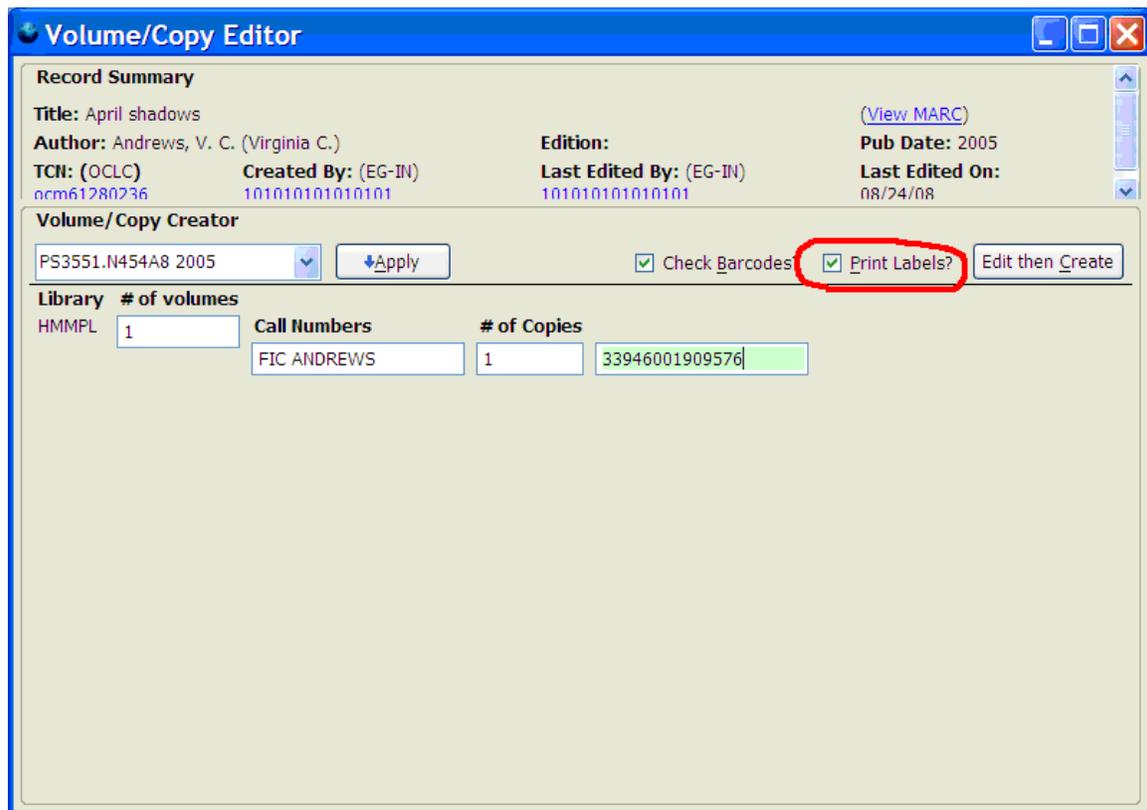# Chapter 11 -- Printing Spine and Pocket Labels

Printing Labels for New Items

Printing spine and pocket labels can be done while creating item records.
Search for and bring up the record in the Evergreen catalog in the Holdings
Maintenance view.

Click on the first holdings line. Then select **Actions for Selected Rows (Alt + f)**.
Select **Add volumes (Alt + V)**. The Volume/Copy Editor appears.

Notice that there is a check box in the upper right that is labeled **Print Labels?**
Click the box to mark it with a check. Then create your volume and copy. See
Chapter 5 -- Adding Holdings for directions on creating your volume and copy.

After you have added your volume information and edited and created your copy in the Copy Editor, the printing screen will appear. From this screen you can fill in the various values that you need for margins and width of the spine and pocket labels, the font size, and the information you want included on the labels. You can also edit the call number if you wish.

Notice the buttons at the top left of the screen. Click on **Preview and Print**.
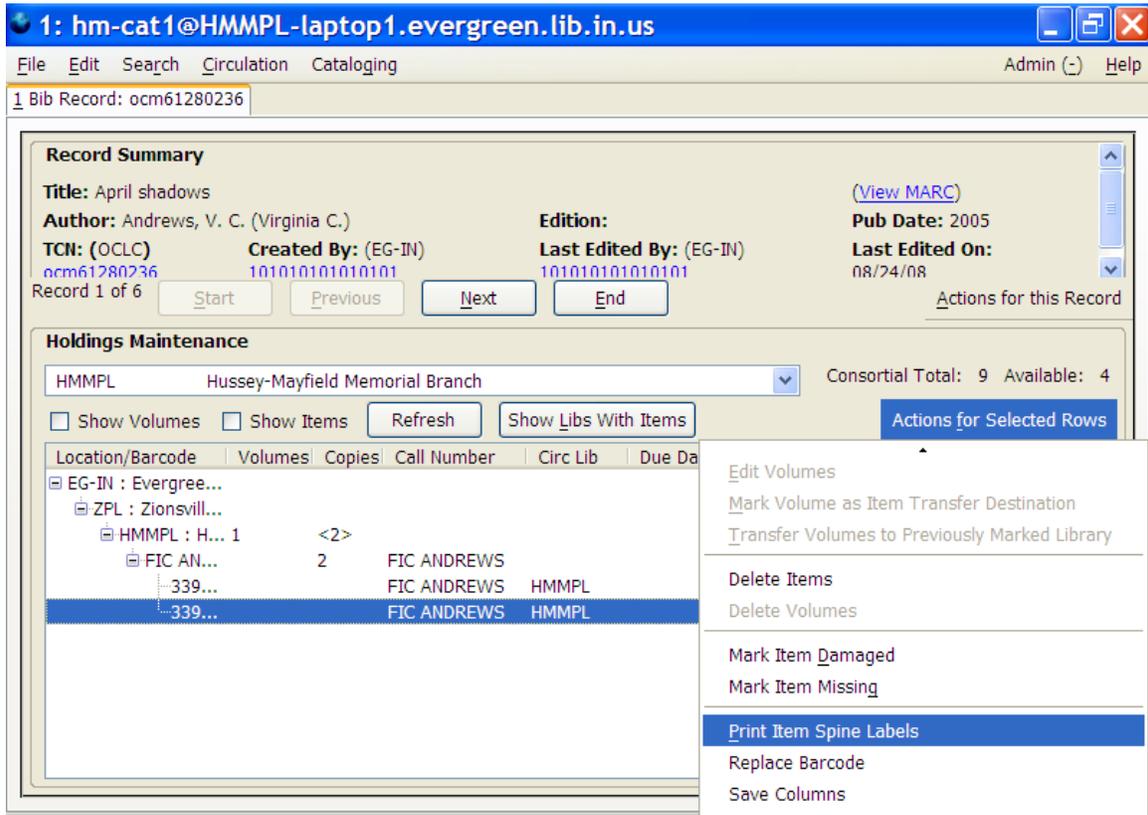
The spine label preview screen will open:
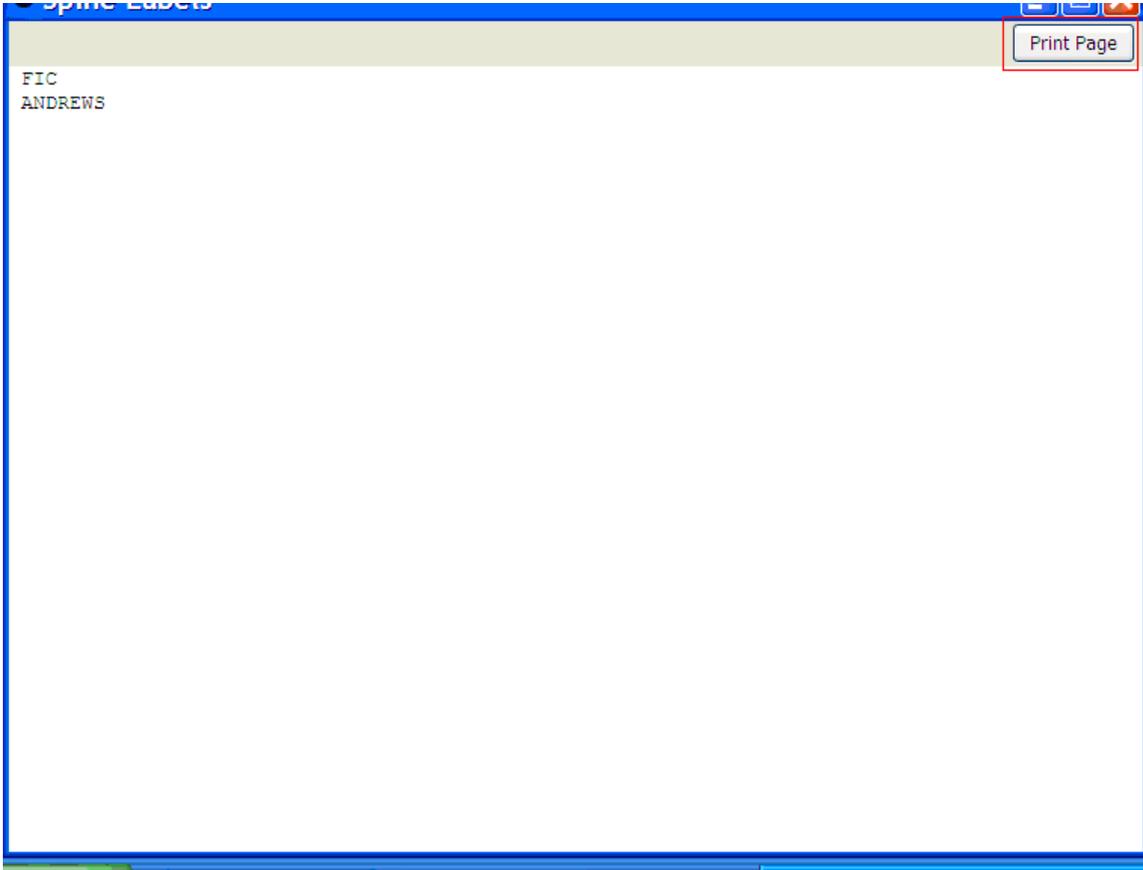
Check to make sure your spine label is correct and click **Print Page**, in the upper right. Your label printer should now print off the spine label.

Printing Labels for Existing Items

You can also print labels for previously created items. In the Holdings Maintenance view, highlight the barcode line of the item which needs a label. Under **Actions for Selected Rows (Alt + F)**, choose **Print Item Spine Labels (Alt + P)**

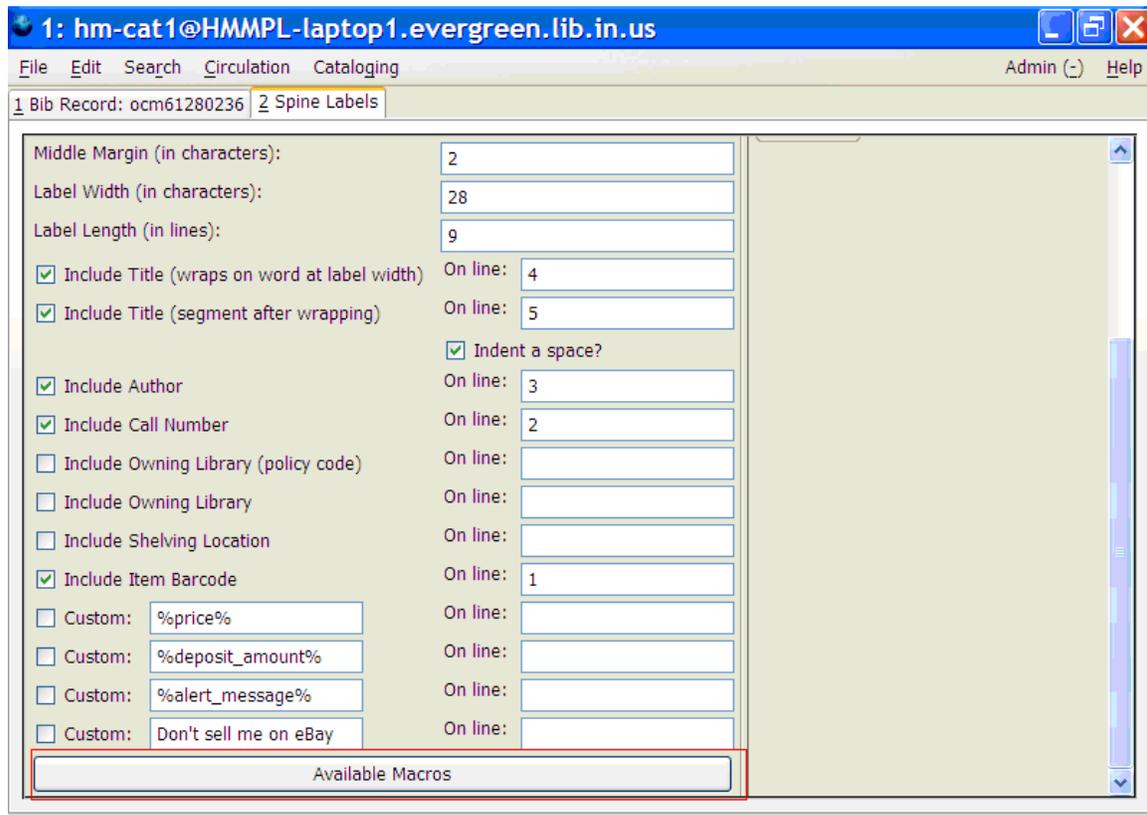A new tab labeled Spine Labels will open up:

Pocket Labels

Note the box labeled Enabled next to Pocket Label. If you use pocket labels you will need to click on the box to add a check mark. Pocket labels are configurable, and you can add custom information.
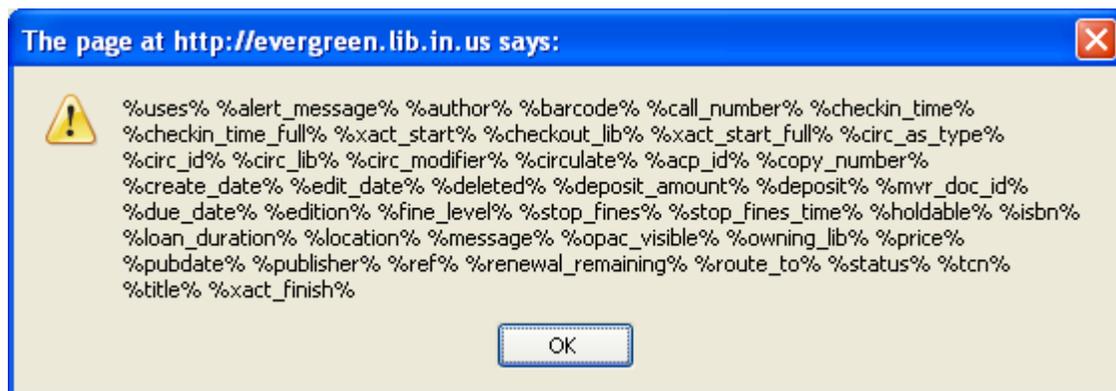
If you wish to see more data that can be added to the label, click on Available macros at the bottom of the screen

A dialog box will open up listing macros that you can put in the boxes labeled **Custom**.

Once you have added all the information you need, close the Spine Labels tab and open it again. The pocket label information will now appear in the box for editing. You should only need to do this the first time; your settings will remain until you change them.

Note the pocket label info in the preview section on the right:

You can now preview and print the spine and pocket labels in the same manner as printing a spine label alone.