Create a Custom Label Set template

Last updated: Fri, 18 Feb 2022 16:09:46 GMT

Discover how to create a Custom Label Set label template in My Labels.

Create the Custom Label Set 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 Custom Label Set (label set using up to four 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

1. Click Page Settings to open the Page Settings accordion.
2. Select a paper size from the Type drop-down list.
   - A4
   - A5
   - Legal
   - Letter
   - Other (other)
3. 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.
4. For Orientation, select a page orientation.
   - Landscape
   - Portrait (default)
5. Select how many Columns (1-16) you want in your template from the drop-down list.
6. Enter a value for Column Spacing within Label Set.
7. Enter a value for Column Spacing between Label Sets.
8. Select how many Rows (1-16) you want in your template from the drop-down list.
9. Enter a value for Row Spacing within Label Set.
10. 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.

You can click the **Add button** to add an additional spine label. If you add an additional spine label, you can enable **Mirror Edits** to use the same measurements and margins for both labels.

**Complete the Processing Label Settings**

1. Click **Processing Label Settings** to open the Processing 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.

You can click the **Add button** to add an additional processing label. If you add an additional processing label, you can enable **Mirror Edits** to use the same measurements and margins for both labels.

**Complete the Spine Label Content Settings accordion**

1. Click **Spine Label Content Settings** to open the Spine 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:
   a. (Optional) If you are using two spine labels, 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 (.addButton) to add an additional formatting rule or click the Remove button (RemoveButton) 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 are using two spine labels and did not enable Mirror Edits, repeat step b for Label 2.

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 template to display it as a menu option on the Label Print List.

Complete the Processing Label Content Settings accordion

1. Click Processing Label Content Settings to open the Processing 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:
   a. (Optional) If you are using two spine labels, 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 (.addButton) to add an additional formatting rule or click the Remove button (RemoveButton) 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 are using two spine labels and did not enable Mirror Edits, repeat step b for Label 2.
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 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/Library_Management/WorldShare_Acquisitions/My_Labels/Label_Templates/15_Create_a_Custom_Label_Template) 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 |
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
<table>
<thead>
<tr>
<th>FORMAT</th>
<th>OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 7</td>
</tr>
<tr>
<td></td>
<td>• 8</td>
</tr>
<tr>
<td></td>
<td>• 9</td>
</tr>
<tr>
<td></td>
<td>• 10</td>
</tr>
<tr>
<td></td>
<td>• 11</td>
</tr>
<tr>
<td></td>
<td>• 12 (default)</td>
</tr>
<tr>
<td></td>
<td>• 13</td>
</tr>
<tr>
<td></td>
<td>• 14</td>
</tr>
<tr>
<td>Style</td>
<td>• Bold</td>
</tr>
<tr>
<td></td>
<td>• Bold Italic</td>
</tr>
<tr>
<td></td>
<td>• Italic</td>
</tr>
<tr>
<td></td>
<td>• Regular (default)</td>
</tr>
<tr>
<td>Alignment</td>
<td>• Center</td>
</tr>
<tr>
<td></td>
<td>• Left (default)</td>
</tr>
<tr>
<td></td>
<td>• Right</td>
</tr>
</tbody>
</table>