Create an A12360 label template

Discover how to create an A12360 label template in My Labels.

Create the A12360 label template

1. In the left navigation, click My Labels > Label Templates.
2. From the Label Templates screen, click New Template. The Label Template Editor screen opens.
3. Enter a name for your new label type in the Label Template Name form field.
4. Select A12360 (single spine label size) from the Label Format drop-down list.
5. For Units, select a unit of measurement.
   - Centimeters
   - Inches (default)

Note: Negative numbers cannot be used to adjust any settings in the label template.

Complete the Page Settings accordion

Note: The A12360 label template uses A4 size paper. As a result, the following values are set by default and cannot be edited: Height, Width, Orientation, Columns, and Rows.

1. Click Page Settings to open the Page Settings accordion.
2. Enter a value for the Top Margin and Left Margin for the page of labels you will be printing. You can enter a value in the input box or use the up and down arrows to increase or decrease by set values based on the unit of measurement selected.
3. Enter a value for Column Spacing to set the space between the columns in your template.
4. Enter a value for Row Spacing to set the space between the rows in your template.

Complete the Label Settings accordion

Note: Default values have been assigned based on the label format selected; however, you can adjust the values as needed.

1. Click Label Settings to open the Label Settings accordion.
2. Enter a value for the following settings:
   - Height
   - Width
   - Left Margin
You can enter a value in the input box or use the up and down arrows to increase and decrease by set values based on the unit of measurement selected.

**Complete the Label Content Settings accordion**

1. **Click** [Label Content Settings](#) **to open the Label Content Settings accordion.**

2. **(Optional)** You can set the spacing between lines of text in your labels using the Line Spacing drop-down list. Line spacing uses the point unit of measure and provides the following option range: 0 pt (default) – 18 pt. The Label Setup table reflects your selected spacing after you make a selection from the drop-down list, allowing you to immediately see if any rows move into the non-printable section of the label.

3. For Copy Number Prefix, enter a **prefix** (e.g., c., copy, copy number, etc.) for the copy number. You must select Copy Number from the Content drop-down list in the Label Setup table if you wish the copy number to appear on the label.

4. For Automatic Stamps, enter your **preferred text** (up to eight characters) in the Stamp 1 and/or Stamp 2 form field to place the same line(s) of text on every label.

5. For Label Setup, format each line of text that appears on the label. See [Available label setup format options](#) for available options. You can click the **Add button** (اظن) to add an additional formatting rule or click the **Remove button** (حذف) to remove a formatting rule.

   **Note:** Any data that appears in the Non-Printable area will not appear in the printed label.

6. **(Optional)**
   a. Click [Preview Label Alignment](#) to preview how labels will appear.
   b. Click [Reset Form](#) to clear out all fields and restore default settings in the form.

7. Click **Save**.
   Or
   Click **Go Back > Save**.

8. From the the Display column, select the **checkbox** for the newly created label to display it as a menu option on the Label Print List.

**Available label setup format options**

<table>
<thead>
<tr>
<th>FORMAT</th>
<th>OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>• Author</td>
</tr>
<tr>
<td></td>
<td>• Blank Line/Free Text (default)</td>
</tr>
<tr>
<td></td>
<td>• Classification Part</td>
</tr>
<tr>
<td></td>
<td>• Copy Number</td>
</tr>
</tbody>
</table>
FORMAT | OPTIONS
--- | ---

- Data
- Item Part (Cutter)
- OCLC Number
- Prefix
- Stamp 1
- Stamp 2
- Suffix
- Title

See Available label content types for more information.

Font

- Arial (default)
- Aриал Narrow
- Calibri
- Century Gothic
- Courier New
- Georgia
- Google Noto Sans CJK sc
- Tahoma
- Times New Roman
- Trebuchet
- Verdana

Note: Not all fonts support non-Latin script character sets. If the font you selected is incompatible with a non-Latin script character set, the label preview will show a replacement character (e.g., ☞).

The following table provides fonts that are compatible with commonly used non-Latin scripts.

<table>
<thead>
<tr>
<th>NON-LATIN SCRIPT(S)</th>
<th>FONT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese, Japanese, Korean</td>
<td>Google Noto Sans CJK sc</td>
</tr>
<tr>
<td>NON-LATIN SCRIPT(S)</td>
<td>FONT(S)</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Cyrillic</td>
<td>Arial, Calibri, Tahoma, Times New Roman, Verdana</td>
</tr>
<tr>
<td>Arabic</td>
<td>Arial, Calibri, Tahoma, Times New Roman</td>
</tr>
<tr>
<td>Greek</td>
<td>Arial, Arial Narrow, Calibri, Century Gothic, Courier New, Georgia, Tahoma, Times New Roman, Trebuchet, Verdana</td>
</tr>
</tbody>
</table>

**Size**
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12 (default)
- 13
- 14

**Style**
- Bold
- Bold Italic
- Italic
<table>
<thead>
<tr>
<th>FORMAT</th>
<th>OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Regular (default)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alignment</th>
<th>OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Center</td>
</tr>
<tr>
<td></td>
<td>• Left (default)</td>
</tr>
<tr>
<td></td>
<td>• Right</td>
</tr>
</tbody>
</table>