

Labels—Consider the variables

November 15 2021

Miss Honey was about to print spine labels for some new books when her fellow librarian stopped her. "Wait! Why don't you use the Copy Labels Variable instead? You can customize them much more than the traditional copy label reports!" Miss Honey liked the new controls so much she printed new spine labels for all her large print books with—you guessed it!—a larger font. Have you tried the Copy Labels Variable reports?

The screenshot shows the 'Copy Labels Variable' report configuration interface. On the left is a 'Categories' sidebar with a tree view including 'All Reports', 'Patrons', 'Titles', 'Copies' (selected), 'Information', 'Labels' (highlighted), 'Special Status', 'Usage', 'Legacy', 'Circulation', 'Statistics / Usage', 'Charges / Payments', 'Holds', 'Inventory', 'Collection Analysis', 'Study Programs', 'Interlibrary Loans', 'Special', and 'Legacy'. The main area has tabs for 'Quick' and 'Saved'. Below these is a 'Reports' list with options like 'Copy Labels (3x10) -- Barcode Labels, Envelope Labels, Info Labels' and 'Copy Labels (5x10), Variable -- Spine Labels' (selected). The 'Options' tab is active, showing settings for 'Sort by' (Copy Call Number), 'Call # Division' (Spaces), 'Rows' (6), 'Labels to Skip' (0), 'Label Copies' (1), and 'Font Size' (10). A preview window shows a label layout with fields: Author, Barcode Number, Call Number Part 1, Call Number Part 2, and Call Number Part 3. To the right of the preview are settings for 'Data' (Call Number Part 3), 'Size' (Small (1 Row)), 'Justification' (Center), 'Color' (blue), and 'Bold' (unchecked). At the bottom right are 'Create Saved Report' and 'Run' buttons.

The three new Copy Labels Variable reports allow you to customize how many rows the label has as well as font size (the fewer the rows, the bigger the supported font size). And you still have all the old controls for choosing the information displayed, justification, color, and boldness.

See [Copies Labels Reports](#) for more information about printing your Copy Labels Variable reports, including the different options and the recommended font size.



When you're finished customizing your labels, click **Create Saved Report** so it's ready when you need to print more labels. Remember to give it a descriptive title so you know exactly what the labels are formatted for.

Having a hard time making your labels print right? [Alignment Troubleshooting](#) can help! And as always, you can reach out to support@goalexandria.com for assistance, or submit a form via [Contact Us](#).



Still on version 6? [Learn about switching to Alexandria 7!](#)

The image's data is missing.