



USER DOCUMENTATION

Printing Labels in Batch Mode in ALEPH 500 – Release 14.2_5

Ex Libris

© Ex Libris Ltd., 2002
Release 14.2_5 and later
Last Update: December 16, 2002

This document will explain how to print labels, both spine labels and barcodes, for issues and non-issue items (monographs and serials). For additional information concerning online printing of labels, please see the document *"How to Set Up Label Printing.pdf"* on the ALEPH Documentation Portal, section *"ALEPH 500 Documentation/Tree Search/How To/Printing"*.

Any item for which labels will be printed must be added in the Items module of the GUI. When adding the items in the Items module of the GUI, the barcode can be added manually, or it can be added automatically via the system. If it is not added manually, then the system will automatically add it after choosing **"Update"** in the **"Item Form"** window.

Labels may be printed in batch form via the Services menu. Enter the Services menu in your Web browser (<http://i.p.address/S>), click **"Services"**, and then choose your desired Administrative (50) library. Next, go to the **"Items"** section of the Services menu, and build a file of the items for which you will want to print labels. This file should be built via the **"General Retrieval Form (ret-adm-01)"**, which is the first option in the Items section. The output file from the **"General Retrieval Form (ret-adm-01)"** should then be entered as an input file in the **"Print Items Labels (item-03)"**, which is the fourth option in the Items section.

The output file will be sent to the \$data_print directory, and may be printed via the GUI Task Manager.

While running the service, you may choose one of several formats for the labels, via the pull-down menu of the **"Label Format"** field. If you would like to include options other than those supplied with the sample format, they may be added to the Services Web page in conjunction with the files **"item-copy-label-*nn*"** and **"item-issue-label-*nn*"**. These files are located in the library's **"form_*lng*"** directory (where **"*lng*"** is replaced by the code for the language). The **"form-*lng*"** directory is found under the data root directory of the **"01"** library. For example, in USM01 it is: **/exlibris/a50_5/usm01/form_eng**.

The name of the html page to change in the case of batch printing labels is **"b-item-03"**, and it is found in the directory **"/exlibris/u50_5/alephe/www_b_eng"** (alias **"wb"**).

The section of this html page that includes the label formats appears as follows:

```
<SELECT name="F03">  
<OPTION value=00 selected>Inside Label  
<OPTION value=20 >Spine Label  
</SELECT>
```

The **"value 00"** and **"value 20"** refers to the files **"item-copy-label-00"**, **"item-copy-label-20"**, **"item-issue-label-00"**, and **"item-issue-label-20"**. The **"item-copy..."** files will be used if **"label for: copy"** is chosen in the service, and the **"item-issue..."** files will be chosen if **"label for: issue"** is chosen in the service.

Thus, if the system librarian would like to add a new label format for copies, he should copy the file (template) **“item-copy-label-00”** to the file **“item-copy-label-01”**. Then, he may customize the file **“item-copy-label-01”** as he wishes, and add it to the Web page. Please note that all formats with numbers 00 to 19 are for inside labels (**barcodes**) and numbers 20-40 are for outside (**spine**) labels. For information on the various fields in this file, see the document *“How to Set Up Label Printing.pdf”* on the ALEPH Documentation Portal, in the section *“ALEPH 500 Documentation/Tree Search/How To/Printing”*.

After customizing this file, which contains the new label format, it should be added to the Services Web page **“/exlibris/u50_5/alephe/www_b_eng/b-item-03”** in the following manner:

```
<SELECT name="F03">  
<OPTION value=00 selected>Inside Label  
<OPTION value=01 > New Item Barcodes  
<OPTION value=20 >Spine Label  
</SELECT>
```

In this manner, the pull-down box on the Services Web page will now contain the format, here called **“new item barcodes”**, and it will print according to the format in the file **“item-copy-label-01”** when **“copy”** is chosen in the **“label for”** field.

If you are using an external program to print the barcodes, the file that should be processed by the external program is located in the data_print directory of the Administrative (50) library.