



How to Make Bar Code Labels

- Have your printer setup with [TSPrint](#) and have the Default printer set on the workstation.

Using G4's label maker for "Collection or Dummy (Generic) Barcode & Spine Labels"

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

Step 2: Select Create Labels

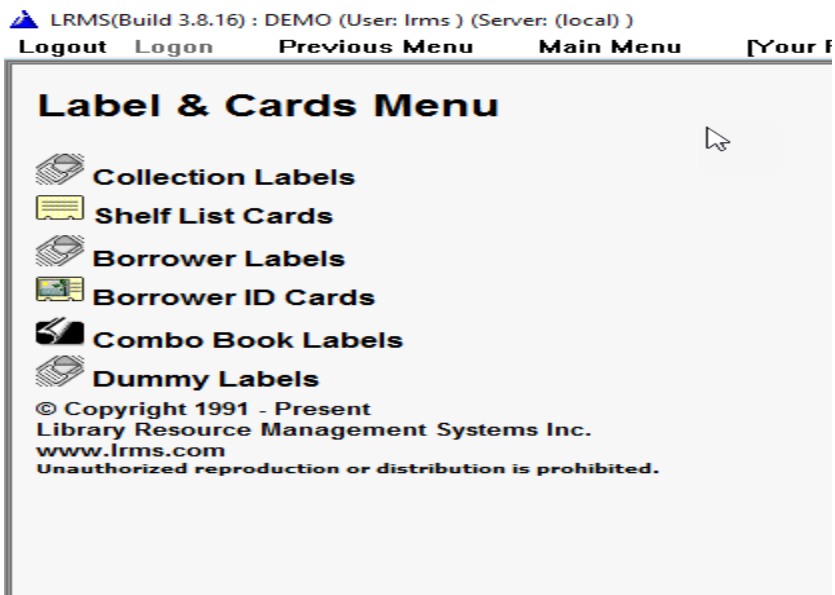
Step 3: Select an item listed under the Labels & Cards Menu

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 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 [G4 Help Guides & Downloads](#) use our Quick Links "[Printable Materials & Supply List](#)" section to gain information.

TIPS - Printing Labels always preview your set up; 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 Test label sheet to plain paper (before actual label printing) place this printed test page behind a blank label page holding both to the light and visually test by viewing and checking the printed data for 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.

The screenshot shows the LRMS Main Menu/Back Office interface. The 'Create Labels' option is highlighted with a red box and an arrow pointing to it. A red box at the bottom contains the text: "1. Select menu option "Create Labels"".



- 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** includes four lines; information descriptions with an * are necessary within the first three lines of the labels. The fourth line provides for the remainder of choices shown below:
 - Title *
 - Barcode 3 of 9 Symbology*
 - Barcode Number Text*
 - Forth Line optional add on descriptions:
 - Full Call No (number)
 - Full Call No (number) with AR RL (reading level)
 - Full Call No (number) with RC RL (reading level)
 - Author
 - Subject
 - Genre
 - Plus, several other choice options shown below.



LRMS(Build 3.8.16) : DEMO (User: lrms) (Server: (local)) - [Collection Labels - Brother HL-2270DW series #232]

File Labels Previous Menu Main Menu

Job Set: Collection Label (3x10) Sheet Size

Label Stock: 3x10 Dum Lbl(1x2 5/8lg) HP 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	14		
Line 3	BarCode Text	Arial	10		
Line 4	Full CallNo	Arial	6		

Collection: MAIN COLLECTION Tagged Records Only Tagged Holdings Only

Selection Criteria

LRMS(Build 3.8.16) : DEMO (User: lrms) (Server: (local)) - [Collection Labels - Brother HL-2270DW series #232]

File Labels Previous Menu Main Menu

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Line 1	Title	Arial	6		
Line 2	BarCode	3 of 9 Barcode	14		
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Line 4	Full CallNo	Arial	6		

Collection: MAIN COLLECTION Tagged Records Only Tagged Holdings Only

Selection Criteria

- 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 the barcode number within the Holdings to identify what barcode number is to be printed.

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 collection 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)
12117	Harley-davidson Motorcycles (Horsepower) / Schuette, Sarah. (Copies:1 Available:1) (Clarksville ISD) (ELEMENTARY STORAGE)

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

Why do this? When labels become unusable or missing it is time to replace them this is very helpful when a Title is cataloged with multiple copies of more than one barcode.

The screenshot shows the library management system interface. At the top, there is a search bar with '100 LITTLE RUBBER DUCKS / CARLE, ERIC' entered. Below the search bar, there is a table of holdings. The table has columns for Barcode, Status, Borrower ID, Borrower Name, Group, Due Date, Owner Code, Serial No, and Tag Barcode. A red circle highlights the 'Tag' button in the 'Tag Barcode' column for the first holding. Below the table, there is a section for 'Edit Holdings' with buttons for 'Add New Holdings', 'Change', 'Delete Holdings', 'Tag Usage', 'Move to Existing', 'Merge and Create', 'Print Dymo Barcode(s)', and '<|>'. A red circle highlights the 'Tag Usage' button. The interface also shows a list of categories on the right side, such as FICTION, BIOGRAPHY, LITERATURE, ANIMALS, GEOGRAPHY, SOCIAL SCIENCES, PHOTOGRAPHY, and PLANTS.



Understanding the Set-up of Collection Labels:

Collection Label Printing

Tagged Title Label Printing

LRMS(Build 3.8.16) : DEMO (User: lrms) (Server: (local)) - [Collection Labels - Brother HL-2270DW series #232]

File Labels Previous Menu Main Menu

Job Set: Collection Label (3x10) Sheet Size

Label Stock: 3x10 Dum Lbl(1x2 5/8lg) HP 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	14	
Line 3	BarCode Text	Arial	10	
Line 4	Full CallNo	Arial	6	

Collection: MAIN COLLECTION

Tagged Records Only Tagged Holdings Only

Selection Criteria

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 or for printing Collection labels Accept all other label defaults as they are shown.

Setting this last (Font size) column; increasing or decreasing the font size will affect the label layout results; always preview 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.

Tagged Holdings/Copies Replacement

LRMS(Build 3.3.21) : CLARKSVILLE_ES

File Labels Help Previous Menu

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

Label Stock: 5160 Avery - HPLJ-2100

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

Preview labels prior to printing

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.

There are multiple choices available within each Line Item.

Select Job Set, Collection Barcode Labels, this will setup the label default values using a standard 5160 or generic equivalent size bar code label.

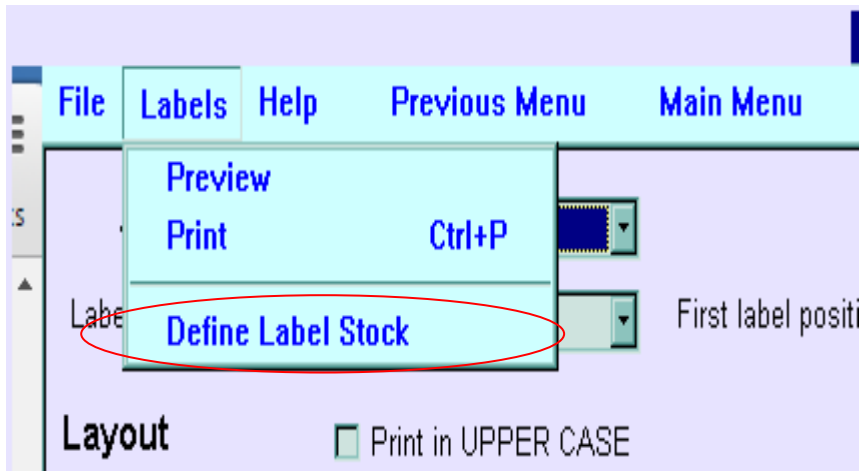


Managing different sized Collection labels

- Define Label Stock provides this capability - Setup Labels:

Adjusting the Layout portion of G4 should not be necessary, as we have attempted to provide choices that will work for most requirements. However, G4's Define Label Stock Option allows for the addition of labels 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. It is recommended before any purchase of label stock that is not listed within G4; contact with LRMS staff is advisable. Staff will help you with this task, simply call for support.

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



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. This is a good option where a barcode label can be placed on the outside of the book cover and on the inside along with placing the Spine Label onto the spine of the book.



LRMS(Build 3.8.16) : DEMO (User: lrms) (Server: (local)) - [Combo Labels - Brother HL-2270DW series #232]

File Previous Menu Main Menu

Selection Criteria

AND OR

Collection [ALL] Tagged Records Only

Order Barcode

Start label row position (1 for top of page):

Print Holdings Location Code after Barcode
 Print Marc 852a Location Code after Barcode
 Do not print Location Code after Barcode
 Title as First Line
 Text as First Line (entered below)

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

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



Dummy Labels setup

Job Set: Dummy labels
Label Stock: Dummy labels
Layout:
Line 1: School Name, Arial, 10
Line 2: {Barcode}, 3 of 9 Barcode, 17
Line 3: {Barcode Text}, Arial, 10
Line 4: Arial, 10
Barcode Range:
Starting Barcode:
Ending Barcode:
 Keep leading zeros

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 ½ x 11” paper.

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.

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.

ALWAYS do this:
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 errors. This view is not always representative of the actual printout results.

Best Test is to print one page to blank paper (not Label Stock) and place that behind a blank page of labels to be sure the printed data fits within the label area properly.



The screenshot shows the 'G3 Library Automation System' interface. At the top, the title bar reads 'G3 Library Automation System (Build [] : LEON_JH_LIBRARY - [Dummy Labels - \Bigal\EPSON 900]'. Below the title bar, there are menu options: 'File', 'Labels', and 'Help'. The main window contains several sections:

- Job Set:** A dropdown menu set to 'Dummy labels'.
- Label Stock:** A dropdown menu set to '5160 Avery - HPLJ-2100'.
- First label position:** A text input field containing '1'.
- Copies:** A text input field containing '1'.
- Layout:** A table with four rows (Line 1 to Line 4). Each row has three columns: a dropdown menu for content, a dropdown menu for font (all set to 'Arial'), and a dropdown menu for width (Line 1: 10, Line 2: 17, Line 3: 10, Line 4: 10).
- Barcode Range:** A section with two text input fields: 'Starting Barcode:' containing '3400500100101' and 'Ending Barcode:' containing '3400500100201'. Below these is a checkbox labeled 'Keep leading zeros' which is currently unchecked.

Two arrows originate from the text box on the right. One arrow points to the 'Arial' font dropdown in the 'Layout' section, and the other points to the 'Keep leading zeros' checkbox in the 'Barcode Range' section.

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 affect these numbers print results.