



INFOWORKS LABEL MAKER

User Manual

A powerful and versatile label printing software specially
designed for library label printing

(Version 3.55)

1997-2004

InfoWorks Technology Company

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Chapter 1

Introduction

InfoWorks Label Maker (for laser printers) is a powerful and versatile label printing software specially designed for library label printing. **It works with OCLC Connexion, OCLC Passport for Windows™, OCLC CatME™, and other library systems, including Sirsi, DRA, NOTIS, Dynix, and Innovative Interfaces.** It takes full advantage of the excellent print quality of laser printers, and produces labels with supreme quality. InfoWorks Label Maker supports all standard label formats: sp1(spine label), sp2 (spine label), sl4, sl6, and slb. InfoWorks Label Maker automates and simplifies your label printing process and greatly increases your productivity.

To help you generate labels of the best quality and ensure the compatibility of computer software and labels, InfoWorks Technology Company offers specially designed and manufactured labels: polyester labels and paper labels.

Polyester is a strong film formulated with a matte coating to provide super toner anchorage. It resists moisture, excess handling, stains, and dirt. As a film based stock, it won't tear or crack and feeds smoothly through laser printers. Its high opacity results in brilliant print contrast that maintains its integrity for years.

The Paper Labels are made with premium paper stock to guarantee smudge-proof printing. These premium labels have a permanent heat-resistant adhesive that won't break down under the high temperatures of your laser printer. The unique stay-flat sheets prevent jams and misfeeds.

Our Labels have excellent printability, adhesion value, and durability.

Chapter 2

System Requirements and Installation

InfoWorks Label Maker runs on any PCs with at least 64 MB memory, 486 (66 mhz) or better processor, Windows 95/98/Me/NT/2000/XP, and a hard disk (c:\). The programs and label files will be installed on C drive.

If you have already installed the old version, uninstall it first. If you use special connector for a local library system (Sirsi, DRA, Notis...), Save the file c:\ilabel\label.exe to a disk before you uninstall the current version. After installing the new version of the Label Maker, you need to copy the file back to **c:\ilabel** because it includes your connector to import label files from your local library system.

To uninstall the old version:

1. Click on **Start**, choose **Settings**, and select **Control Panel**.
2. Click on **Add/Remove Programs**.
3. Select **InfoWorks Label Maker** and click on **Add/Remove**.
4. Click on **Keep** if you get the **Shared Components** message.
5. Use Windows Explorer to check the **c:\ilabel location** and make sure **label.exe** does not exist.

6. Use Windows Explorer to check the **c:\oclcapps\passport** location and make sure **itclabel.mbk** does not exist if you are using InfoWorks Label Maker with OCLC Passport for Windows.

To install the Label Maker from downloaded file label.exe:

1. Check the location of the **label.exe** file you downloaded.
2. Click on **Start** and choose **Run**.
3. Type **x:\temp\label.exe** where x:\temp is the folder that contains the file label.exe. Click on **OK** or press **<Enter>**.
4. Follow the instructions on your computer screen until the installation process is completed.

ATTENTION: During the installation, if you see the message "Setup is about to replace a pre-existing file(s). This may cause loss of data for an existing application. Cancel Setup?", click on **No** to continue the installation. If you see the message "An access violation occurred while copying the file.", click on **Ignore** or **Yes** to continue the installation.

Chapter 3

Starting and Exiting the Label Maker

To Start InfoWorks Label Maker:

Click on **Start**; choose **Program**; choose **InfoWorks Label Maker**; and choose **InfoWorks Label Maker**.

To exit InfoWorks Label Maker:

Choose **Exit** from the **File** menu.

Chapter 4

Overview of the Label Maker

4.1 Menus

InfoWorks Label Maker provides six menus:

File menu

File menu includes the following:

- **New Label File:** open up a new label file. Blank labels are displayed on screen for new entry.
- **Load Label File:** open a label file that is saved with InfoWorks Label Maker.
- **Import Connexion:** open label files generated with OCLC Connexion. See Section [8.1](#) for more information on generating label files with OCLC Connexion.
- **Import PFW:** open a label file generated with SaveLabel macro in OCLC Passport for Windows. The SaveLabel macro is installed with the Label Maker. See Section [8.2](#) for detailed instructions.

- Import CatME: open a label file generated with CatME. See Section [8.3](#) for detailed instructions.
- Import NOTIS: open a label file generated with NOTIS library system.
- Import DRA: open a label file generated with DRA library system.
- Import Innovative: open a label file generated with Innovative library system.
- Import SIRSI: open a label file generated with SIRSI library system.
- Import Others: open a label file generated with other library systems.
- Save Label File: Save the opened label file with the existing file name.
- Save Label File As: Save the opened label file with a new file name.
- Clear Label File: empty the opened label file.
- Delete Connexion Label Files
- Print Setup: select a printer, page orientation, paper size, and paper source.
- Print Current Page: print the page being displayed on screen.
- Print All: print all labels in the opened label file.
- Exit: end the Label Maker.

Edit menu

Several editing features are available:

- Cut, Copy, and Paste: move and copy label data to a new location.
- Delete: delete selected labels
- Multiple Copies: make multiple copies of each label set, including labels for multiple copies or multipart items.
- Insert Special Characters: type special characters.
- Insert Blank Label: insert blank labels either for skipping certain labels in printing or for adding new label data.

View menu

It includes Zoom, which is used to display labels in the way that best fits what you need to do.

Page menu

Page menu includes the following:

- Next Page: move to the next page.
- Previous Page: move to the previous page.

Setup menu

Use this menu to configure the Label Maker. Check Chapter 5 for detailed instructions.

Setup menu includes the following:

- Font: select a font for the appearance of labels, including font name, size, style, effect, and color.
- Label Type: specify which label format you need.
- Printing: choose Interactive or Batch printing.
- Page Top Margin
- Page Left Margin
- Spine Label Left Margin
- Pocket Label Left Margin
- Alignment

- Show Setup: display setup information.

Help menu

Help menu provides information about the Label Maker and technical support.

4.2 Command Buttons

InfoWorks Label Maker provides a toolbar containing several command buttons. The first four groups of buttons on the left are font name, size, style, and alignment buttons. These buttons are used to format labels. The next four buttons are designed for advanced editing. **You do not need them in the Label Maker.** The last three buttons on the right are ML button (Multiple Copies of Labels), NP button (Next Page) and PP button (Previous Page).

Chapter 5

Configuring the Label Maker

Before using the Label Maker, you need to configure it. The default setup is:

Font name: Courier New
Font size: 11
Font style: Regular
Label type: Sp1 spine label
Printing method: Batch

Remember: after changing the configuration, you must restart the Label Maker in order for the new configuration to take effect.

5.1 Choosing the Right Font

Although you can select a font based on your preference and needs, you need to make sure that label data can fit into the labels correctly with the selected font size. Sometimes, testing is necessary to decide if the selected font is right.

To change fonts:

1. From **Setup** menu, choose **Font**. The **Font** dialog box appears.
2. Select the appropriate font, style, and size.
3. Click on **OK** when you complete the font selection; **Cancel** to cancel the selection process.
4. After clicking on **OK**, you will be asked whether to save the changes. Click on **Yes** to save and **No** to cancel the changes.

To validate the newly selected font, restart the Label Maker program.

5.2 ALA Character Font

In OCLC cataloging, special characters are entered in ALA BT Courier font. In order for the Label Maker to display them correctly, you need to add the ALA BT Courier font to the Label Maker.

To add the ALA BT Courier font to the Label Maker:

1. Open **Control Panel**.
2. Click on **Fonts** icon.
3. Click on **Install New Font** from the **File** menu.
4. Select and highlight the directory **OCLCAPPS** in the **Directories or folders** box. "ALA BT Courier (True Type)" will appear in the box of **Lists of Fonts**.
5. Highlight the name "ALA BT Courier (True Type)" in the **Lists of Fonts** box and click on **OK**.
6. Close **Fonts** and **Control Panel** windows.

If you use the Label Maker on a non-OCLC workstation, transfer the ALA BT Courier font from your OCLC workstation to the non-OCLC workstation.

1. Prepare a formatted floppy disk.
2. Copy two files, **alacour.fof** and **alacour.tif**, in the directory **OCLCAPPS** from your OCLC workstation onto the floppy disk.
3. Insert the disk into the appropriate drive on your non-OCLC workstation on which the Label Maker is installed.
4. Open **Control Panel**.
5. Click on **Fonts** icon.
6. Click on **Install New Font** from the **File** menu.
7. Select the appropriate drive , a or b, in the Drives box. "ALA BT Courier (True Type)" will appear in the box of **Lists of Fonts**.
8. Highlight the name "ALA BT Courier (True Type)" in the **Lists of Fonts** box and click on **OK**.
9. Close **Fonts** and **Control Panel** windows.

5.3 Define a Label Type

InfoWorks Label Maker supports all standard label formats: sp1, sp2, sl4, sl6, and slb. You need to specify a label type.

sp1 includes one spine label. sp2 includes two spine labels per set. sl4 includes one spine label and two pocket labels per set. sl6 includes one spine label and two pocket labels per set. slb includes one spine label and one pocket label per set.

To define a label type:

From the **Setup** menu, click on **Label Type**. Select the appropriate label type by clicking on one of the following: sp1, sp2, sl4, sl6, slb.

To validate the newly selected label type, restart the Label Maker program.

5.4 Choosing a Printing Method

Two printing methods, interactive printing and batch printing, are provided in the Label Maker.

Interactive Printing

It is designed for OCLC Passport for Windows **ONLY**. To start an interactive printing process, you must have a laser printer attached to your OCLC workstation, and have label sheets ready in the printer.

Interactive printing allows you to generate and print labels from Passport for Windows™ on-line. When a label sheet is filled up, the printing process starts automatically.

Batch Printing

In batch printing, you open the label files from OCLC, DRA, SIRSI, and other library systems for editing and printing at any time you like..

To choose a printing method

From **Setup** menu, click on **Printing**. Select a printing method by clicking on either **Interactive** or **Batch**.

To validate the newly selected printing method, restart the Label Maker.

5.5 Setting Page Top and Left Margins

Setting correct page top and left margins is crucial for printing label data correctly onto label sheets. The default settings in the Label Maker have been fully tested with many kinds of printers. Usually, you do not need to change them.

Remember: you must use twips to specify the margin. 1,440 twips equal to one inch.

When changing the margins, you might need to test several different margins to find the correct one.

To set the page top and left margins

From **Setup** menu, click on **Page Top Margin** or **Page Left Margin**. Type the new margins and click on **OK**.

To validate the new setting, restart the Label Maker program.

5.6 Setting Label Left Margins

Setting spine and pocket label left margins is crucial for printing label data correctly onto label sheets. The default settings in the Label Maker have been fully tested with many kinds of printers. Usually, you do not need to change them.

Remember: you must use twips to specify the margin. 1,440 twips equal to one inch. You might need to test several different settings to find the correct one.

To set spine label left margin

From **Setup** menu, click on **Spine Label Left Margin**. Type the new margin and click on **OK**.

To set pocket label left margin

From **Setup** menu, click on **Pocket Label Left Margin**. Type the new margin and click on **OK**.

To validate the new setting, restart the Label Maker program.

5.7 Setting Alignment

To set alignment:

From **Setup** menu, click on **Alignment**. Select **Left**, **Right**, **Centered** or **Justified**.

5.8 Displaying Setup Information

From **Setup** menu, click on **Show Setup**. The information about the font name, font size, font style, label type, margins, and printing method will be shown in the **Show Setup** box.

Chapter 6

Using Label Maker with OCLC Software

6.1 Using Label Maker with OCLC Connexion

In Connexion, there are two methods to produce labels: One label set and label file.

One label set:

Attention: to use this method, you need to create a label folder to hold all the label files. In Connexion, each time when you save the label data, a temporary file will be created on your PC. The file holds the label data. If you save 20 labels, 20 label files will be created and each file holds the data for one book. You save the label files to the label folder. When you are ready to edit and print the labels, use **Import Connexion - Label file for one record** to import the label data and the labels will be displayed on screen for you editing and printing. The order of the labels is the same as the books you cataloged. See Section [8.1](#) for more information on how to generate label files in Connexion for the Label Maker. You can also check "Create labels" in the Help of Connexion.

You need to delete these label files from the label folder after you print out the labels by using **Delete Connexion Label Files** in the File menu. By deleting the old label files, InfoWorks Label Maker only processes the new labels.

Label file: Generate one label file for multiple records. You then open the file by using **Import Connexion - Label file for multiple records**. See Section [8.1](#) for more information on how to generate a label file for multiple records in Connexion. You can also check "Create labels" in the Help of Connexion.

6.2 Using Label Maker with OCLC Passport for Windows

After the Label Maker is configured, the following steps are recommended for generating and printing labels in OCLC Passport for Windows:

Interactive printing

1. In OCLC, after editing a record, use **sp1**, **sp2**, **sl4**, **sl6**, or **slb** command to display label data on screen.
2. Run macro "SaveLabel". When saving is completed, the message "SaveLabel complete" appears at the bottom of the screen. The macro "SaveLabel" saves label data into a label file called **\$\$label.dat**. See Section 7.1 for information on how to run macro "SaveLabel".

3. When label data saved with the macro "SaveLabel" fills up a label sheet, the Label Maker automatically displays the labels on screen for you to edit.
4. After editing, click on the **Print Current Page** command in the **File** menu to print these labels.
5. After printing, you need to clear the label file **\$\$label.dat**. See Section [8.2](#) for information on how to clear a label file.
6. Exit the Label Maker program.
7. Repeat steps 1 - 6 if necessary.
8. When an OCLC session is completed, the unprinted labels can be saved and applied to the next OCLC session.

Batch printing

1. In OCLC, after editing a record, use **sp1**, **sp2**, **sl4**, **sl6**, or **slb** command to display label data on screen.
2. Run the macro "SaveLabel". When saving is completed, the message "SaveLabel complete" appears at the bottom of the screen. The macro "SaveLabel" saves label data into a label file called **\$\$label.dat**. See Section 7.1 for information on how to run macro "SaveLabel".
3. After an OCLC session is completed, close OCLC application.
4. Start the Label Maker. Load the label file **\$\$label.dat** with the **Import PFW** command in the **File** menu. The labels will be displayed on screen.
5. After editing the labels on screen, click on the **Print Current Page** or **Print All** command in the **File** menu to print these labels. You can also save the edited labels.
6. Exit the Label Maker.

To feed label sheets, use Multi-Purpose (MP) tray or manual feed. Please read the sections about printing labels, Multi-Purpose tray, and manual feed in your printer manual.

6.3 Using Label Maker with OCLC CatMe

In CatME, you save label data into a file. See Section [8.3](#) for information on how to save label data into a file in CatME. Then use **Import CatME** to open the label file. The labels will be displayed on screen for you to edit and print.

Chapter 7

Using Label Maker with Other Library Systems

There are two ways to use the label maker with other library systems (including DRA, SIRSI, Innovative Interface, Dynix, NOTIS, and Voyager).

Use Copy-Paste. In your local system, when label data is displayed on screen, copy label data. Paste the label data in the InfoWorks Label Maker.

Generate a label file with your local system and import the label file into the InfoWorks Label Maker. Contact [InfoWorks Technology Company](#) for instructions on how to generate label files with your local system.

Chapter 8

Generating Labels

8.1 Generating Label Data in OCLC Connexion

There are two ways to generate labels in OCLC Connexion: Generating labels for one record at one time and generating labels for multiple flagged records. Check both and see which way is better to fit into your work flow.

8.1.1 Generating labels for one record at one time

Make sure you have created a folder to store the label files from Connexion.

1. Retrieve the bibliographic record for which you want to print labels. The record must be in local edit (copy cataloging) mode or display mode. If the record is in a Dublin Core view, use the View list to switch to MARC Template or MARC Text Area view.

Locked record. The label action is not available for a locked master record. To create labels for a locked record, complete your work on the record and replace it in WorldCat. After you replace the record, the system redisplay it in local edit mode, ready for label printing.

2. Edit the record as you wish. For example:

- Supply a call number for the classification scheme your library uses.
- Modify the existing call number.
- Type a lowercase *x* as the only text in a call number field to produce labels without a call number.
- Type input stamp(s) in brackets in the OCLC Holding Library Code field (049 field, subfield \$a).
 - If you type the input stamp to the left of the holding library code, the input stamp will appear above the call number on the spine and to the left of the call number on the pocket.
 - If you type the input stamp to the right of the holding library code, the input stamp will appear below the call number on the spine and to the right of the call number on the pocket.
 - **Examples**

[REF] azum

azum *[ProfShelf]*

- Edit text in the author (1xx) or title (245 \$a) field that prints on labels.

3. On the View list click **View Label in Label Program**. The system extracts data from the record and downloads the text to your workstation. In the record, the system sets the Label action status to **C** (Completed). When you generate a single label from Connexion, the system sends a temporary file to your workstation. Some browsers display a message box asking whether to save the file or open it. If you see this message, select the **Save** option. Then save the file to the folder you created for label files. See Section 6.1 for the information on creating a folder for label files. To prevent the browser from displaying this message each time you create a single label, click the **Don't show again** option at the bottom of the message box.

4. Repeat 1-3 for processing more records.

5. When you are ready to print labels, start InfoWorks Label Maker. Use **Import Connexion - Label file for one record** to import those label files. Then choose the folder holding the labels. The labels will be displayed on screen. You can then edit them and print them out.

6. After completing the printing of labels, delete the label files from the label folder for another cataloging session. To delete the label files, choose **Delete Connexion Label Files** in the File menu.

8.1.2 Generating labels for multiple flagged records

Instead of generating labels after processing one record, you generate labels after one cataloging session.

1. Retrieve a set of records that includes records for which you want to create labels. You can retrieve records from WorldCat, the bibliographic save file, or the Resource Catalog.

Tips

- **Save WorldCat records.** You cannot flag records in WorldCat for group actions such as creating a label file. You must save WorldCat records in the bibliographic save file, retrieve them from the save file, and then flag the records.
- **Combine records from WorldCat and Resource Catalog.** To create one label file that combines labels for records retrieved from WorldCat and the Resource Catalog, you must save the Resource Catalog records. Then retrieve the saved records as a group, flag them, and create a label file.
- **Use My Status. (Optional)** When you save a record for label printing, enter text in the **My Status** box (for example, *label print*) to distinguish the records. Then search the save file for the My Status text to retrieve only the records you prepared for label printing.

2. Flag the records for which you want to create labels.

- **Results list.** At a results screen (bibliographic save file or Resource Catalog), click the open box in front of the brief entry for each record or open the Action/Sort list (top right corner of screen) and click **Flag All on Page** or **Flag All Records Retrieved**.
- **Full record.** On the Action list, click **Flag Record** (action not available for a record retrieved from WorldCat.)

3. **(Optional)** Repeat steps 1 and 2 to retrieve and flag more records for label printing.

4. At the top of the results screen, open the Action/Sort list and click **Create Labels for Flagged Records**. The system displays a screen listing all records flagged for creating the label file.

Note: Flagged records not in current results list. If all the records you flagged are not in the current result set, use a Show Flagged option to retrieve a list of all flagged records in the Resource Catalog or the bibliographic save file.

- On the Cataloging tab, under Show Options, click **Flagged RC Records** or **Flagged SF Records**.
- On the flagged records screen, open the Action/Sort list and click **Create Labels for Flagged Records**.

5. Scan the list to verify that it includes the records you want. At the top of the screen, click **OK** to create and download the label file.

6. Finish downloading the label file to your workstation.

Internet Explorer. In the File Download dialog box, select **Save to Disk** and click **OK**.

Netscape Navigator. In the Unknown File Type dialog box, click **Save File**.

7. In the Save As dialog box, Navigate to the folder in which you want to save the label file.

In the File Name box, change the displayed file name and add the required extension:

- Supply a name that identifies the file as containing labels from Connexion. You may want to include a date or day of the week and/or the type of records used to generate the label file.
- Supply the file name extension **.svs** (required to import the file to the Label Program).

Then click **Save**. At the Download Complete dialog box, click **Close**. The system changes the Label status for the records to **C** (Completed) or **F** (Failed).

8. Import the label file to the InfoWorks Label Maker: Use **Import Connexion - Label file for multiple records** to open the label file. Labels will be displayed on screen for your editing and printing.

8.2 Label Files Generated with OCLC Passport for Windows

InfoWorks Label Maker contains a macro book called **ITCLABEL**, which consists of two macros: **SaveLabel** and **UseDefault**.

ATTENTION: By default, ITCLABEL is installed at the location of c:\oclcapps\passport. If your OCLC Passport for Windows software is not installed on C drive, you need to copy the file c:\oclcapps\passport\itclabel.mbk to x:\oclcapps\passport. X is the drive where your OCLC Passport for Windows software is located.

In OCLC cataloging, you use command **sp1**, **sp2**, **sl4**, **sl6**, or **slb** to display label data on screen. To save these label data, run the macro **SaveLabel**.

The default method to start the macro SaveLabel is to use short-cut keys: Hold **<Shift>** and press Up Arrow key.

To accept the above default method, you must run the **UseDefault** macro.

To run UseDefault macro:

1. Start OCLC Passport. It is not necessary to log on OCLC.
2. Choose **Macro** from the **Tools** menu.
3. Select **ITCLABEL** in the macro book list.
4. Select **UseDefault** in the macro list.
5. Click on **Run** button. If the setup is successful, the "Setup Complete" box will appear.

To establish your own way to start the **SaveLabel** macro, use **Customize** command in the **Tools** menu in OCLC Passport software. You can choose to use either short-cut keys or toolbars to start the **SaveLabel** macro. For information on how to use short-cut keys and toolbars, please check OCLC Passport help file or consult your local OCLC representatives.

When the macro **SaveLabel** is completed, the label data displayed on screen are saved in the default label file: **c:\ilabel\$\$label.dat**. A message "SaveLabel Complete" appears at the bottom of the screen. In interactive printing, when label data in the file fills up a label sheet, the Label Maker will automatically load and display the labels on screen for you to edit and print. In batch printing, all label data are saved in the default file. You can use InfoWorks Label Maker to edit and print them later.

Use **Import PFW** in the **File** menu to open a label file generated with OCLC Passport for Windows and display labels on screen.

\$\$label.dat is a reserved file for the Label Maker. When you run **SaveLabel** macro, label data is saved into this reserved file. In interactive printing, when labels in the file fill up a label sheet, the Label Maker automatically opens the file and displays the labels on screen for you to edit and print. You can not overwrite or delete **\$\$label.dat**. If the file is not empty, you can not change the configuration setup unless you clear the file.

To clear a label file:

When the label file is open and its label data are displayed on screen, choose **Clear Label File** from the **File** menu. A warning message appears. You are asked whether to continue. Click on **Yes** to clear the label file and **No** to cancel the action.

8.3 Labels from CatME™

You need to save label data to a label file in CatME. To create a label file in CatME:

1. Choose **Options** in the **Tools** menu.
2. Click on the **Labels** tab.
3. Click to select the **Output to Text File** check box.
4. Specify a file name and location for the text file of labels.
5. Click **OK** to close the **Options** dialog box.

To save a label, use Print Labels in the Action menu or click on the print label icon on the toolbar or press <Shift> <F10>. Check the Help in the CatME for more information on printing labels.

To import label data from label files created with CatME into InfoWorks Label Maker, Start InfoWorks Label Maker. Use **Import CatME** in the **File** menu. The label data will be converted to InfoWorks label data format. See Section [9.2](#).

Remember: you need to use **Load Label File** to open a CatME label file after it is saved in Label Maker. For Example, you open up a CatME label file with **Import CatME**. You edit the labels and then save the file. Next time, you need to use **Load Label File** to open up the saved label file.

8.4 Generating Label Files with Other Library Systems

InfoWorks Label Maker can process label data from many library systems, including DRA, SIRSI, Innovative, and NOTIS. Use **Import DRA**, **Import NOTIS**, **Import SIRSI**, **Import Innovative**, or **Import Dynix** to display label data generated with the local library systems.

Remember: you need to use **Load Label File** to open a label file from local library systems after it is saved in Label Maker. For Example, you open up a DRA label file with **Import DRA**. You edit the labels and then save the file. Next time, you need to use **Load Label File** to open up the saved label file. When the file is imported into the Label Maker, the label data format is converted to InfoWorks label data format.

8.5 Entering Labels Manually

With the Label Maker, you can enter label data manually from keyboard. When blank labels are displayed on screen, type in label data in the same way as using a word processor. See Section [8.3](#) on how to edit and format labels.

Chapter 9

Using the Label Maker

9.1 Importing labels from Connexion

To load label data from label files generated Connexion:

1. Choose **Import Connexion**. Then either **Label file for one record** or **Label file for multiple records** from the **File** menu. **Select Label File Folder** dialog box or **Import Connexion Label File** dialog box appears.
2. Select the appropriate drive, directory, and file.
3. Click on **Apply** or **OK** to open the selected label file. Labels in the file(s) are converted into InfoWorks Label Maker format and the labels are displayed on screen.

9.2 Importing Labels from PFW

To load label data from label files generated with the macro "SaveLabel" in OCLC Passport for Windows:

1. Choose **Import PFW** from the **File** menu. **Open Label File** dialog box appears.
2. Select the appropriate drive, directory, and file.
3. Click on **OK** to open the selected label file. The label data will be displayed on screen.

9.3 Importing Labels from CatME

To load label data from label files generated with CatME:

1. Choose **Import CatME** from the **File** menu. **Import Label File** dialog box appears.
2. Select the appropriate drive, directory, and file.
3. Click on **OK** to open the selected label file. Label data in the file are converted into InfoWorks Label Maker format and saved to a file called **\$\$\$aaaa.dat**. The labels displayed on screen.

9.4 Importing Labels from Other Library Systems

To load label data from label files generated with other library systems, including NOTIS and DRA:

1. Choose **Import DRA, Import NOTIS, Import Innovative, Import Dynix, or Import SIRSI** from the **File** menu. **Import Label File** dialog box appears.
2. Select the appropriate drive, directory, and file.
3. Click on **OK** to open the selected label file. Label data in the file are converted into InfoWorks Label Maker format and saved to a file called **\$\$\$mmm.tem**. The labels are displayed on screen.

9.5 Editing Labels

InfoWorks provides a variety of powerful editing features, including cut, copy, paste, font change, and alignment.

9.5.1 Selecting correct view

There are five types of views you can choose from 30%, 50%, 75%, 100%, and 200%.

To choose a view:

Click on **Zoom** from the **View** menu; select a type of view you want.

9.5.2 Selecting label data

To edit label data, you first select the label data you want to edit. Once you have made a selection, you can format, copy, move, or delete the selected label data. Using a mouse to make a selection is easy and convenient. You can make a selection from a single character to an entire label.

To select label data with a mouse:

1. Click and hold the mouse button at the beginning of the text you want to select.
2. Drag the pointer in any direction across the data you want to select.

9.5.3 Deleting label data

To delete label data, first select it, and then press **** or **<Backspace>** key.

You can also use **** or **<Backspace>** key to delete label data:

Press **** to delete characters to the right of the cursor; **<Backspace>** to delete characters to the left of the cursor.

9.5.4 Deleting a selected label set

To delete a set of labels:

1. Click on a label.
2. Choose **Delete** in the Edit menu. The label set becomes highlighted.
3. Click on **Yes** to confirm the deletion of the label set, **No** to cancel the deletion.

9.5.5 Moving and copying label data

To move or copy label data to a new location:

1. Select the label data you want to move or copy.
2. Choose **Cut** or **Copy** in the **Edit** menu.
3. Position the cursor to where you want the label data to reappear.
4. Choose **Paste** in the **Edit** menu.

9.5.6 Insert blank label sets

To insert blank label sets:

1. Select a label set by clicking on the label. Blank label sets will be inserted before the selected label set.
2. Choose **Insert Blank Label** in the **Edit** menu.
3. Enter the number of label sets you want to insert.
4. Click on **OK** to insert the blank label sets and **Cancel** to terminate the action.

9.5.7 Producing multiple copies of label set

With InfoWorks Label Maker, you can easily produce multiple label sets for multiple copies or multipart items. For example, you want to produce labels (sp1 format) for multiple volumes published annually (1981-1990). Use Multiple Copies feature. You only need to type one label instead of ten.

Procedures

- a. Select a label set by clicking on one label in the set.
- b. Click on **ML** button or choose **Multiple Copies** in the **Edit** menu. The label set is highlighted. **Multiple Label Production Setup** box appears.
- c. Specify Constant1, Number1, Constant2, Number2, and Numbers of Copies of Each Set based on your needs. See the examples for instructions.
- d. Click on **Apply** to proceed after you enter correct constants and numbers; **Cancel** to terminate the process.
- e. Click on **Yes** to confirm; **Cancel** to terminate the process.

Examples

To produce labels for multiple volumes or parts: specify Constant1 (for example: v., vol, part., or pt.); enter specific numbers separated by commas (for example: 1,2,3,4) or range of numbers (for example: 1-4) in Number1 box.

To produce labels for multiple copies of an item: specify Constant1 (for example: c. or copy); enter specific numbers separated by commas (for example: 1,2,3,4) or range of numbers (for example: 1-4) in Number1 box.

To produce labels for multiple copies of a multipart item: specify Constant1 (for example: v., vol, part., or pt.); enter specific numbers separated by commas (for example: 1,2,3,4) or range of numbers (for example: 1-4) in Number1 box; specify Constant2 (for example: c. or copy); enter

specific numbers separated by commas (for example: 1,2,3,4) or range of numbers (for example: 1-4) in Number2 box.

To produce labels for a single item that contains multiple volumes or parts: specify Constant1 (for example: v., vol, part., or pt.); enter specific range of part numbers within quotes (for example: "2-4") in Number1 box.

To produce labels for multiple volumes published annually: leave Constant1 box blank; enter specific years separated by commas (for example: 1990, 1993, 1995) or a range of years (for example: 1990-1995) or a specific range (for example: 1990,"1991-1993",1994-1995).

To produce multiple copies of the same label: type the number of copies you want. The default number is 1. **ATTENTION:** You can not leave Number1 box blank. If you do not need to type any numbers in the Number1 box, enter a space (press the Space key)

9.5.8 Changing font type, size, and style

You can change font type, size, and style with the command buttons located under the menus:

1. Select the label data you want to format.
2. Click on the down arrow to the right of the font list to display the list of fonts, and select a font; or click on the down arrow to the right of the size list to display the list of sizes, and select a size; or click on bold, italic, or underline buttons.

9.5.9 Changing alignment

To set alignment:

1. Select the label data that need aligning.
2. Click the toolbar's **Left**, **Right**, **Centered**, or **Justified** alignment button.

9.5.10 Working with pages

You can use either **Page** menu or **PP** and **NP** buttons to move pages. Click on **PP** button to move to the previous page; **NP** button to move to the next page. In **Page** menu, choose either **Next Page** or **Previous Page**.

9.5.11 Processing special characters

To process special characters from labels generated from OCLC software:

1. Select the special characters.
2. Change font to ALA BT Courier.

Check Section 5.2 for information on how to add ALA BT Courier font to InfoWorks Label Maker. If necessary, the ALA BT Courier font can be set as the default font in the Label Maker. Check Section 5.1 on how to set up a default font.

To type special characters in the Label Maker:

1. Choose **Insert Special Character** in the **Edit** menu. **Character Map** box appears.

2. Click on the down arrow to the right of the font list bar to display the list of fonts and select a font. You usually select ALA BT Courier font.
3. Click on the character you want to type.
4. Click on **Select** command.
5. Click on **Copy** command.
6. Click on the label and position the cursor in the place where you want to type the special character.
7. Choose **Paste** in the **Edit** menu.

Repeat the above steps if you need to type more special characters.

9.6 Printing Labels

It is recommended to use Multi-Purpose (MP) tray or manual feed to feed label sheets. Read the sections about printing labels, Multi-Purpose tray, and manual feed in your printer manual.

There are three printing commands in the **File** menu: **Print Setup**; **Print Current Page**; and **Print All**.

Choose **Print Setup** to select a printer, page orientation, paper size, and paper source. After selection, click on **OK** to continue.

If you want to print the labels displayed on screen, choose **Print Current Page**. You will be asked whether to proceed. Click on **OK** to continue; **Cancel** to cancel the printing.

If you want to print all the labels in the opened label file, choose **Print All**. You will be asked whether to proceed. Click on **OK** to continue; **Cancel** to cancel the printing.

Chapter 10

Technical Support

The InfoWorks Technology Company technical support staff is ready to help you with any problems you may have with using InfoWorks products. When you need technical support, it is recommended that you send the technical support staff an e-mail first to describe the problem. You can contact InfoWorks Technology Company in any of the following ways:

Internet: support@itcompany.com

Phone: (412) 635-9224

Fax: (412) 635-9218

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Technical Support

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