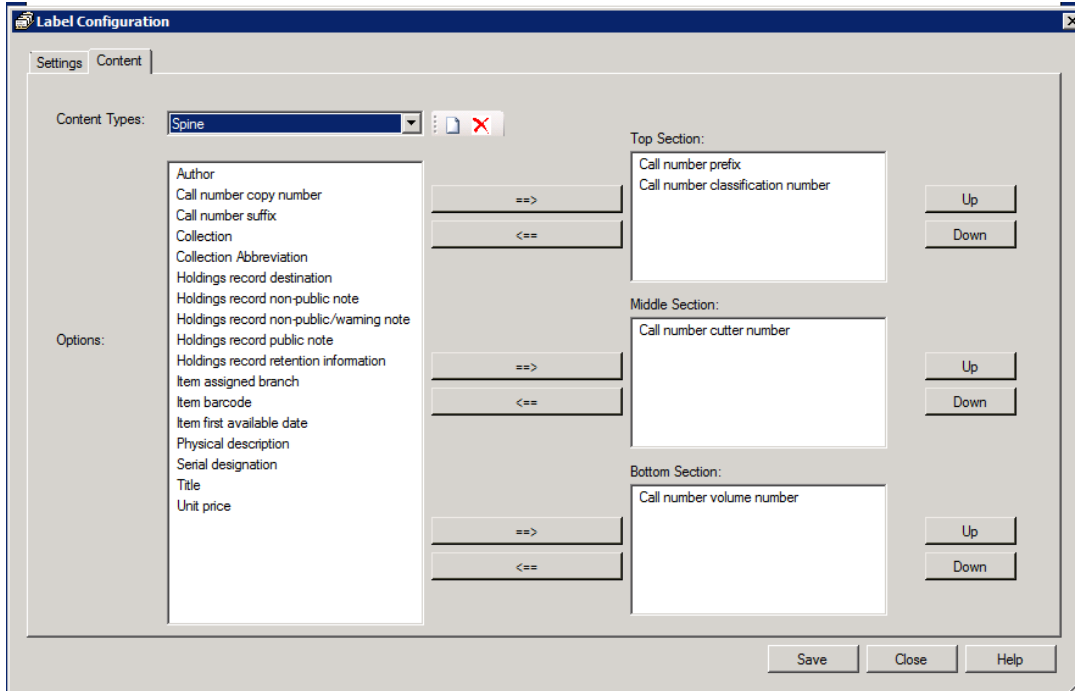
Click **Save**. Close the **Label Configuration** box.

You may also configure customized labels. On the menu bar, choose **Tools>Design Custom Label.**
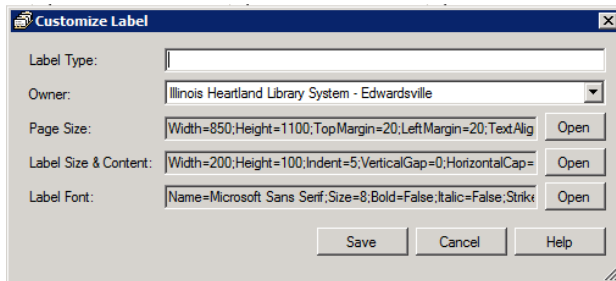
Type a name for the label in the **Label Type** box. Your branch or library should appear in the **Owner**: box. Open the **Page Size**:, **Label Size & Content**:, and **Label Font**: boxes as needed to make changes for your labels. Click **Save** to retain your settings.

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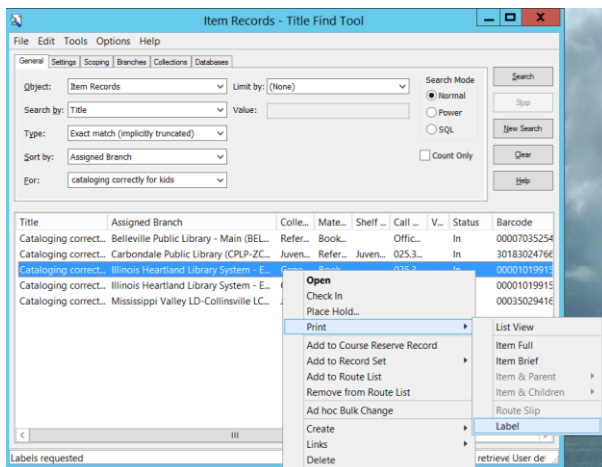
You'll see the message *Labels requested* at the bottom of the results list box.

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.**
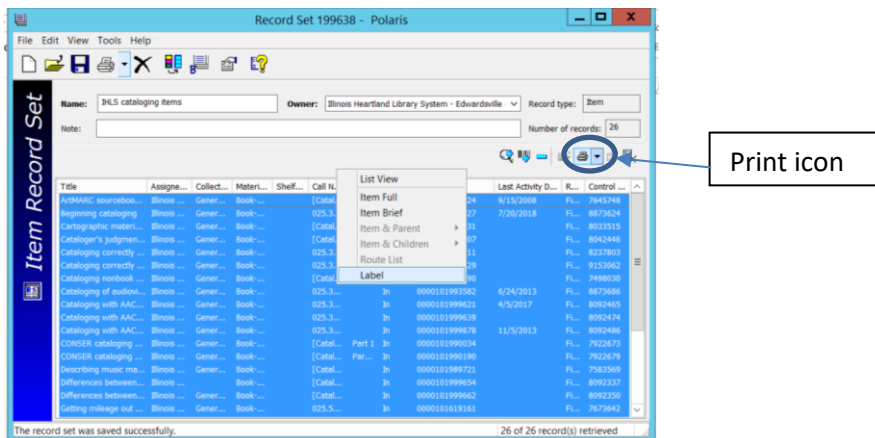
To print labels (Batch printing)

On the Polaris menu bar, click **Utilities>Label Manager**. You'll see the screen with your labels:
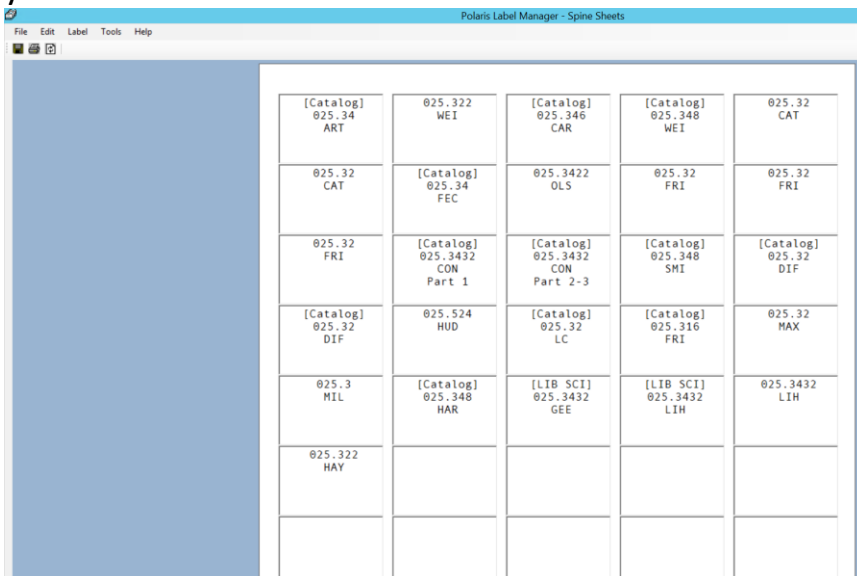
Make changes as needed to spacing, etc. You can also type directly on the label. Click **File>Print** on the menu bar or the **Print** icon to print the labels.

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:
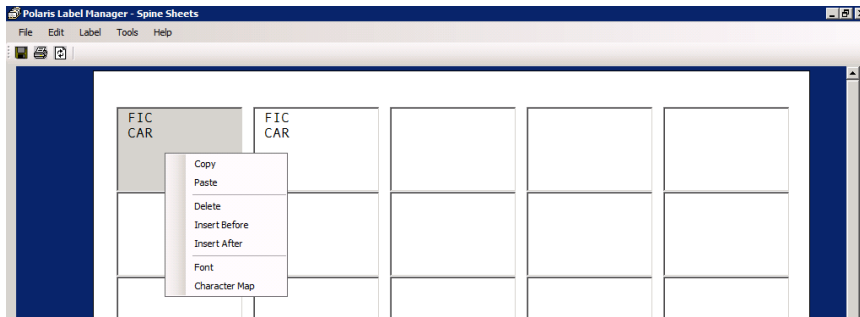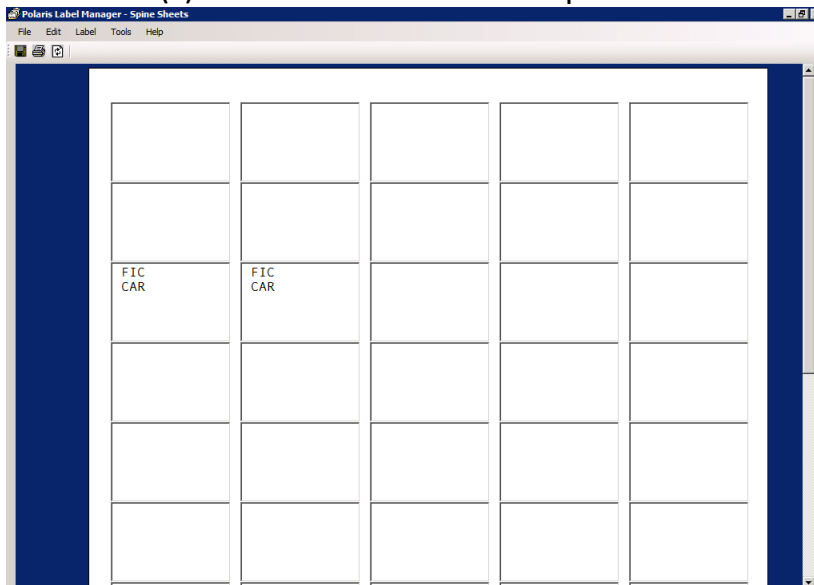
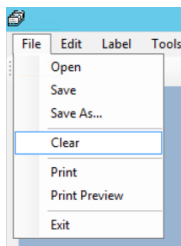Type the number of boxes to insert and click **OK**.
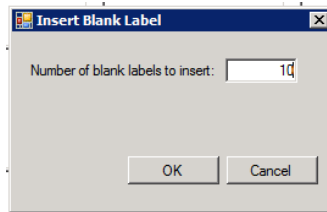
Your label(s) will be moved to a new position.

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.