

Mandarin EasyLabelTM

Using the EasyLabel Utility 2014

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Table of Contents

Table of Contents

General Description	3
Getting Started	4
Printing Spine Labels	5
Contacts & Credits	7



General Description

- 1. Works with Mandarin M3 to print barcode and spine labels.
- 2. Easy interface for printing barcode and spine labels.
- 3. Choose to start printing from any label on the sheet.

4. The utility will split the information from field 852 subfields "h" and "i" when creating spine labels that use LC classification.

5. Designed to work with the most popular label formats, Avery 5160 and Sagebrush 0370-00000001 for Barcode labels and Brodart 55-395-014, Brodart 55-345-005, Gaylord 344L or Highsmith 43612, 43622 for Spine labels.

6. If the barcode already exist in the database it will retrieve the information and print a smart barcode label with the library name, title and call number. If the barcode does not exist in the Database it will print a generic barcode label with just the library name.



Getting Started

- 1. After running the installer, launch **EasyLabel** from Programs Mandarin M3 Utilities.
- 2. On the main window set "Databases" and "Library Name."
- 3. On Label Type choose whether you are working with spine or barcode labels.
- 4. On Label Selection choose the label format.
- 5. Click to select the cell where you want to start printing.
- 6. Scan or type the barcode number of existing barcodes to print smart barcode labels or spine labels.

7. If you want to print generic barcode labels, type the starting barcode number then click the *Fill* button to fill in the remaining cells with sequentially generated barcode numbers.



Printing Spine Labels

1. Landscape: checking this will cause the print orientation to be landscape; unchecking results in portrait oriented printing.

2. Centered: by default the label information gets printed aligned along the left side of the label; checking this will result in the information being printed on the label centered.

3. LC call Number: if you are working with LC classification select this option to create the label by splitting the information located on subfields 852 h and 852 i.

Figure 1 Whe	n vou launch Eas	svI abel the Eas	vl ahel Window v	will look like this [.]
rigule i. which	n you launon La			

arabase [Ma	ndarin Library	▼ Text Font MS San	ns Serif 📃 💌	Clear
ibrary Name		Barcode Font BC C39	3 to 1 Narrow	Fill
Label Type —	Label Selection		Landscape	Preview & Print
C Spine	Avery 5160	•	Centered	Help
		-		
		-		
		-		

Figure 2. EasyLabel will print smart barcodes or spine labels corresponding to the barcodes numbers you scan or enter in the box where the cursor is active.

atabase Ma	ndarin Library	Text Font	MS Sans Serif 📃 💌	Clear
ibrary Name Bay	kter Elementary School	Barcode Font	BC C39 3 to 1 Narrow	Fill
Label Type —	Label Selection		Landscape	Preview & Print
Barcode	Avery 5160	•	Centered	Heb
Spine			LC Call Numbers	
	XUB0009991	×UB0009992	XUB0009993	
	XLJR0009994	XLJR0009995	XLJR0009996	
	XLJR0009997	XLJR0009998	XLJR0009999	
	XLJR0010000	XLJR0010001	XLJR0010002	
	XLJR0010003	XLJR0010004	XLJR0010005	
	XLJR0010006	XLJR0010007	XLJR0010008	
	XLJR0010009	XLJR0010010	XLJR0010011	
	XLJR0010012	XLJR0010013	XLJR0010014	
	XLIB0010015	XUR0010016	XUB0010017	
	10010013			

Figure 3. Previewing the labels.



Printing Spine Labels



Figure 4. You can also scan or enter barcodes to print spine labels.

atabase Ma	ndarin Library	Text Font M	S Sans Serif	• C	Clear
ibrary Name Bay	ter Elementary School	Barcode Font	C C39 3 to 1 Narrow	¥	Fill
Label Type — C Barcode © Spine	Label Selection Brodart 55-395-014	•	Landscape Centered LC Call Nur	Previe	ew & Print Help
	0028341	0028342	0028343	0028344	00
	0028346	0028347	0028348	0028349	00
	0028351	0028352	0028353	0028354	00
	0028356	0028357	0028358	0028359	00
	0028361	0028362	0028363	0028364	00
	0028366	0028367	0028368	0028369	00
	0028371	0028372	0028373	0028374	00
	0028376	0028377	0028378	0028379	00
	0028381	0028382	0028383	0028384	00
				•	

Figure 5. You most preview your labels before printing them.

J 813 CAS	J 362.73 LIT	Ј 813 Ном	J 289 CAP	J 956.704 NAR
FIC OKE	FIC LEW	J 796.332 RYC	J 617.7 Sta	J 796 BAG
J 617.6 HOD	J 636 Mar	J 612.6 0'D	111 SHU	595.78 EHL



Contacts & Credits

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