My Labels

You can create spine labels from information in an MARC 21 WorldCat bibliographic record or a local holdings records. Your list of labels is only viewable by you and not by other users in your institution.

• About My Labels

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Discover how to navigate the My Labels interface in the WorldShare Metadata module.

• Label Print Lists

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The Label Print Lists screen allows you to create up to 100 label lists as well as edit, preview, and print labels.

  ◦ 1. Create a label print list
  ◦ 2. Add records to a label print list
  ◦ 3. Edit a spine label
  ◦ 4. Select the starting position for a label print job
  ◦ 5. Preview labels
  ◦ 6. Print labels
  ◦ 7. Delete records from a label print list

• Label Templates

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Label Templates allows you to create up to 25 customized label templates where you can set preferences for label format, page and label margins, font styles and sizes, and content types for the data on your labels.

  ◦ About label templates
  ◦ Create an A12360 label template
  ◦ Create a Custom label template
  ◦ Create a L7651 label template
  ◦ Edit an existing label template
  ◦ Create a SP1 label template
  ◦ Delete an existing label template