

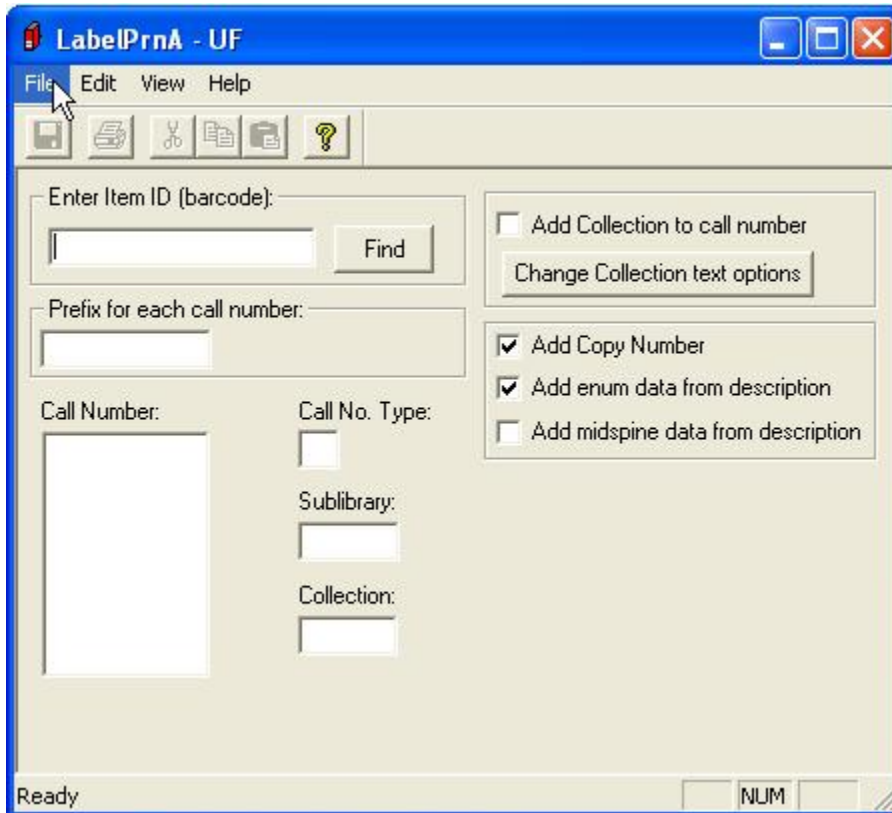
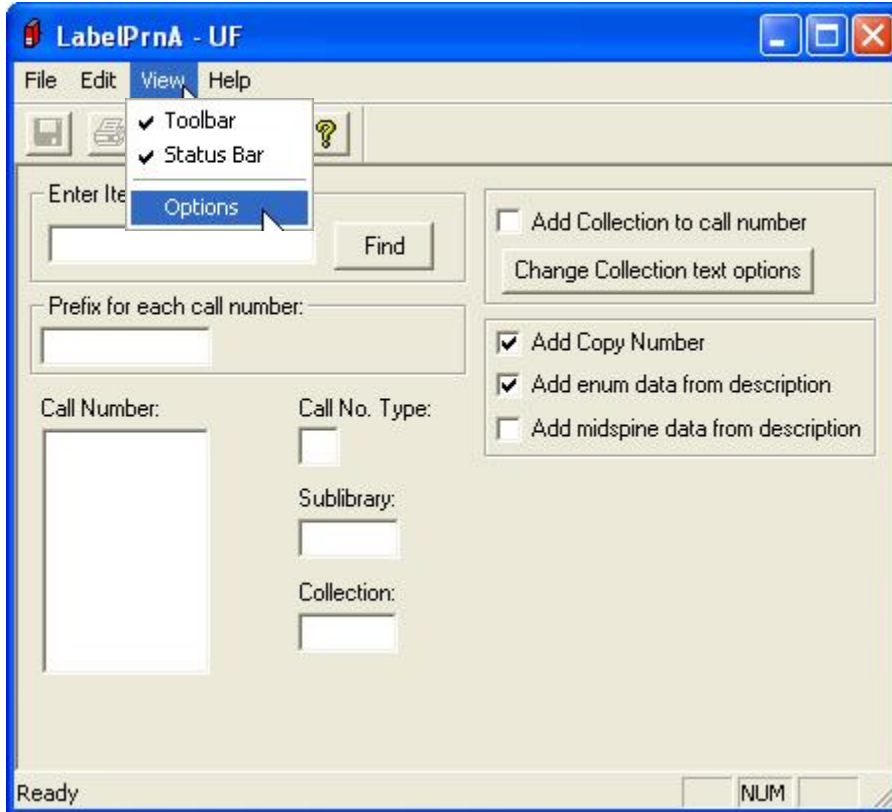


## Instructions for using LABELPRNA

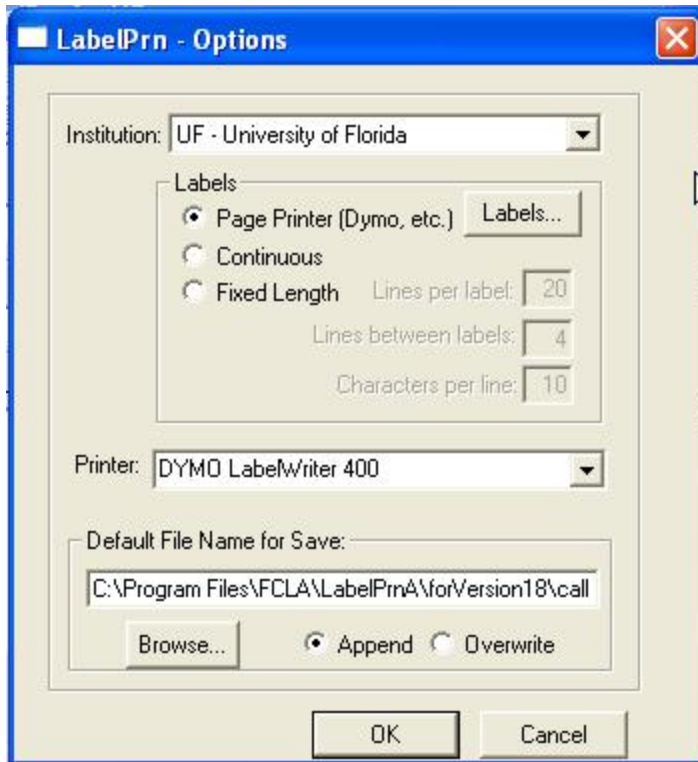
1. Start out at the check in computer behind the circulation desk with the books you would like to relabel. This is the computer where the label printer is installed.
2. Log on with your network ID.
3. Begin by selecting  LabelPrnA from the Programs Menu. Start > Programs > FCLA > .
4. The window that will pop up should look like this:



5. Next select View > Options

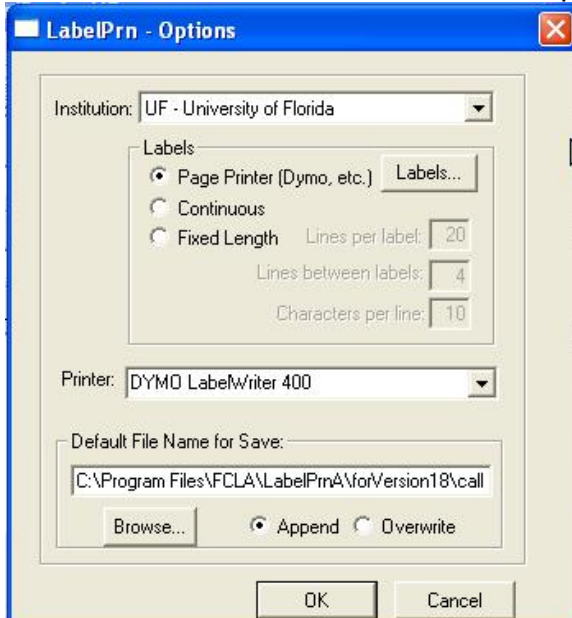


This box should pop up.

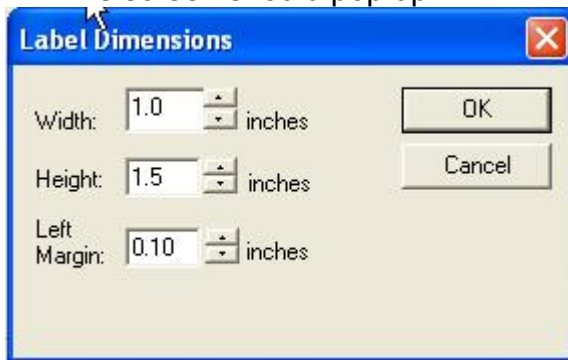


- a. Select **University of Florida** for the institution.
- b. Select **Page Printer** under Labels.
- c. Select **Dymo Label Writer 400** under Printer.
- d. It should look like the screen above.

6. Click on the **Labels** button on the Options screen.



7. This screen should pop up.



A dialog box titled "Label Dimensions" with a close button (X) in the top right corner. It contains three input fields with spinners and "inches" labels: "Width: 1.0 inches", "Height: 1.5 inches", and "Left Margin: 0.10 inches". There are "OK" and "Cancel" buttons on the right side.

a. Make sure the dimensions are set the same as those above.

8. Press **OK** on the “**Label Dimensions**” box.

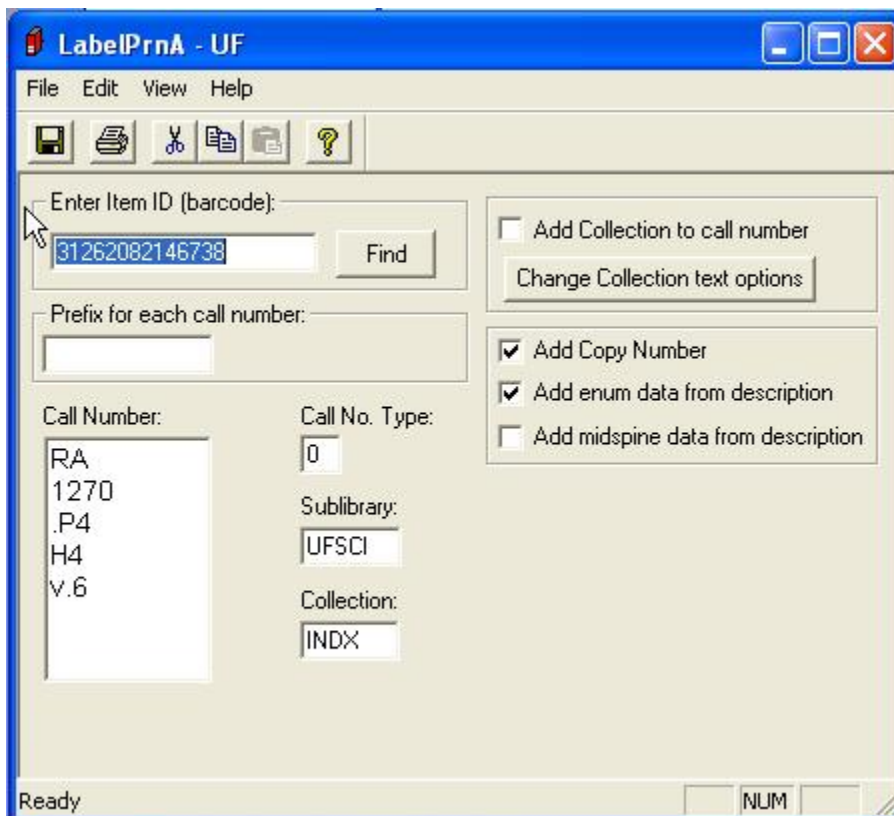
9. Press **OK** on the “**Options**” box.

10. Note: If you open either of these two boxes again, make sure you reselect the printer and make sure all other options are still set correctly. The printer will default back to the Circ printer each time the **Options** window is opened, but you want to make sure it is printing to DYMO.

a. DO NOT set the default printer to DYMO because then all print jobs for any program will print to the label printer.

11. Next make sure only the “**Add Copy Number**” and “**Add enum data from Description**” boxes are checked.

a. If the item is a **Periodical** these two boxes can be unchecked because this information will generally already appear on the spine of the Periodical.

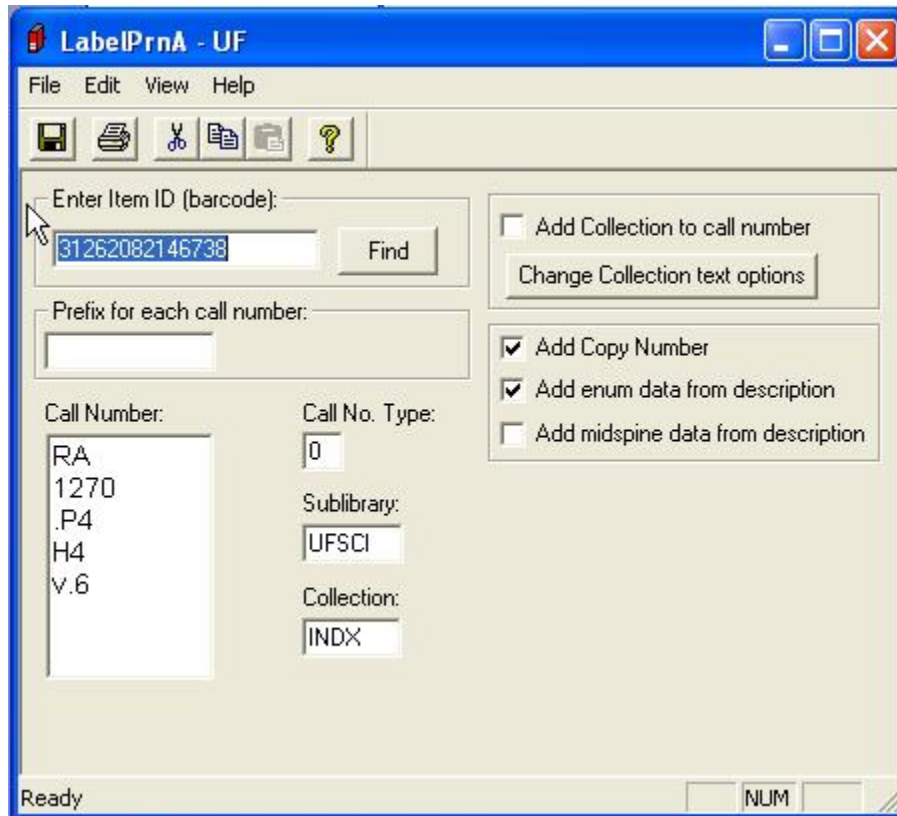


A screenshot of the "LabelPrnA - UF" application window. The window has a menu bar (File, Edit, View, Help) and a toolbar with icons for Save, Print, Cut, Copy, Paste, and Help. The main area contains several input fields and checkboxes:

- Enter Item ID (barcode): 31262082146738 Find
- Add Collection to call number Change Collection text options
- Prefix for each call number:
- Add Copy Number
- Add enum data from description
- Add midspine data from description
- Call Number: RA 1270 .P4 H4 V.6
- Call No. Type: 0
- Sublibrary: UFSCI
- Collection: INDX

The status bar at the bottom shows "Ready" and "NUM".

12. Then scan in the barcode into the “**Enter Item ID**” field.
  - a. This should bring up the correct call number in the **Call Number** field.



13. Press the button with a picture of a printer in order to print the label.
14. Peel the old label off the book if you can.
  - a. If you cannot peel the old label off, make sure the new label covers the old label or the old label is covered in some other way. Do not let the old label show through.
  - b. The reason for peeling off the old labels is so that the new labels can stick to the book and will not fall off as easily.
15. Peel the new label sticker off the paper and cut it down to a size appropriate for the book and place it on the spine or lower left hand corner of the front cover (only if it will not fit on the spine, or needs to cover an old label on the cover that will not peel off).
  - a. Make sure the sticker does not wrap around the spine of the book. It should always be placed on a flat surface. If the label curves, it will peel off again more easily.
16. Place the finished books on carts to be taken to the appropriate floors.