

2. Label Creator

- *Get there:* More > Tools > Catalog > Label Creator

The Label Creator allow you to use layouts and templates which you design to print a nearly unlimited variety of labels including barcodes. Here are some of the features of the Label Creator module:

- Customize label layouts
- Design custom label templates for printed labels
- Build and manage batches of labels
- Export single or multiple batches
- Export single or multiple labels from within a batch
- Export label data in one of three formats:
 - PDF - Readable by any standard PDF reader, making labels printable directly on a printer
 - CSV - Export label data after your chosen layout is applied allowing labels to be imported in to a variety of applications
 - XML - Included as an alternate export format

At the top of each screen within the Label Creator, you will see a toolbar allowing quick access to relevant functions. The menu to the left of each screen also allows easy access to the different sections of the Label Creator. The breadcrumb trail near the top of each screen will give specific indication as to where you are within the Label Creator module and allow quick navigation to previously traversed sections. And finally, you can find more detailed information on each section of the Label Creator by clicking the online help link at the upper left-hand corner of every page.

2.1. Templates

- *Get there:* More > Tools > Label Creator > Templates

A template is based on the label/card stock you are using. This might be Avery 5160 for address labels, Gaylord 47-284 for spine labels or Avery 28371 for your patron cards, just to give a couple of examples. These labels will include all of the information you will need for setting up a Koha, this information may be on the packaging, and if not it can usually be found on the vendor's website.

2.1.1. Add a Template

To add a new template, you want to click on the 'Templates' button at the top of your page and choose 'New Template'

Home > Tools > Labels Home > Manage Label Templates

- > Labels Home
- > Manage Layouts
- > Manage Templates
- > Manage Profiles
- > Manage Batches

Layouts Templates Profiles

Current Branch:

Currently Available Template

Template ID	Template Name
1	Avery 5160 1 x 2-5/8

Using the form that appears you can define the template for your sheet of labels or cards.

Edit label template

Template ID: 7	
Template code: Demco WS14942260	
Template description: 1" X 1.5" Spine Label Setup for up to four lines of text	
Units: US Inches	
Page height: 11 in	
Page width: 8.5 in	
Label width: 1.5 in	
Label height: 1 in	
Top page margin: 0.5 in	
Left page margin: 0.25 in	
Top text margin: 0.236 in	
Left text margin: 0 in	
Number of columns: 5	
Number of rows: 10	
Gap between columns: 0.0625 in	
Gap between rows: 0 in	
Profile: No Profile/N/A	

Save Cancel

- Template ID will be automatically generated after saving your template, this is simply a system generated unique id
- Template Code should be something you can use to identify your template on a list of templates
- You can use the Template Description to add additional information about the template
- The Units pull down is used to define what measurement scale you're going to be using for the template. This should probably match the unit of measurement used on the template description provided by the product vendor.

Units: US Inches

Height: PostScript Points
Adobe Agates
US Inches

Width: SI Millimeters
SI Centimeters

- The measurements, number of columns and number of rows can be found on the vendor product packaging or website.

- **Important**

If you do not supply a left text margin in the template, a 3/16" (13.5 point) left text margin will apply by default.

- A profile is a set of "adjustments" applied to a given template just prior to printing which compensates for anomalies unique and peculiar to a given printer (to which the profile is assigned).
 - Before picking a profile try printing some sample labels so that you can easily define a profile that is right for your printer/template combination.
 - After finding any anomalies in the printed document, [create a profile](#) and assign it to the template.

After saving, your templates will appear on the 'Manage Templates' page.

Currently Available Templates

Template ID	Template Name	Description	Select
1	Avery 5160 1 x 2-5/8	3 columns, 10 rows of labels	<input type="checkbox"/>
7	Demco WS14942260	1" X 1.5" Spine Label Setup for up to four lines of text	<input type="checkbox"/>
12	Demco WS14942260	1" X 1.5" Spine Label Setup for five lines of text	<input type="checkbox"/>
22	DEFAULT TEMPLATE 01	Default description	<input type="checkbox"/>

[Edit](#) [Delete](#)

2.2. Profiles

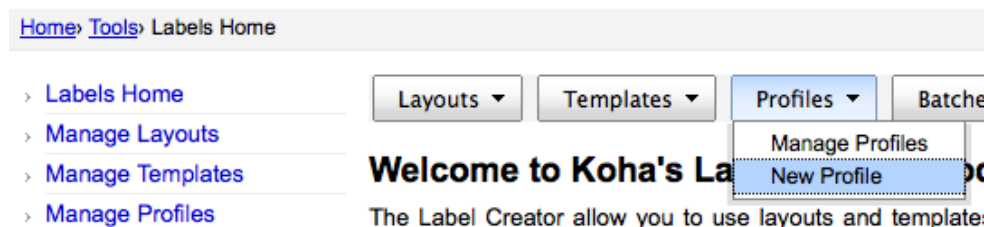
- *Get there:* More > Tools > Label Creator > Profiles

A profile is a set of "adjustments" applied to a given [template](#) just prior to printing which compensates for anomalies unique and peculiar to a given printer (to which the profile is assigned). This means if you set a template up and then print a sample set of data and find that the items are not all aligned the same on each label, you need to set up a profile for each printer to make up for the differences in printing styles, such as the shifting of text to the left, right, top or bottom.

If your labels are printing just the way you want, you will not need a profile.

2.2.1. Add a Profile

To add a new profile, you want to click on the 'Profiles' button at the top of your page and choose 'New Profile'



Using the form that appears you can create a profile to fix any problems with your template.

Edit printer profile

Profile settings

Printer name:

Paper bin:

Template name: Profile unassigned

Units:

Offset:

Horizontal: pt

Vertical: pt

Creep:

Horizontal: pt

Vertical: pt

- The Printer Name and Paper Bin do not have to match your printer exactly, they are for your reference so you can remember what printer you have set the profile for. So if you want to use the Printer model number in printer name or you can call it 'the printer on my desk'
- Template will be filled in once you have chosen which template to apply the profile to on the [template edit form](#)
- The Units pull down is used to define what measurement scale you're going to be using for your profile.

Units:

Height:

Width:

- Offset describes what happens when the entire image is off center either vertically or horizontally and creep describes a condition where the distance between the labels changes across the page or up and down the page
 - For these values, negative numbers move the error up and to the left and positive numbers move the error down and to the right
 - Example: the text is .25" from the left edge of the first label, .28" from the left edge of the second label and .31" from the left edge of the third label. This means the horizontal creep should be set to .03" to make up for this difference.

After saving, your profiles will appear on the 'Manage Profiles' page.

Currently Available Profiles

Profile ID	Printer Name	Paper Bin	Template Name	Select
1	Library Laser	Bypass	Avery 5160 1 x 2-5/8	<input type="checkbox"/>
11	Library Laser	Tray 1	Avery 5160 1 x 2-5/8	<input type="checkbox"/>
17	HP 450	1		<input type="checkbox"/>

Edit

Delete

Once you have saved your new profile, you can return to the list of templates and choose to edit the template that this profile is for.

2.3. Layouts

- *Get there:* More > Tools > Label Creator > Layouts

A layout is used to define the fields you want to appear on your labels.

2.3.1. Add a Layout

To add a new layout, you want to click on the 'Layouts' button at the top of your page and choose 'New Layout'



Using the form that appears you can create a profile to fix any problems with your template.

Create Label layout

Layout name

Choose barcode type (encoding)

Choose layout type

Bibliographic data to print

☒ Choose order of text fields to print

1

title

2

author

3

isbn

4

issn

5

itemtype

6

barcode

7

itemcallnumber

☐ List Fields

Draw guide boxes
☐

Split call numbers
☐

Text justification

Font

Font size

Save

Cancel

- The name of your layout can be anything you'd like to help you identify it later.
- If this is a barcode label you'll want to choose the encoding (Code 39 is the most common)
- The layout type can be any combination of bibliographic information and/or barcode. For example a spine label would just be Biblio whereas a label for your circulation staff to use to checkout the book would probably be Biblio/Barcode.
- The Bibliographic Data to Print includes any of the data fields that may be mapped to your MARC frameworks. You can choose from the preset list of fields or you can click on 'List Fields' and enter your own data. In 'List Fields', you can specify MARC subfields as a 4-character tag-subfield string: (ie. 254a for the title field), You can also enclose a whitespace-separated list of fields to concatenate on one line in double quotes. (ie. "099a 099b" or "itemcallnumber barcode"). The fields available are from the database tables list below. Finally you could add in static text strings in single-quote (ie. 'Some static text here.')
- You can use the schema viewer (<http://schema.koha-community.org>) with the following tables to find field names to use:
 - Currently all fields in the following tables are used: items, biblioitems, biblio, branches

Bibliographic data to print

☐ Choose order of text fields to print
 ☒ List Fields

Data fields

Enter a comma separated list of fields to print. You may include any *Koha* field or MARC subfield.
See online help for advanced options
ex: barcode, itemcallnumber, title, "050a 050b", 300a

- Choose if the label maker should print out the guide lines around each label
- Choose if you'd like Koha to try to split your call numbers (usually used on Spine Labels)
- Finally choose your text settings such as alignment, font type and size.

After saving, your layouts will appear on the 'Manage Layouts' page.

2.4. Batches

- *Get there:* More > Tools > Label Creator > Batches

Batches are made up of the barcodes you would like to print. Once in this tool you can search for the item records you would like to print out labels for.

2.4.1. Add a Batch

Batches can be created in one of two ways. The first is to click the 'Create Label Batch' link on the '[Staged MARC Management](#)' page:

Manage Staged MARC Records

#	File name	Comments	Status	Staged	# Bibs	# Items	Action
16	bib-1181.utf8		staged	2010-02-24 07:33:34	1	1 (Create Label Batch)	<button>Clean</button>
15	bib-1181.utf8		imported	2010-02-24 06:39:05	1	0	<button>Clean</button>
14	bib-16001.utf8		imported	2010-02-11 23:26:51	1	1 (Create Label Batch)	<button>Clean</button>
13	koha.mrc		cleaned	2010-02-05 03:55:12	198	394 (Create Label Batch)	
12	bib-1.mrc		imported	2009-12-15 14:30:53	1	8 (Create Label Batch)	<button>Clean</button>
11	bib-1.mrc		imported	2009-12-15 01:11:20	1	8 (Create Label Batch)	<button>Clean</button>

The other is to choose to create a new batch from the label creator tool

[Home](#) > [Tools](#) > [Labels Home](#) > Manage Label Batches

- > [Labels Home](#)
- > [Manage Layouts](#)
- > [Manage Templates](#)
- > [Manage Profiles](#)
- > [Manage Batches](#)

Layouts ▾

Templates ▾

Profiles ▾

Batches ▾

Current Branch: Fairview

Manage Batches

New Batch

There Are No Batches Currently Available.

You will be brought to an empty batch with an 'Add item(s)' button at the top of the page and a box to scan barcodes in to.

Add item(s)

Current library: Nicole's Library

Add by barcode(s):
One barcode per line.
Leave empty to add
via item search.

**There are no items in
Batch 11 yet**
Add items by barcode using the
text area above or leave empty to
add via item search.

You can either scan barcodes in to the box provided and click the 'Add item(s)' button or you can click the 'Add item(s)' button with the barcodes box empty. Clicking 'Add item(s)' with nothing in the barcodes box will open a search window for you to find the items you want to add to the batch.

Search for items to add to Batch 11

Title

Added on or
after date

(MM/DD/YYYY)

Added on or
before date

(MM/DD/YYYY)

Search

Cancel

From the search results, click the check box next to the items you want to add to the batch and click the 'Add checked' button. You can also add items one by one by clicking the 'Add' link to the left of each item.

Search results

Results through of 16

[Select All](#) [Clear All](#) | [Add checked](#) [Done](#)

The ancient library of Qumr^an and modern Biblical studies /

by Cross, Frank Moore. [], G. Duckworth, London : 1958, 196 p. :

Add Item	Call Number	Accession Date	Barcode	Select
Add	BM175.Q6 C7 1958	2010-02-12	CPL10022223	<input type="checkbox"/>

The slow learner.

by Abraham, Willard. [], Center for Applied Research in Education, New York : 1964, x, 113 p.

The Grolier library of women's biographies.

[], Grolier Educational, Danbury, Conn. : 1998, 10 v. :, ISBN: 0717291243, Includes index.

Add Item	Call Number	Accession Date	Barcode	Select
Add	NA	2009-12-27	2566543245678	<input type="checkbox"/>
Add	NA	2009-12-27	2566543245679	<input type="checkbox"/>
Add	NA	2009-12-27	2566543245680	<input type="checkbox"/>

Once you have added all of the items click the 'Done' button. The resulting page will list the items you have selected.

[Add Item\(s\)](#) [Remove Item\(s\)](#) [Delete Batch](#) [Remove Duplicates](#) [Export Item\(s\)](#) [Export Batch](#)

Current Branch: Fairview

Items in batch number 2

Label Number	Summary	Item Type	Barcode	Select
1	Cotton Mather Wendell, Barrett			<input type="checkbox"/>
2	The years Woolf, Virginia			<input type="checkbox"/>
3	The years Woolf, Virginia		33203000669201	<input type="checkbox"/>
4	The Grolier library of women's biographies N/A		2566543245678	<input type="checkbox"/>
5	The Grolier library of women's biographies N/A		2566543245679	<input type="checkbox"/>

To print your labels, click the 'Export Batch' button. To print only some of the labels, click the 'Export Item(s)' button. Either way you will be presented with a confirmation screen where you can choose your template and layout.

1 batch(es) to export.

Select a template to be applied: [Avery 5160 | 1 x 2-5/8](#)

Select a layout to be applied: [Label Test](#)

Enter starting label number:

[Export](#) [Cancel](#)

You will then be presented with three download options: PDF, Excel, and CSV.

Label Batch Number 2



After saving your file, simply print to the blank labels you have in your library.

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3. Quick Spine Label Creator