



## Mandarin EasyLabel™

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### Using the EasyLabel Utility 2014

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## 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.



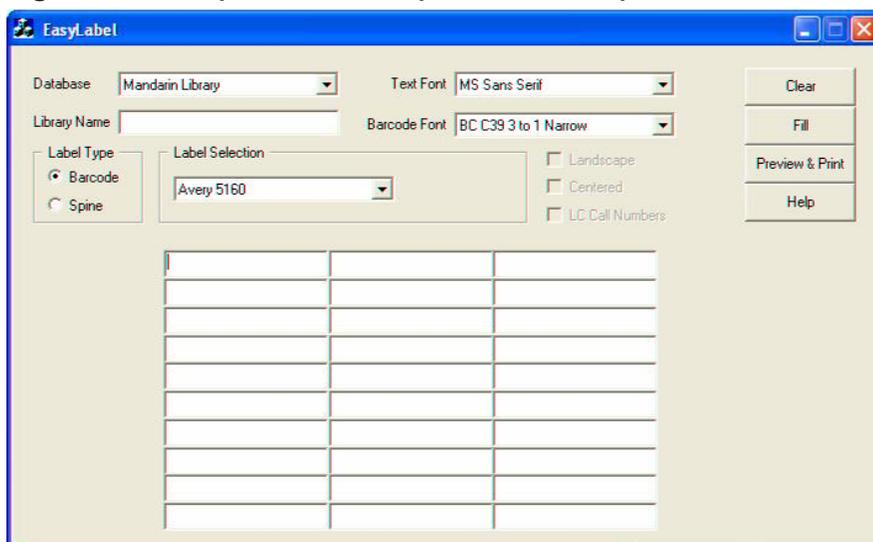
## Getting Started

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.

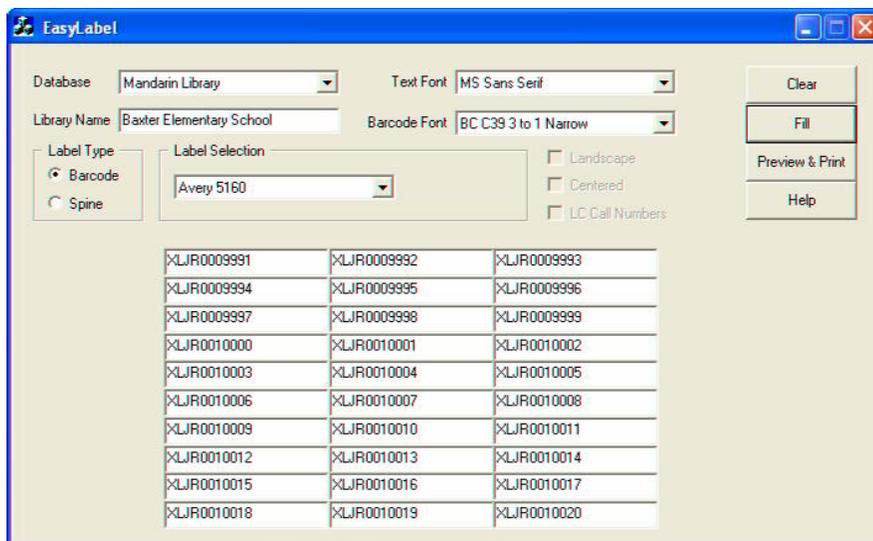
## Printing Spine Labels

- Landscape:** checking this will cause the print orientation to be landscape; unchecking results in portrait oriented printing.
- 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.
- 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.** When you launch EasyLabel, the EasyLabel Window will look like this:



**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.



**Figure 3.** Previewing the labels.

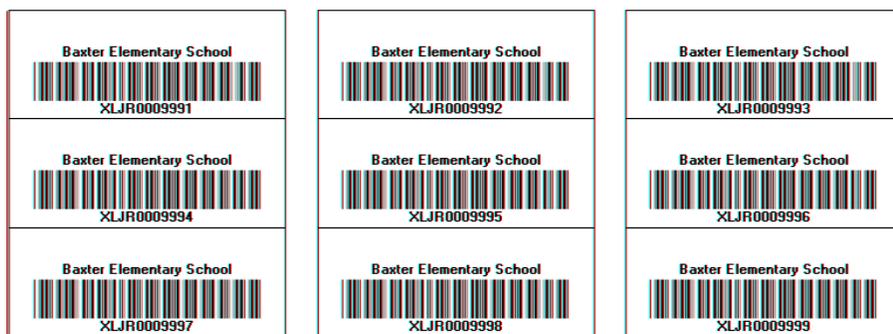


Figure 4. You can also scan or enter barcodes to print spine labels.

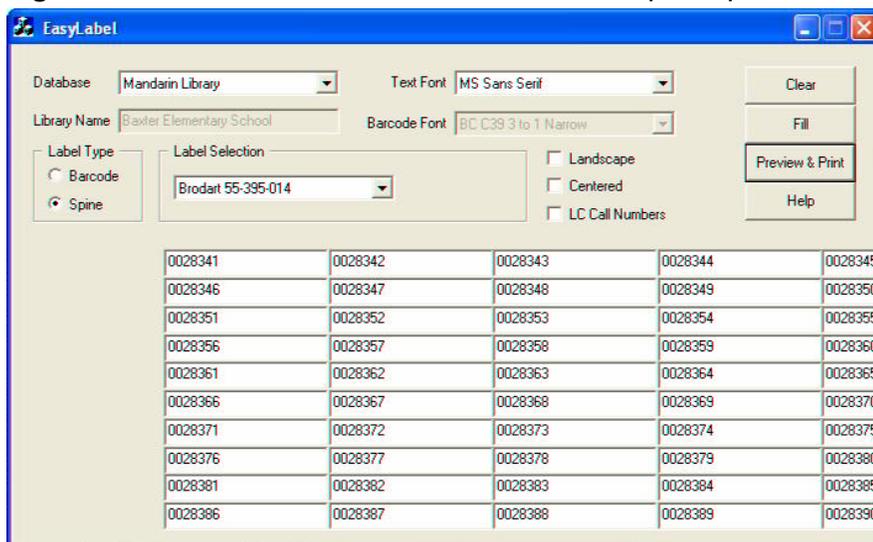
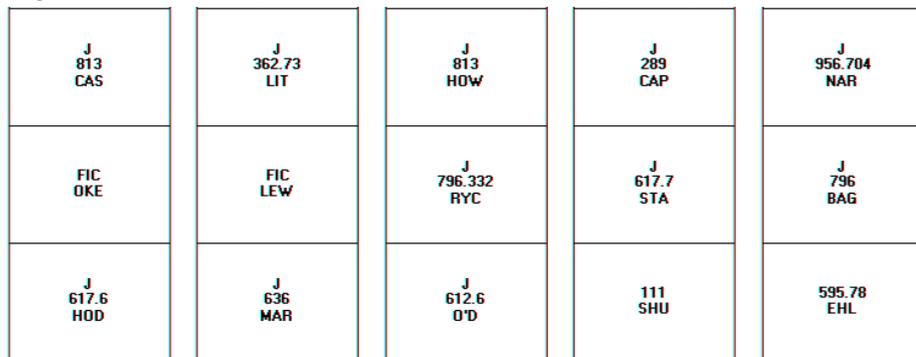


Figure 5. You must preview your labels before printing them.





## Contacts & Credits

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