Configuring Spine Label Printer Settings Using UMDPrint

CCLA provides enhanced spine label printing through UMDPrint. UMDPrint is a third-party application, developed by Kyle Harriss at the University of Minnesota-Duluth, that provides control of almost all aspects of creating and printing “one-up” spine labels including font size, font type, bold, italics, number of duplicate labels, margins, and the insertion of collection and/or description information. UMDPrint will also print pocket labels, although the amount of information that the pocket label can contain is limited. UMDPrint has been tested with all LINCC-compatible printers; no changes in label stock are needed.

Instructions for configuring UMDPrint and LINCC’s Aleph client to interact with one another are provided on pages 2-10. Instructions for printing spine labels and setting up Label Groups are provided on pages 11-14.

UMDPrint allows users to manage margin settings and does not depend on Microsoft Internet Explorer. For instructions on configuring spine label printer settings with Internet Explorer, refer to “Configuring Spine Label Printer Using Internet Explorer,” available from CCLA’s Library Staff Resources web page.

NOTE: If you have not previously configured the printer, refer to “Configuring Spine Label Printer Settings Using Internet Explorer,” available from CCLA’s Library Staff Resources web page, for information on labels, ribbons, and configuration. This is particularly important if you use the Zebra TLP2844 printer, as it requires additional programming to work with 1.0” x 1.5” labels.

Installing UMDPrint

Ex Libris’ LabelPrint program and UMDPrint cannot be installed on the same workstation. If the LabelPrint program is installed, it must be uninstalled before UMDPrint is installed.

To uninstall the LabelPrint program:

1. On the Windows desktop, click Start and then click All Programs. Point to Aleph 500 Print Label and click Uninstall.
2. Follow the prompts in the uninstall wizard. This will uninstall the directory and files in C:\PRINTLABEL.

First-time setup of UMDPrint requires that it be downloaded and installed, run from the desktop, and configured. Library staff should consult with the college’s Applications Contact to download and install UMDPrint from CCLA’s client download site. Files will be installed in the directory C:\UMDPrint.

After UMDPrint has been installed, UMDPrint and the LINCC client must be configured to recognize and interact with one another; instructions are provided on pages 2-10.
Configuring UMDPrint for Spine Label Printing

UMDPrint must be configured to interact with the LINCC client. The easiest way to do this for first-time setup is to open UMDPrint from the Windows desktop.

**Note:** Once UMDPrint has been configured according to the instructions on pages 2-10, the application will open when spine labels are printed within LINCC. UMDPrint will not need to be opened from the desktop to print spine and pocket labels in the future.

To open UMDPrint from the desktop:

- On the **Windows desktop**, click **Start**, click **All Programs**, point to **UMDPrint4Aleph**, and click **Configure UMDPrint**. The UMDPrint setup window will appear. **Keep this window open to configure UMDPrint** (described in the next several sections of this help sheet).

![UMDPrint setup window]

**Note:** Although the information in this window references Aleph version 16.x, UMDPrint has been verified to work with CCLA’s current version of Aleph, v.20.

Proceed to the next section to configure UMDPrint to interact with the LINCC client.
To configure UMDPrint to interact with LINCC’s Aleph client:

1. In the UMDPrint setup window, click **Edit Aleph Info**.
2. In the field labeled **Where is the label utility setting stored?**, change the location to `C:\LINCC_20.1.r1 XXX\ALEPHCOM\TAB\ALEPHCOM.INI` where XXX represents the three-letter institution code.

3. Leave all other settings at the default. Click **Save and Close**; the UMDPrint setup window will reappear.

4. Click **Make Aleph use UMDPrint** to link the application to the LINCC’s Aleph client. Although nothing happens visibly, the necessary updates have been made. **Do not close the UMDPrint setup window.**

Proceed to the next section to configure UMDPrint printer settings.
To configure UMDPrint printer settings:

1. In the UMDPrint setup window, click **Edit Printer Profiles**, and then click the tab of the printer to be configured. UMDPrint allows multiple printers to be configured; the default printer can easily be changed if spine labels and pocket labels are printed on different printers. (Refer to pages 10-11 for instructions on configuring UMDPrint for spine labels with pocket labels.)

2. Edit the following fields (refer to page 10 for recommended LINCC-compatible printer settings):

   - **Printer Name**: Click Select and choose the correct printer from the menu. The printer must be installed and configured on the workstation before it can be selected. (Options include Dymo Labelwriter and Zebra TLP printers.)
   - **Description**: Enter a name, such as “Spine Label Printer,” to describe the printer.
   - **Font**: Click Select and then choose the font, font size, and font style.
   - **Form Length**: Enter a number to set the form feed from one label to another.
   - **Label Height**: Enter a number to represent the height of the label. This should be set about a half inch wider than the actual label size.
   - **Label Width**: Enter a number to represent the width of the label. This should be set about a half inch wider than the actual label size.
   - **Shift Printing Right and Shift Printing Down**: Enter numbers to control the position of text on the actual label. These settings should be used for minor adjustments to label alignment. If the label prints too far to the left, adjust the Shift Printing Right setting in increments of 10. If the label prints too far up, adjust the Shift Printing Down setting in increments of 10.

Setup view for the Dymo printer:
3. To configure an additional printer (for instance, to print spine labels with pocket labels), click Printer B and enter information as outlined in steps 1-2. Refer to pages 10-11 for the recommended printer settings for pocket labels. Repeat for Printer C, if needed.

4. Click Save and Close to return to the UMDPrint setup window. Do not close the UMDPrint setup window.

Proceed to the next section to configure default label settings.
To configure default label settings:

1. Click the **Label Profile** tab. Note that the Label Group field displays “Default Label Group.” This indicates that the listed settings will be the default settings for any unrecognized label groups.

2. The preceding image has been broken down into sections for easier viewing. Edit the following fields:

**Printer settings**

- **Printer**: Select the printer that will be used for the majority of spine label printing.
- **View before printing**: Select Yes.

**Copy number settings**

- Do not make any changes, these settings are not relevant as LINCC libraries typically do not use the Copy Number field in the item record. (Copy number information is usually in the Item description field.)
Enumeration information, Line breaks

- Do not make any changes to the first two settings in this box; these settings are not relevant as enumeration information is usually located in the item description field.
- **Break lines if**: Enter 10.

```
Enum Gets New Line:  ○ Yes  ◯ No
Append parent info from z30
description as chronology:  ○ Yes  ◯ No
Break lines if they have at least
this many characters:    [10]
```

XML fields

These settings control information displayed on the spine label.

- `<tab-label-x>`: Select this check box for the name of the collection to appear on the top line of the spine label. (The actual collection name can be controlled by CCLA on the server. For instance, labels for the reference collection can be modified to display “REF” instead of “Reference.”)
- `<call-no-piece>`: Select this check box for the call number to appear on the spine label.
- `<call-no-piece-2>`: Deselect this check box, as most LINCC libraries are not using the second call number field in the item record.
- `<item-desc-piece>`: Select this check box for the information from the item description field to appear after the call number. This field usually contains copy number and volume number information.

```
XML Fields Used to Form Call Number:
[ ] <tab-label-x>  [ ] <call-no-piece-2>
[ ] <call-no-piece>  [ ] <item-desc-piece>
```

Screen Size

- These settings control the size of the editable spine label viewing window. Do not make any changes; the default settings are adequate for viewing spine labels.

```
Adjust Screen Size of Editable Label:
Height: [140]  Width: [80]
```
Other settings

- These settings are used to print pocket labels with spine labels. Refer to pages 10-11 for recommended pocket label printer settings. If pocket labels are not being used, changes to these settings are not needed.

3. Click **Save this Label Group Configuration**. Although nothing happens visibly, the configuration has been saved. Click **Close** to close the UMDPrint setup window.

Proceed to the next section for instructions on configuring the LINCC client to recognize and interact with UMDPrint.
Configuring the LINCC Client for UMDPrint

Once UMDPrint is configured, the LINCC client must be configured to recognize and interact with UMDPrint. This is done by making changes to the LINCC client’s print.ini file.

To make changes to the print.ini file:

1. Open the Aleph Administration module, ALEPHADM. On the Configuration menu, click Print Configuration.
2. The Print Configuration window will appear. Select Cataloging.
3. The ID number for the ItemLabel function should be changed to 20. To change this number, double-click the ID number beside ItemLabel in the upper window, then type 20 in the box. Repeat this step to change the ID number for ItemLabelPrint to 20 as well.

4. Click Save, and then click Close. Close the Administration module.

Note: UMDPrint configuration is now complete. UMDPrint will automatically run when spine labels are printed within LINCC and will not need to be opened from the desktop in the future.
**Recommended Printer Settings**

The recommended settings for spine label printers compatible with LINCC are provided below. Refer to instructions on page 4 to make these changes.

**Note:** Settings may need to be adjusted depending upon the selected font and font size. If the label prints too far to the left, adjust the Shift Printing Right setting in increments of 10. If the label prints too far up, adjust the Shift Printing Down setting in increments of 10.

**Dot-matrix Printers:** Recommended settings for Okidata 420, Digital LA30N, and IBM 4226 using OCLC Single-Up Spine Stock are listed below.

<table>
<thead>
<tr>
<th>Option</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font</td>
<td>Tahoma</td>
</tr>
<tr>
<td>Font Color</td>
<td>0</td>
</tr>
<tr>
<td>Font Size</td>
<td>10</td>
</tr>
<tr>
<td>Font Style</td>
<td>Regular</td>
</tr>
<tr>
<td>Form Length</td>
<td>2,000</td>
</tr>
<tr>
<td>Label Height</td>
<td>1,675</td>
</tr>
<tr>
<td>Label Width</td>
<td>1,375</td>
</tr>
<tr>
<td>Shift Printing Right</td>
<td>0</td>
</tr>
<tr>
<td>Shift Printing Down</td>
<td>0</td>
</tr>
</tbody>
</table>

**Thermal Printer:** Recommended settings for Dymo LabelWriter 330/400 Turbo using Gaylord’s specially designed spine labels for CCLA are listed below.

For Dymo 330/400, using Gaylord’s specially-designed spine labels for CCLA.

<table>
<thead>
<tr>
<th>Option</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font</td>
<td>Tahoma</td>
</tr>
<tr>
<td>Font Color</td>
<td>0</td>
</tr>
<tr>
<td>Font Size</td>
<td>10</td>
</tr>
<tr>
<td>Font Style</td>
<td>Regular</td>
</tr>
<tr>
<td>Form Length</td>
<td>2,000</td>
</tr>
<tr>
<td>Label Height</td>
<td>1,500</td>
</tr>
<tr>
<td>Label Width</td>
<td>1,000</td>
</tr>
<tr>
<td>Shift Printing Right</td>
<td>0</td>
</tr>
<tr>
<td>Shift Printing Down</td>
<td>0</td>
</tr>
</tbody>
</table>

For Zebra TLP282, using Computype labels:

<table>
<thead>
<tr>
<th>Option</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font</td>
<td>Tahoma</td>
</tr>
<tr>
<td>Font Color</td>
<td>0</td>
</tr>
<tr>
<td>Font Size</td>
<td>10</td>
</tr>
<tr>
<td>Font Style</td>
<td>Regular</td>
</tr>
<tr>
<td>Form Length</td>
<td>1,500</td>
</tr>
<tr>
<td>Label Height</td>
<td>1,400</td>
</tr>
<tr>
<td>Label Width</td>
<td>1,000</td>
</tr>
<tr>
<td>Shift Printing Right</td>
<td>400</td>
</tr>
<tr>
<td>Shift Printing Down</td>
<td>1</td>
</tr>
</tbody>
</table>
Configuring UMDPrint for Spine Labels with Pocket Labels

Although UMDPrint can be used to print pocket labels, the amount of information that the labels can contain is limited. To print spine labels with pocket labels, follow the UMDPrint configuration instructions on pages 2-10, then make the following modifications. If pocket labels will not be printed, skip this section.

Note: The following instructions assume that all configuration steps on pages 2-10 have been completed. These instructions indicate adjustments to these configuration settings in order to print spine labels with pocket labels.

To configure UMDPrint for Spine Labels with Pocket Labels:

1. Configure UMDPrint according to instructions on pages 2-10. **Do not close the UMDPrint setup window.** (If the window has been closed, UMDPrint can be opened from the desktop; refer to page 2 for instructions.)

2. Follow the instructions on page 4, but **substitute the following recommended settings** so the printer is configured to recognize the size of the spine and pocket label stock (SL4).

3. Recommended settings for printing spine labels with pocket labels on dot-matrix printers Okidata 420, Digital LA30N, and IBM 4226:

<table>
<thead>
<tr>
<th>Option</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font</td>
<td>Tahoma</td>
</tr>
<tr>
<td>Font Color</td>
<td>0</td>
</tr>
<tr>
<td>Font Size</td>
<td>10</td>
</tr>
<tr>
<td>Font Style</td>
<td>Regular</td>
</tr>
<tr>
<td>2nd Label to Right</td>
<td>Yes</td>
</tr>
<tr>
<td>Form Length</td>
<td>1,360</td>
</tr>
<tr>
<td>Label Height</td>
<td>1,125</td>
</tr>
<tr>
<td>Label Width</td>
<td>6,000</td>
</tr>
<tr>
<td>Shift Printing Right</td>
<td>0</td>
</tr>
<tr>
<td>Shift Printing Down</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: If the label prints too far to the left, adjust the Shift Printing Right setting in increments of 10. If the label prints too far up, adjust the Shift Printing Down setting in increments of 10.

4. To edit the Label Profile so that additional information will be printed on the pocket label, bring up an item record in LINCC to print a spine and pocket label. Select the item record and click **Label**. When the label appears, click the **Label Profile** tab to edit the settings for the label group.
5. Follow the configuration instructions on pages 6-8, but substitute the following settings:

**Printer settings**

- **Printer**: Select the printer that will be used to print the spine and pocket labels.

  ![Printer selection](image)

**Screen Size**

- This controls the size of the editable spine and pocket label viewing window. For **Height**, enter 80. For **Width**, enter 170.

  ![Screen size adjustment](image)

**Other Settings**

- **Insert title on line 1, after other text**: Select Yes.
- **Insert callnum on line 2, after other text**: Select Yes.
- **Start Position**: Enter 25. This will print the title 25 spaces from the left edge. If the title does not print correctly on the pocket label because the type is too far to the left or right, adjust this number accordingly. (If the print is too far to the left, increase the number; if it is too far to the right, decrease the number.)
- **Max characters to insert**: Enter 35. This indicates that the first 35 characters of the title will print out on the pocket label. This setting may need to be adjusted depending on the size of the font used.

  ![Other settings](image)

6. When all changes are complete, click **Save this Label Group Configuration**, and then click **Close**.

7. To print out the spine and pocket label, click **Label** in the Item List window. The spine and pocket label should appear in the UMDPrint window. Once configured, UMDPrint will configure spine and pocket labels for all items in this label group.
Printing Spine Labels with UMDPrint

Once configured according to the instructions on pages 2-11, UMDPrint will automatically run when a spine label is printed within LINCC. Adjustments to UMDPrint’s printer settings can be made through the Items activity tab of the Cataloging module.

To print a spine label:

1. In the Cataloging module, search for a title and display it in the Items List window.
2. Click Label. The following window will appear:

   ![](image)

3. Review the settings.
   - To print duplicate labels, click the desired number of duplicates next to the Print Label button.
   - To edit the spine label, click inside the white box where the call number is displayed and make the necessary changes.
4. Once the settings are correct, click Print Label.
5. Once the label has been printed, the Item List window will reappear.
   - If the label does not print correctly, adjustments may need to be made to the margin settings in the printer profile. These adjustments can be made from the Item List window.

To make adjustments:

a. Click Label in the Item List window again. When the UMDPrint screen appears, click the Printer Profiles and Aleph Config tab, and then click Edit Printer Profiles.

b. Next, select the printer to be edited (Printer A, B, or C) and make changes to the settings as described on page 4. Most of the changes will be to the Shift Printing Right and Shift Printing Down settings (in increments of 10). Once the changes are made, click Save and Close. Close the UMDPrint window.

c. Then, in the Item List window, click Label to display and reprint the label. Continue making changes in this manner until the label is satisfactorily aligned.
Using Label Groups

UMDPrint has a special feature, called Label Groups, which allows spine label settings to be defined for groups of materials. UMDPrint defines a label group as items with the same Sublibrary, Collection, Material Type, and Call Number Type.

To use Label Groups:

1. Each time a label is printed, UMDPrint will attempt to determine whether the label fits in a predefined Label Group. If it cannot find a group that is already defined, a message similar the one shown below will appear.

![Message](image)

2. Click OK. UMDPrint will then open and the spine label will be displayed in the viewing box. UMDPrint will use the previously configured settings to control the layout, margins, font style, font type, and printer.
   - If these settings are acceptable, click Print Label. The label will be printed and the Label Group settings will be saved. The next time UMDPrint tries to create a spine label from an item in this “group,” it will automatically apply these settings.
   - To change the settings for this Label Group, click the Label Profile tab. The Label Group Settings window will appear. Make any changes for this group following the instructions on pages 6-8. When all changes are complete, click Save this Label Group Configuration, and then click Close. The Item List window will reappear. Click Label to view the newly configured spine label. Now all spine labels for items similar to this one will be printed with these settings.

Label Group Example 1: Many LINCC libraries print only the call number on the spine label for regular circulating collections. However, the library may wish to print the call number and description field for reference materials, since the volume number is typically put in the description field. One label group can be created for the circulating items and another for the reference items, each with different parameters. UMDPrint will access the correct group and automatically apply the correct settings as it processes each label.

Label Group Example 2: Some LINCC libraries print only spine labels for most materials, but print pocket labels for AV items. This is easily managed with UMDPrint by setting the default label group to print spine labels and including another label group that prints spine and pocket labels for AV materials. Spine and pocket labels can also be printed to separate printers.