

Custom Label Reports

Tip for: 09.18.17

Imagine a world where you could customize the information on your barcode labels... if that is easy to imagine, it's because that's the world we live in: Alexandria already lets you customize your labels!

In version 6, your Barcode Label reports (Reports > Copies > Labels) give you 1 or 2 lines of custom text. By default this is the name of your Site, but you could enter anything in there. Many of the other label reports have a checkbox for 'Include [x]' where [x] is Author, Site, Barcode, etc.

Things get more exciting in version 7: *Every* label is customizable.

For each line that will fit on the label, you choose what data goes there. You can even change the colors of the lines.

Go to Reports > Copies > Labels and check out the reports there.

This is the **3x10** label report, usually used for barcode labels. Notice the numbers alongside the label area that tell you what size this label actually is—it is not shown in actual size!

This is the **4x20** label report. Primarily for study program labels, this report lets you fill in the Study Program Name and choose the Study Program that you use. You could even put the barcode image on this label—it fits! (It's just tiny.)

Then we have the **8x6 Tall** spine labels,

The **8x6 Wide** spine labels,

And the **5x10** spine labels.

All of these are set up so they could be used without any modification, or you can dig in and make these labels your own.

One last thing. In the Copies category of Reports, you will see a **Legacy** category. These are the old reports that don't have the advanced customization. Now look at your Saved reports to see if you still have any that are using Legacy reports. If so, take some time to recreate your label reports with the new templates—this will give you more control over the content, as well as access to anything new we add to the reports. ...And, eventually, the Legacy reports will no longer be supported.

What do your barcode and spine labels look like now? Did you change them at all when you learned of the advanced customization you could do? We'd love to know! Send a screenshot and comments to tipoftheweek@goalexandria.com, and we'll post them on this page.