

How to Make Collection Bar code Labels

Using G4's label maker for "Collection Labels or Dummy Labels"

Step 1: Start by accessing the G4 Main Menu/Back Office

Step 2: Select Create Labels

Step 3: Select an item listed under the Labels & Cards Menu

Making labels using the G4 Label menu is easy; these instructions will help to provide how this label program works. When using this Labels and Cards portion of G4 you will find that setup and use varies very little between options. Essentially the differences are found within the various label sizes and font choices used to create your labels. Whenever you want to create labels we suggest you use the pre-selected label sizes and templates that have been added to G4 for your convenience. If you do not have these specific labels or label stock defined check the LRMS website for this information at within Catalog Management. These labels are of a size and shape that are commonly available from most library supply companies and in some cases office supply stores. See "Getting Started" within our website ["Training Guides"](#) use our Quick Links ["Create Labels Help"](#) section to gain access.

TIPS - Printing Labels always preview your set up choices; look for information overlaps caused by settings which are set to a value or size that is larger than what the label can accommodate. **ALWAYS** - Plan on printing a label print test to plain paper (before actual label printing) place this printed page behind a blank label page and visually test by viewing for printing alignment and fit to each label.

Making Bar code labels starts at G4's Back Office Menu, this menu is accessible through the G4's "Create Labels" or "Catalog Management" Labels and Cards menu section.

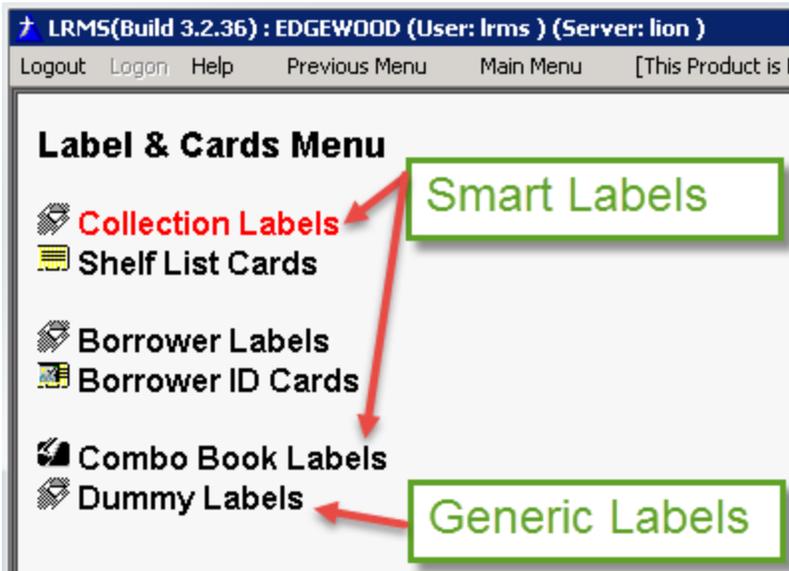
LRMS(build 3.2.36) | CCA_STRC (User:lrms) (Server:lion)
Logout | Login | Help | Previous Menu | Main Menu | [This Product is Registered To: CCA South Texas Residential Center]

Main Menu/Back Office

- Circulation Management
- Borrower Management
- Catalog Management
- Reports Management
- Create Labels
- Advanced Settings
- Contact Customer Support
- Help

1. Select menu option "Create Labels"

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- Collection Labels: use this option to show a more descriptive amount of information about the item receiving this label. Printing a Collection or Spine label from this option allows the program to gather and print information contained within the MARC record and Holdings of each record. Sometimes described as a Smart Label that contains four (4) lines of information printed on a label sized at 1" x 2 5/8" standard inexpensive mailing label or Avery 5160 equivalent. You can also print your labels on Vinyl, Foil and paper stock of 30 labels per sheet.
 - Collection labels can include a combination of four descriptions:
 - Title
 - Author
 - Subject
 - Genre
 - AR Level (reading level)
 - RC Level (reading level)
 - Barcode Number Text
 - Barcode 3 of 9 Symbology
 - Spine Labels
- When choosing the "Collection Labels" option, it is a requirement to Tag the collection records that require Barcode or Spine labels.
- When printing a replacement label for a Title item having multiple copies, tag this barcode number within the Holdings.
 - Tagging is not used when creating "Dummy Labels"

What is Tagging?

Tagging is a very powerful method to help G4 identify and object within any collection that is tagged for specific printing of a Barcode or group of barcode labels or the global ability to print a large number Tagged Title labels.

Tagging is an exclusive feature within G4 and is used throughout the program for various purposes to help staff accomplish many functions.

Tag a Title

9590	Call me Charley. / Jackson, Jesse. (Copies:1 Available:1) (Clarksville ISD) (MAIN COLLECTION)
9591	Charley starts from scratch. / Jackson, Jesse. (Copies:1 Available:1) (Clarksville ISD) (MAIN COLLECTION)
5307	Did you carry the flag today, Charley? / Caudill, Rebecca, (Copies:1 Available:0) (Clarksville ISD) (ELEMENTARY STORAGE)
8689	Did you carry the flag today, Charley? / Caudill, Rebecca, (Copies:1 Available:0) (Clarksville ISD) (ELEMENTARY STORAGE)
2117	Harley-davidson Motorcycles (Horsepower) / Schuette, Sarah. (Copies:1 Available:1) (Clar

Tagging at the Title Record, to Tag or UnTag a single Title; simply use your mouse and double click on the Control Number. This method will print a barcode for each holding if there is more than one holding.

Tag a Barcode Number within Holdings

Barcode	Status	Borrower ID	Due Date	Owner Code	Serial No	Tag Barcode
3032810347039	A			CISD		Tagged

High-lite the Barcode number and click the Tag/Untag button to Tag or UnTag a barcode.

Add New Holdings
Change Holdings
Delete
Tag Untag
Move to Existing
Move and Create
Print Dymo Barcode(s)



SMART LABEL PRINTING - for Collection and Combo labels:

Collection Label Printing

File Labels Help Previous Menu Main Menu

Job Set: Collection Label with 13 digits (3x10) St

Label Stock: 5160 Avery - HPLJ-2100 First label position: 1 Copies: 1

Layout

Print in UPPER CASE

Line 1	Title	Arial	6	Order by: Title
Line 2	BarCode	3 of 9 Barcode	17	
Line 3	BarCode Text	Arial	10	
Line 4	Full CallNo	Arial	6	

Collection: [ALL] Tagged Records Only Tagged Holdings Only

Selection Criteria

3. Collection Labels Only Setup Page by setting the number of barcode copies for each number printed. Select the Order by sequence and select Tagged Records Only for printing Collection labels. Accept all other label defaults as they are shown.

4. Setting this last (Font size) column; increasing or decreasing the font size will affect the label layout results; always review any label setup before printing using 150 - 200% view. This will show any Line overlaps or possible errors. Then test by printing on a plain 8 1/2 x 11" paper.

The screenshot shows the 'Collection Labels' setup interface. A yellow callout box on the left says 'Preview labels prior to printing' with an arrow pointing to the 'Preview' button in the 'Labels' menu. A red callout box on the right explains: 'To print a single Replacement label when the MARC Record has multiple copies (Barcode numbers), open the Holdings of that book Title and tag the specific barcode number to be printed. Use the option shown here to print the new replacement label. Preview what will be printed.' This points to the 'Tagged Holdings Only' checkbox. A white callout box at the bottom left states: 'There are multiple choices available within each Line Item.' This points to the dropdown menus in the 'Layout' section. A white callout box at the bottom right contains the text: '2. Select Job Set, Collection Barcode Labels, this will setup the label default values using a standard 5160 or equivalent size bar code label.' This points to the 'Job Set' dropdown menu.

Collection Labels setup

Define Label Stock - Setup Labels:

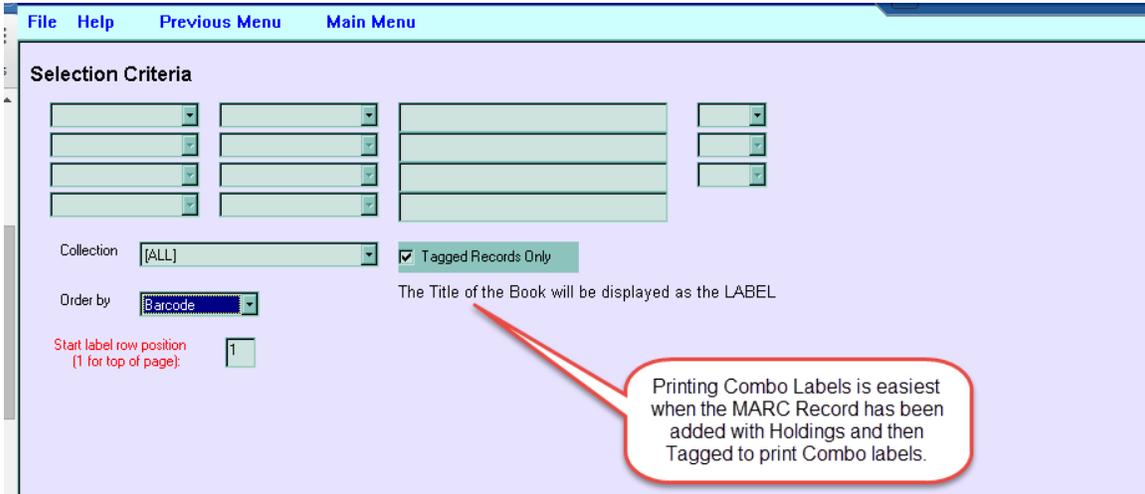
Adjusting the Layout portion of G4 should not be necessary, as we have attempted to provide settings that will work for most requirements. G4's layout allows for the addition and modification of Line information in each column and row. We suggest that you never overwrite any template settings from LRMS, instead save your modifications as a different Job Set.

G4 Define Label Stock can be adjusted to allow practically any label stock provided the data entered within each line fits within the label.

This close-up screenshot shows the 'Labels' menu with three options: 'Preview', 'Print' (with 'Ctrl+P' shortcut), and 'Define Label Stock'. The 'Define Label Stock' option is highlighted. The background shows parts of the 'Layout' section, including the 'Print in UPPER CASE' checkbox and the 'First label position' dropdown.

Printing Combo Labels:

Tag the records that are to be printed as a Combo Label, G4 provides the ability to print these labels by the row, which means you can print a partial page of rows and those that remain unprinted can be printed at a later date.



[Combo Label stock can be purchased from Demco – SKU No. 14216180](#) (shortcut)

<p><i>Summer according to Humphrey /</i></p>  <p>3032810321866</p>	<p><i>Summer according to Humphrey /</i></p>  <p>3032810321866</p>	<p>AR F Bir</p>
<p><i>Summer according to Humphrey /</i></p>  <p>3032810321867</p>	<p><i>Summer according to Humphrey /</i></p>  <p>3032810321867</p>	<p>AR F Bir</p>
<p><i>Surprises according to Humphrey /</i></p>  <p>3032810321868</p>	<p><i>Surprises according to Humphrey /</i></p>  <p>3032810321868</p>	<p>AR F Bir</p>
<p><i>Surprises according to Humphrey /</i></p>  <p>3032810321869</p>	<p><i>Surprises according to Humphrey /</i></p>  <p>3032810321869</p>	<p>AR F Bir</p>

Label output, this is a fixed format and is to be printed using a Laser Printer

Dummy Labels setup

4. Setting this last (Font size) column; increasing or decreasing the font size will affect the label layout results; always review any label setup before printing using 150 - 200% view. This will show any Line overlaps or possible errors. Then test by printing on a plain 8 1/2 x 11" paper.

3. Dummy Labels Only
When creating "Dummy Labels" select from the Job Set "Dummy Labels", this selection will show predetermined defaulted values. It will be necessary for the completion of Line 1 adding a school library name and the completion of the Barcode Range of numbers to be printed. Fill in the Starting Barcode Number and the Ending Barcode Number. Set the number The First Label Position and Number of Copies to be printed for each BC label. Use the F1 Help key for additional instruction.



G4 produces Bar Code labels using only one type of bar code symbol "3 of 9 Barcode" and also known as Code 39. G4 does not print a check digit nor does the program use a check digit within its bar code number.

Once your setup is complete use the Preview selection to examine the setup for correctness, this viewer will allow for magnified viewing use this to view the finished label for overlapping

5. When using "Dummy Labels" you will find G4 allows some flexibility when it comes to printing leading zero character numbers. Keep leading Zero's only applies when the records copies/holdings information of a MARC record includes a Bar code number showing leading zeros (ex. 001123456 or 041112346, etc.) Without "Keep Leading Zeros" being used these same numbers would look this way, (Ex. 1123456 or 41123456). When printing numbers that do not include leading zeros (ex. 3444400012345) this feature will not effect these numbers print results.