Define or Modify Label Stock printer settings:

Printing labels can be accomplished by a large variety of printers; G3 has been setup with certain defaulted parameters and label stock choices. These choices may need to be adjusted to match the changing of printers or the use of different label stock.

G3 will print to any LaserJet or DeskJet styled printer that has been setup for use from your <u>Administrative</u> workstation. However it must be noted that those printers that have printer memory onboard verses those that do not (memory resident printers) will out perform lesser inexpensive printer that do not. Additionally, when printing "Bar Code" labels by a DeskJet or Ink cartridge based printer, set the printer resolution to medium and use label stock that is created for "Ink," type printing. Ink printing results can become fuzzy or grayed between the vertical lines of the bar code rendering the label useless when scanned by a Bar Code Reader; using Inkjet label stock lowers this risk. LRMS recommends the use of HP LaserJet printers for printing <u>bar code</u> labels.

Printing labels of any kind requires program flexibility; G3 provides a setup area within "Define Label Stock" to allow for adjusting label-printing parameters to meet the needs of changing printers.

This setup allows the library extreme flexibility for use of different or newer model printers and provides for the use of most any label stock materials. Whenever you create or modify any setup always experiment printing results by using plain 8 ½"x 11"paper and overlay the label stock on top of your printed test sheet, hold the results in front of a light to examine the printed results location to be within the edges of your label stock column by column and row by row. Once any new setup is established Save your setup and name it in the Save Stock as: menu box, any setup that you modify only that does not require a name change when saved <u>will not</u> display a Save Stock as menu box.

Additional information can be found using the F1 or Help menu found within Genesis G3.

<u>Explanation of Label Stock settings</u>

Use the Label Stock screen to define label stock for printing borrower and collection labels. Once these parameters has been defined.

Stock - Select either an existing defined stock to edit or New Stock to define a new stock type. You can save stock settings by selecting Save from the File menu. You can remove the currently selected stock settings by selecting Remove from the File menu.

Labels Across - The number of labels across the page (Columns).

Labels Down - The number of rows of labels down the page.

Left Margin - Sets the left margin from the left edge of the to begin label printing from left to right.

Top Margin -Set the distance from the top of the page to the top of the first row of labels.

Column Padding -The amount of space between label columns horizontally, from left to right

Row Padding - The amount of space between label rows vertically.

Line Padding - The amount of space to leave between each line printed on a label.

Start at the   "Catalog Management" menu
Select   "Collection or Dummy Labels" menu
                 Select "Labels" menu
                 Select "Define Label Stock"

The following are label setups found as a default in most Genesis G3 programs, if your program does not contain these setups please feel free to add them.

Spine Label - 5x11 or 55 labels per page.

Printer	Left Margin	Top Margin	Column Padding	Row Padding	Line Padding
HP LaserJet 1200	0.45	0.50	0.08	0.025	0
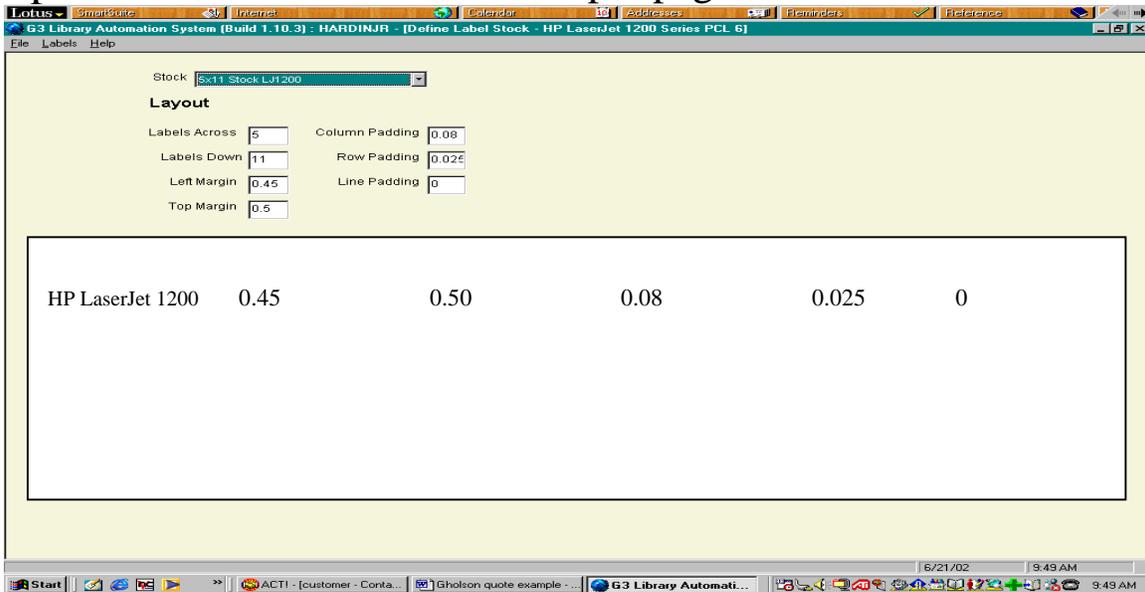
Spine Label - 5x10 or 50 labels per page.

Printer	Left Margin -	Top Margin-	Column Padding-	Row Padding-	Line Padding
HP LaserJet 1200	0.35	0.40	0.125	0	0
HP LJ 4500C/4050	0.75	0.35	0.25	0	0
Start Default	0.25	0.50	0.125	0	0
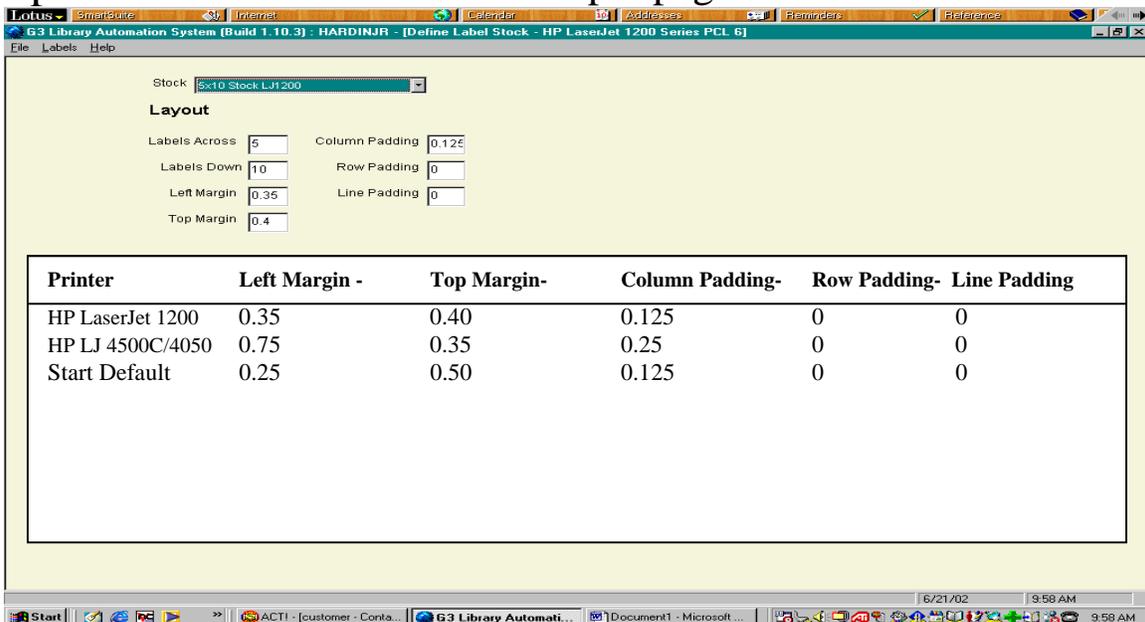
Spine Label - 6x10 or 60 labels per page.

Spine Label - 8x7 or 56 labels per page.

Book Label - 3x10 or 30 labels per page (label size 1 x 2 5/8")

File   Labels   Help

Stock   5160 Avery - HP1100-1200

Layout

Labels Across   3   Column Padding   0.2

Labels Down   10   Row Padding   0.02

Left Margin   0.2   Line Padding   0.01

Top Margin   0.45

Printer	Left Margin	Top Margin	Column Padding	Row Padding	Line Padding
LaserJet 1100/1200/2100	0.20	0.45	0.2	0.02	0.01
LaserJet 4050/4500C	0.20	0.35	0.2	0.02	0

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If Necessary contact LRMS for setup assistance.