Create a SL4 label template

Discover how to create a SL4 label template in My Labels.
Note: This label format uses default values that can be customized but if your SL4 labels have a different number of rows or columns or require a different page size (for example using a continuous feed style printer), you will need to use the Custom Label Set template.

Create the SL4 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 SL4 (label set using one spine and two processing labels) 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 SL4 label template uses Letter 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 within Label Set.
4. Enter a value for Column Spacing between Label Sets.
5. Enter a value for Row Spacing within Label Set.
6. Enter a value for Row Spacing between Label Sets.

Complete the Spine Label Settings accordion

1. Click Spine Label Settings to open the Spine Label Settings accordion
2. Enter a value for the following settings:
   - Height
   - Width
   - Left Margin
   - Top Margin
   - Right Margin
   - Bottom 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 Processing Label Settings accordion**

1. Click **Processing Label Settings** to open the Processing Label Settings accordion.
2. *(Optional)* Enable **Mirror Edits** to use the same measurements and margins for both labels.
3. Enter a value for the following settings in Label 1:
   - Height
   - Width
   - Left Margin
   - Top Margin
   - Right Margin
   - Bottom Margin
4. If you did not enable Mirror Edits, repeat step 3 for Label 2.

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 Spine Label Content Settings accordion**

1. *(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.
2. 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.

3. 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.

4. 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 (➕) to add an additional formatting rule or click the Remove button (➖) to remove a formatting rule.

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

5. (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.

6. Click Save.
   Or
   Click Go Back > Save.

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

Complete the Processing Label Content Settings accordion

1. (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.

2. 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.

3. 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.

4. For Label Setup:
   a. (Optional) Enable Mirror Edits to use the same content and formatting for both labels.
   b. 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 (➕) to add an additional formatting rule or click the Remove button (➖) to remove a formatting rule.

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

   c. If you did not enable Mirror Edits, repeat step b for Label 2.

5. (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.

6. Click Save.
   Or
   Click Go Back > Save.

7. From the the Display column, select the checkbox for the newly created label template 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>
</table>
| Content | • Author  
• Blank Line/Free Text (default)  
• Classification Part  
• Copy Number  
• Data  
• Item Part (Cutter)  
• OCLC Number  
• Prefix  
• Stamp 1  
• Stamp 2  
• Suffix  
• Title |

See [Available label content types](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/My_Labels/Label_Templates/25_Create_a...) for more information.

<table>
<thead>
<tr>
<th>Font</th>
<th>Options</th>
</tr>
</thead>
</table>
| Arial (default)  
• Arial 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>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
<table>
<thead>
<tr>
<th>FORMAT</th>
<th>OPTIONS</th>
</tr>
</thead>
</table>
|        | ▪ Bold Italic  
|        | ▪ Italic  
|        | ▪ Regular (default)  |
| Alignment | ▪ Center  
|        | ▪ Left (default)  
|        | ▪ Right |