

Copies Labels Reports

Operations

Reports

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Unknown macro: 'rate'

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Save as PDF



- Copy Labels (3x10)
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- Copy Labels (5x10)
- Copy Labels (5x10), Variable
- Copy Labels (8x6, Tall)
- Copy Labels (8x6, Tall), Variable
- Copy Labels (8x6, Wide)
- Copy Labels (8x6, Wide), Variable

Alexandria custom label reports give you a way to control and customize the look of your barcode and spine labels. You can choose *what* information to display, *where* it's displayed on the label, and whether it's **bold**, regular, or even colored.

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.

Unknown macro: 'multiexcerpt-include-macro'

Options

The custom label report interface contains a loose representation of an actual label's height and width. These are not meant to be an exact—just enough to get a rough feel for how they are laid out. Each field in the template can be customized using the options on the right. Formatting options can vary based on the type of data you've chosen to display in that field. For example, a barcode image cannot be bold. If you would like to start over with a blank label, simply click on the **Clear All Rows** button below the label image.

Field	Options
Printing Options	
<i>Sort by</i>	Choose how you want the labels to be ordered.
<i>Labels to Skip</i>	Skips a certain number of labels from the top before beginning printing. Useful if you're using a sheet of labels in which you've already begun printing. Applies to the first page only. (Character limit of two.)
<i>Label Copies</i>	Allows you to make multiple copies of the same label. (Character limit of two.)
<i>Call # Division</i>	Choose whether you want call number sections to be split into separate rows when there are <i>Spaces</i> or <i>Spaces & Periods</i> (spine labels only).
Formatting Options	
<i>Data</i>	Select the data to be displayed in the selected field. In the label portion on the left, select the line you want to change and then pick from the Data drop down. <div style="border: 1px solid #c8e6c9; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p> Add series and series volume to your barcode or spine labels to make finding the next volume easier!</p> </div>
<i>Size</i>	Choose if this field will be small (1 row) or large (2 rows). The text will be formatted to fit the size. Labels are limited by the number of rows, so not all of them can be large.
<i>Justification</i>	Position the text (or barcode image) on the left, right, or center of the label.
<i>Color</i>	If you are printing these labels on a color printer, you can have certain fields show up in different colors: black , blue , red , purple , green , brown , and orange .

Copies Labels Reports

Study Program	Choose the Study Program type. This option only appears when Study Program data is added to copy labels.
Include Labels	When checked, this option adds abbreviations that label the data type (e.g. <i>RL</i> indicates Reading Level). This option only appears when Study Program data is added to copy labels.



Check out our [Alignment Troubleshooting](#) tips if you're having problems printing labels.

Copy Labels (3x10) -- Barcode Labels, Envelope Labels, Info Labels

Textbook Tracker: *Textbook Copy Labels (3x10)*

Generates barcode or envelope labels

This report is formatted for 3x10 (1" x 2 5/8") label sheets, such as COMPanion's [V0055 Blank Barcode Labels](#).



Check out [Barcode Labels](#) for more information on barcode label types, alignment troubleshooting tips, and FAQs.

Use(s)

Use these labels to place barcodes on library items (equipment, books, DVDs, etc.) for easy scanning.

Selections

Selections
Options

This report is formatted for 3 x 10 label sheets, COMPanion Part Number V0055. Include records for:

Copies with a Status of

Copies with a Policy of

Copies from From Through

Copies with a Medium of

Copies in Call Number Range From Through

Copies added From MM/DD/YYYY Through MM/DD/YYYY

Copies from Title

Copies in Barcode Range From Through

Copies with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

✓ Show Additional Selections
Create Saved Report
Run

Options

Selections
Options

Sort by

Labels to Skip

Label Copies

Call Number
→

Barcode Number

Title

2 5/8"

Justific
C

Example Report



Copy Labels (3x10) Report.pdf

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Copy Labels (4x20) -- Study Programs, Small Labels, Envelope Labels Copy Labels (4x20)

Generates study program or envelope labels

This report is formatted for 4x20 (1/2" X 1 3/4") label sheets, such as COMPanion's [V0036 Blank Reading Level/Lexile Labels](#).



It's possible but not recommended to put barcode images on these labels. Use the *Copy Labels (3x10)* report if you want labels with barcode images.

Use(s)

- Create small labels with study program information. Place these on the outside or inside of book covers.
- Create small labels with additional information about a copy (author, genre, publication year, and more). Place these on the outside or inside of book covers.

Selections

Selections **Options**

This report is formatted for 4 x 20 label sheets, COMPanion Part Number V0036. Include records for:

Copies with a Status of

Copies with a Policy of

Copies from From Through

Copies with a Medium of

Copies in Call Number Range From Through

Copies added From MM/DD/YYYY Through MM/DD/YYYY

Copies from Title

Copies in Barcode Range From Through

Copies with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

Show Additional Selections

Options

Selections **Options**

Sort by

Labels to Skip

Label Copies

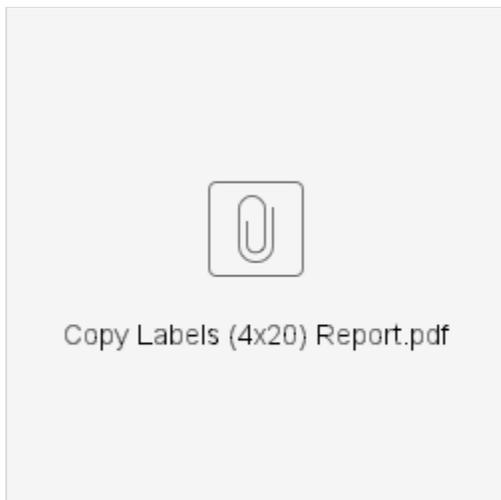
Justific

1 3/4"

Study Prog

Include L

Example Report



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Copy Labels (5x10) -- Spine Labels Copy Labels (5x10)

Generates spine labels

This report is formatted for 5x10 (1" x 1 1/2") labels sheets, such as COMPanion's [V0034 Blank Spine Labels](#).

Use(s)

Use these labels when you have longer call number segments, but fewer total segments. These are wider than the 8x6 labels.

Selections	Options
<p>This report is formatted for 5 x 10 label sheets, COMPanion Part Number V0034. Include records for:</p> <p>Copies with a Status of <input type="text" value="Any"/></p> <p>Copies with a Policy of <input type="text" value="Any Policy"/></p> <p>Copies from <input type="text" value="Copy Location"/> From <input type="text"/> Through <input type="text"/></p> <p>Copies with a Medium of <input type="text" value="Any Medium"/></p> <p>Copies in Call Number Range From <input type="text"/> Through <input type="text"/></p> <p>Copies added From MM/DD/YYYY <input type="text" value="13"/> Through MM/DD/YYYY <input type="text" value="13"/></p> <p>Copies from Title <input type="text"/></p> <p>Copies in Barcode Range From <input type="text"/> Through <input type="text"/></p> <p>Copies with Barcodes <input type="text"/></p> <p>NOTE: For labels to print correctly, set your printer page scaling to none or 100%.</p> <p><input checked="" type="checkbox"/> Show Additional Selections <input type="button" value="Create Saved Report"/> <input type="button" value="Run"/></p>	<p><input type="button" value="Selections"/> <input type="button" value="Options"/></p> <p>Sort by <input type="text" value="Copy Call Number"/> Labels to Skip</p> <p>Call # Division <input type="text" value="Spaces"/> Label Copies</p> <p><input type="text" value="Call Number Part 1"/> →</p> <p>Call Number Part 2</p> <p>Call Number Part 3</p> <p>Barcode Number</p> <p>1 1/2"</p> <p><input type="button" value="Clear All Rows"/></p> <p><input type="button" value="Justific"/> <input type="button" value="C"/></p>

Example Report



Copy Labels (5x10) Report.pdf

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Copy Labels (5x10), Variable -- Spine Labels

Copy Labels (5x10), Variable

Generates spine labels

This report is formatted for 5x10 (1" x 1 1/2") labels sheets, such as COMPanion's [V0034 Blank Spine Labels](#).

The only difference between this report and the *Copy Labels (5x10)* report are additional options that allow you to change the font size and number of rows on these labels.

Use(s)

Use these labels when you have longer call number segments, but fewer total segments. These are wider than the 8x6 labels.

Selections

Selections **Options**

Create spine labels for items with longer call number segments but fewer total segments. You can change the number of rows and font size under the Options tab.

This report is formatted for 5x10 labels sheets (COMPanion Part Number V0034). Include records for:

Copies at Site:

Copies with a Status of:

Copies with a Policy of:

Copies from: From Through

Copies with a Medium of:

Copies in Call Number Range: From Through

Copies added: From MM/DD/YYYY Through MM/DD/YYYY

Copies from Title:

Copies in Barcode Range: From Through

Copies with Barcodes:

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

Show Additional Selections

Options

Selections **Options**

Sort by:

Call # Division:

Rows:

Labels to Skip:

Label Copies:

Font Size:

Barcode Number

Call Number Part 1

Call Number Part 2

Call Number Part 3

1"

Clear All Rows

Largest supported font is 12

Justific

Example Report



Copy Labels (5x10...Labels Report.pdf)

Font Size Recommendations

To lower the chances of the text on your labels being cut off while printing, use these recommended font sizes:

Number of Rows	Largest Recommended Font Size	Largest Supported Font Size
2	20	30
4	14	18
6	10	12

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Copy Labels (8x6, Tall) -- Spine Labels, Study Programs Copy Labels (8x6, Tall)

Generates spine labels or study program labels

This report is formatted for 8x6 (1 5/8" x 1") labels sheets, such as COMPanion's [V0032 Blank Spine Labels](#).

Use(s)

- Use these spine labels if you have several lines in your call numbers, as these are a bit taller than the 5x10 labels.
- Use these labels to put study program information on book spines.

Selections

Selections Options

This report is formatted for 8 x 6 label sheets, COMPanion Part Number V0032. Include records for:

Copies with a Status of

Copies with a Policy of

Copies from From Through

Copies with a Medium of

Copies in Call Number Range From Through

Copies added From MM/DD/YYYY Through MM/DD/YYYY

Copies from Title

Copies in Barcode Range From Through

Copies with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

Show Additional Selections

Create Saved Report

Run

Options

Selections Options

Sort by

Labels to Skip

Call # Division

Label Copies

Barcode Number

Call Number Part 1

Call Number Part 2

Call Number Part 3

Call Number Part 4

Site (Code)

Clear All Rows

Example Report



Copy Labels (8x6, Tall) Report.pdf

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Copy Labels (8x6, Tall), Variable -- Spine Labels, Study Programs Copy Labels (8x6, Tall), Variable

Generates spine labels or study program labels

This report is formatted for 8x6 (1 5/8" x 1") label sheets, such as COMPanion's [V0032 Blank Spine Labels](#).

The only difference between this report and the *Copy Labels (8x6, Tall)* report are additional options that allow you to change the font size and number of rows on these labels.

Use(s)

- Use these spine labels if you have several lines in your call numbers, as these are a bit taller than the 5x10 labels.
- Use these labels to put study program information on book spines.

Selections

Selections **Options**

This report is formatted for 8 x 6 label sheets, COMPanion Part Number V0032. Include records for:

Copies with a Status of

Copies with a Policy of

Copies from From Through

Copies with a Medium of

Copies in Call Number Range From Through

Copies added From MM/DD/YYYY Through MM/DD/YYYY

Copies from Title

Copies in Barcode Range From Through

Copies with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

Show Additional Selections

Options

Selections **Options**

Sort by

Call # Division

Rows

Labels to Skip

Label Copies

Font Size

Barcode Number

Call Number Part 1

Call Number Part 2

Call Number Part 3

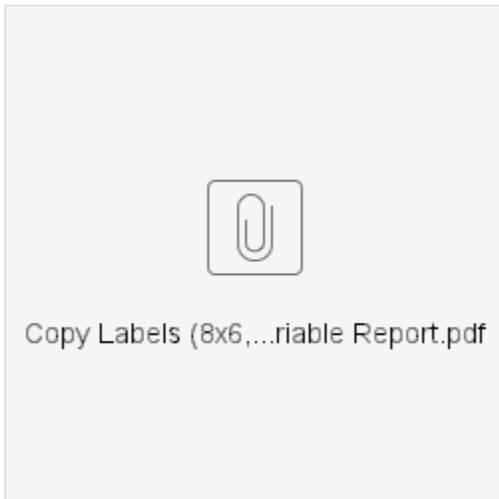
Call Number Part 4

Site (Code)

Clear All Rows

Largest supported font is 14

Example Report



Font Size Recommendations

To lower the chances of the text on your labels being cut off while printing, use these recommended font sizes:

Number of Rows	Largest Recommended Font Size	Largest Supported Font Size
2	20	34 (3 characters max)
4	24	26
6	18	20
8	12	14

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Copy Labels (8x6, Wide) -- Spine Labels

Copy Labels (8x6, Wide)

Generates wide and short spine labels

This report is formatted for 8x6 (1" x 1 5/8") labels sheets, such as COMPanion's [V0032 Blank Spine Labels](#).

Use(s)

Use these labels when you need wide and short spine labels.



Remember to set the orientation to landscape in Adobe Reader.

Selections

Selections **Options**

This report is formatted for 8 x 6 label sheets, COMPanion Part Number V0032. Include records for:

Copies with a Status of

Copies with a Policy of

Copies from From Through

Copies with a Medium of

Copies in Call Number Range From Through

Copies added From MM/DD/YYYY Through MM/DD/YYYY

Copies from Title

Copies in Barcode Range From Through

Copies with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

Show Additional Selections

Options

Selections **Options**

Sort by Labels to Skip

Call # Division Label Copies

1 5/8"

Example Report



Copy Labels (8x6, Wide) Report.pdf

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Copy Labels (8x6, Wide), Variable -- Spine Labels

Copy Labels (8x6, Wide), Variable

Generates wide and short spine labels

This report is formatted for 8x6 (1" x 1 5/8") label sheets, such as COMPanion's [V0032 Blank Spine Labels](#).

The only difference between this report and the *Copy Labels (8x6, Wide)* report are additional options that allow you to change the font size and number of rows on these labels.

Use(s)

Use these labels when you need wide and short spine labels.

 Remember to set the orientation to landscape in Adobe Reader.

Selections

Selections **Options**

This report is formatted for 8 x 6 label sheets, COMPanion Part Number V0032. Include records for:

Copies with a Status of

Copies with a Policy of

Copies from From Through

Copies with a Medium of

Copies in Call Number Range From Through

Copies added From MM/DD/YYYY Through MM/DD/YYYY

Copies from Title

Copies in Barcode Range From Through

Copies with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

Show Additional Selections

Options

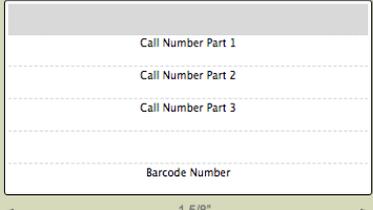
Selections **Options**

Sort by Labels to Skip

Call # Division Label Copies

Rows Font Size

Largest supported font is 12



Example Report



Font Size Recommendations

To lower the chances of the text on your labels being cut off while printing, use these recommended font sizes:

Number of Rows	Largest Recommended Font Size	Largest Supported Font Size
2	20	30
4	14	18
6	10	12

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