

Creating Book Labels and Spine Labels using the P-touch printer:

A special thank you to Morton County and especially Barbara Luck with helping to develop these directions.

Step 1:

First we need to get the information we want to be printed on the labels. We are going to do this through the "**New Item Activity**" Report in VERSO.

Getting the report:

- Login to your VERSO account as a user that has report privileges.
- Click on **Staff Dashboard** and then **Circ Reports** at the top of the page.
- Click on **Run Reports**.
- Under the **Item Reports** section you should see a report called **New Item Activity**.
- Click on the **New Item Activity** Report.

The screenshot shows the Scott County Library VERSO interface. At the top, there is a search bar and navigation links for 'Staff Dashboard', 'Search History', and 'Web Links'. Below this, a breadcrumb trail reads 'Circ Reports > Run Reports'. A row of numbered tabs (0-4) is visible. The main content area is divided into 'Run Reports' and 'Item Reports' sections. Under 'Run Reports', there are links for 'Fines/Fees Notices', 'Remove Overdue Items', 'Infrequent User Notices', 'Library Card Expiry Notices', 'Reserve Pickup Notices', and 'Global Reserve Pickup Notices'. Under 'Item Reports', there are links for 'Bibs Without Items', 'Delete Bibs Without Items', 'Brief Bibs from Circulation', 'Item Exception Listing', 'Delete Item Exceptions', 'Location Holdings', 'Circulation Turnover', and 'New Item Activity'. The 'New Item Activity' link is highlighted with a red rectangular box. To the right of each link is a brief description of the report's function.

Report Name	Description
Fines/Fees Notices	Generate fine/fee notices for mailing to the Patron.
Remove Overdue Items	Move all overdue items to a Patron Lost status.
Infrequent User Notices	Sends message if user has been inactive.
Library Card Expiry Notices	Sends message when library card is nearing expiration date.
Reserve Pickup Notices	Generate Patron Reserve Pickup notices for mailing or emailing to the Patron.
Global Reserve Pickup Notices	Generate Global Patron Reserve Pickup notices for mailing or emailing to the Patron.
New Item Activity	A list of new items for a designated location sorted by title or call number. Includes summary
Bibs Without Items	A list of all bibliographic records on the system that do not have at least one item attached.
Delete Bibs Without Items	Delete bibliographic records on the system that do not have at least one item attached.
Brief Bibs from Circulation	A list of all brief bibliographic records on the system that were added from the circulation int
Item Exception Listing	A list of all items that have been given an exception.
Delete Item Exceptions	Deletes all items that have been given a particular exception.
Location Holdings	A list of all items within a location.
Circulation Turnover	Measure usage of collection (checkouts / collection size).
New Titles	A list of new titles on the system sorted by title or call number.

- A screen should pop-up letting you select options for your report. Make sure the location is correct (look for your library name.)

- g. Under sort by you will have the option of selecting: **Added Order**, **Call Number**, or **Title**. If you catalog items such as magazines, paperbacks, etc that may not need labels sorting by **Call Number** may be the best option. Although the other options will also be helpful depending on your workflow.
- h. Select a Start and End date for the report. *Usually you will want to pick the first day of cataloging and the day after you cataloged.*

The screenshot shows a web browser window titled "BuildFrameset - Google Chrome". The address bar shows the URL: "aws02-staff.auto-graphics.com/ils/BuildFrameset.aspx?w=RNIA&myses=9e436f7c-0698-4...". The page content includes a header "New Item Activity" with buttons for "Submit", "Reset", "Close", and "Help". Below this, there are four input fields: "Detail Listing Location:" with a dropdown menu showing "Scott County Library"; "Sort By:" with a dropdown menu showing "Added Order"; "Enter Start Date:" with a text input field containing "12/06/2019" and a calendar icon; and "Enter Stop Date:" with a text input field containing "12/12/2019" and a calendar icon.

- i. Click **Submit**.
- j. This will take you to a page where you can schedule the report. Most likely you will just be running this report on demand. Leave the defaults and click **Submit** again.
- k. This will take you back to the list of reports and now we need to open the report we ran. To do this, go back to the Circ Reports section by clicking on Circ Reports or going back to the Staff Dashboard. Once back to Circ Reports, click on View Reports.
- l. Once the report has been finished, click on the link of the report.

Scott County Library

All Headings search word by : All Headings

Staff Dashboard Search History Web Links

Circ Reports > View Reports 0 1 2 3 4

View Reports

[Check/Uncheck All](#) [View Reports under All Locations](#)

Delete	Name	File Name	Frequency	Run Date	Status	Specifications	Home Location
<input type="checkbox"/>	Overdue Notices		Weekly	12/12/2019 6:32:00 AM	Scheduled to run	Notice Number: 3;Start Period: 60;End Period: 66;Notice Type: Output Print and Email;Patron Group: All;Home Location: All Options;Suppress Notices with no AddressSkip Email and only Print If Expired	Scott County Library
<input type="checkbox"/>	Overdue Notices		Weekly	12/12/2019 6:30:00 AM	Scheduled to run	Notice Number: 2;Start Period: 36;End Period: 42;Notice Type: Output Print and Email;Patron Group: All;Home Location: All Options;Suppress Notices with no AddressSkip Email and only Print If Expired	Scott County Library
<input type="checkbox"/>	Overdue Notices		Weekly	12/12/2019 6:28:00 AM	Scheduled to run	Notice Number: 1;Start Period: 22;End Period: 28;Notice Type: Output Print and Email;Patron Group: All;Home Location: All Options;Suppress Notices with no AddressSkip Email and only Print If Expired	Scott County Library
<input type="checkbox"/>	Overdue Items		Weekly	12/12/2019 6:22:00 AM	Scheduled to run	Overdue by 91 to 9999 day(s);For Location: All;Do not include Anticipated Fines;Do not include Book Cost;ORDER BY Lastname	Scott County Library
<input type="checkbox"/>	Overdue Items		Weekly	12/12/2019 6:20:00 AM	Scheduled to run	Overdue by 14 to 90 day(s);For Location: All;Do not include Anticipated Fines;Do not include Book Cost;ORDER BY Lastname	Scott County Library
<input type="checkbox"/>	New Item Activity	NEW ITEMS_121120...	Once	12/11/2019 2:23:00 PM	Completed	For Location: Scott County Library;ORDER BY Added Order;Start Date: 12/06/2019;Stop Date: 12/12/2019	Scott County Library
<input type="checkbox"/>	Overdue Notices	OVERDUE NOTICES...	Weekly	12/5/2019 6:32:00 AM	Completed	Notice Number: 3;Start Period: 60;End Period: 66;Notice Type: Output Print and Email;Patron Group: All;Home Location: All Options;Suppress Notices with no	Scott County Library

This will download it to your computer (it will usually show up at the bottom of your browser). Once it's downloaded, click on it and open it in Excel.

Scott County Library

All Headings search word by : All Headings

Staff Dashboard Search History Web Links

Circ Reports > View Reports 0 1 2 3 4

View Reports

[Check/Uncheck All](#) [View Reports under All Locations](#)

Delete	Name	File Name	Frequency	Run Date	Status	Specifications	Home Location	Comments
<input type="checkbox"/>	Overdue Notices		Weekly	12/12/2019 6:32:00 AM	Scheduled to run	Notice Number: 3;Start Period: 60;End Period: 66;Notice Type: Output Print and Email;Patron Group: All;Home Location: All Options;Suppress Notices with no AddressSkip Email and only Print If Expired	Scott County Library	
<input type="checkbox"/>	Overdue Notices		Weekly	12/12/2019 6:30:00 AM	Scheduled to run	Notice Number: 2;Start Period: 36;End Period: 42;Notice Type: Output Print and Email;Patron Group: All;Home Location: All Options;Suppress Notices with no AddressSkip Email and only Print If Expired	Scott County Library	
<input type="checkbox"/>	Overdue Notices		Weekly	12/12/2019 6:28:00 AM	Scheduled to run	Notice Number: 1;Start Period: 22;End Period: 28;Notice Type: Output Print and Email;Patron Group: All;Home Location: All Options;Suppress Notices with no AddressSkip Email and only Print If Expired	Scott County Library	
<input type="checkbox"/>	Overdue Items		Weekly	12/12/2019 6:22:00 AM	Scheduled to run	Overdue by 91 to 9999 day(s);For Location: All;Do not include Anticipated Fines;Do not include Book Cost;ORDER BY Lastname	Scott County Library	
<input type="checkbox"/>	Overdue Items		Weekly	12/12/2019 6:20:00 AM	Scheduled to run	Overdue by 14 to 90 day(s);For Location: All;Do not include Anticipated Fines;Do not include Book Cost;ORDER BY Lastname	Scott County Library	
<input type="checkbox"/>	New Item Activity	NEW ITEMS_121120...	Once	12/11/2019 2:23:00 PM	Completed	For Location: Scott County Library;ORDER BY Added Order;Start Date: 12/06/2019;Stop Date: 12/12/2019	Scott County Library	
<input type="checkbox"/>	Overdue Notices	OVERDUE NOTICES...	Weekly	12/5/2019 6:32:00 AM	Completed	Notice Number: 3;Start Period: 60;End Period: 66;Notice Type: Output Print and Email;Patron Group: All;Home Location: All Options;Suppress Notices with no AddressSkip Email and only Print If Expired	Scott County Library	
<input type="checkbox"/>	Overdue Notices	OVERDUE NOTICES...	Weekly	12/5/2019	Completed	Notice Number: 2;Start Period: 36;End Period: 42;Notice Type: Output Print and	Scott County Library	

NEW_ITEMS_121120...xlsx

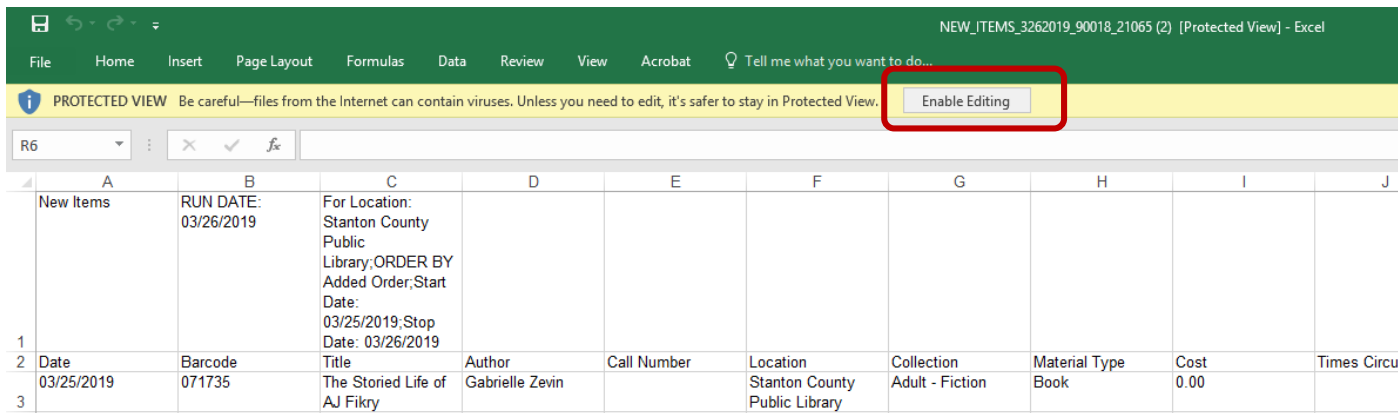
MadTrakR_Payer_...pdf

2020-2023 HAAC...doc

Coldwater TECHN...doc

Show all

m. Once opened in Excel Click on Enable Editing at the top of the screen.



NEW_ITEMS_3262019_90018_21065 (2) [Protected View] - Excel

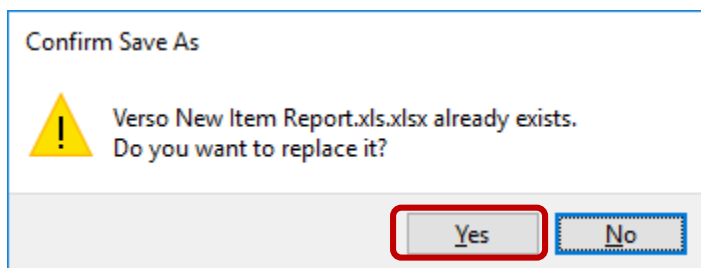
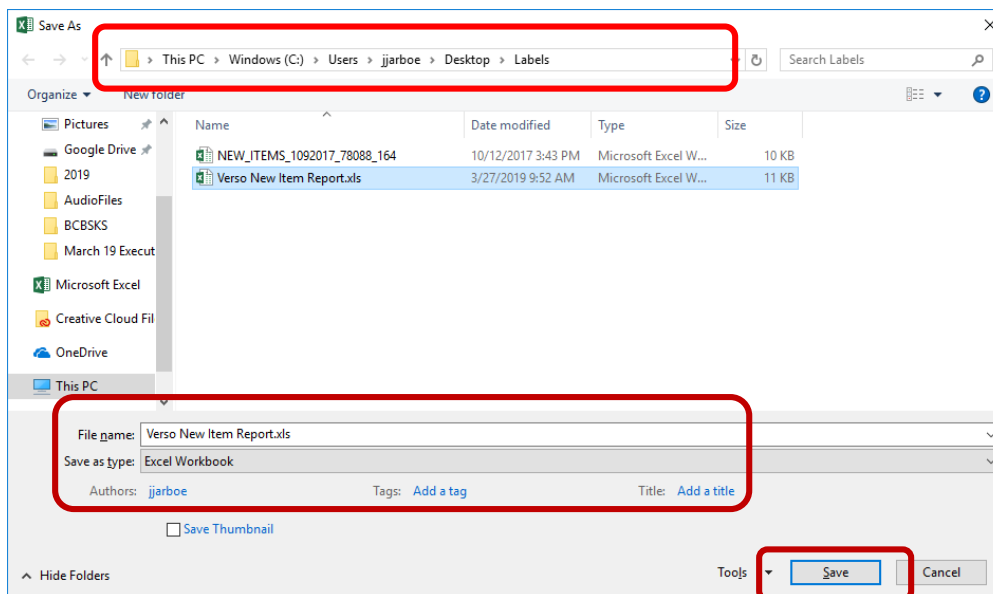
File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do...

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

R6

	A	B	C	D	E	F	G	H	I	J
1	New Items	RUN DATE: 03/26/2019	For Location: Stanton County Public Library;ORDER BY Added Order;Start Date: 03/25/2019;Stop Date: 03/26/2019							
2	Date	Barcode	Title	Author	Call Number	Location	Collection	Material Type	Cost	Times Circu
3	03/25/2019	071735	The Storied Life of AJ Fikry	Gabrielle Zevin		Stanton County Public Library	Adult - Fiction	Book	0.00	

- n. Click on File and Save As and then Browse. Save the report as **“Verso New Item Report”** in the **Label** folder on your **Desktop**. If it asks if you want to replace a current copy go ahead and click on **Yes**. We are going to overwrite the original copy every time. This way you won't have a bunch of extra files taking up space on your computer. **Important: Please be sure to save your file at this point and give it the name of Verso New Item Report.**



Step 2:

Edit the New Item Report information so we can print off Book Labels. The following suggestions are just suggestions. Each library does their labels differently. The nice thing about using these labels is that you can customize them for your library.

- Open the Excel report you saved in Step 1 (if it's not still open. Go to your desktop, find your label folder, and find the **Verso New Item Report** Excel Spreadsheet).
- Delete the first row. This has extra info like report title that you will not need. The easiest way to do this is to select it with your mouse by clicking once, right clicking and then clicking on delete.

New Items									
RUN DATE: 03/25/2019									
For Location: Stanton County Public Library									
ORDER BY: Address Order									
Start Date: 03/25/2019									
Stop Date: 03/25/2019									
Date	Barcode	Title	Author	Call Number	Location	Collection	Material Type	Cost	Times Circulated
03/25/2019	071735	The Stoned Life of AJ Filary	Gabrielle Zevin		Stanton County Public Library	Adult - Fiction	Book	0.00	1
03/25/2019	D1-071735	The Stoned Life of AJ Filary	Gabrielle Zevin		Stanton County Public Library	Adult - Fiction	Book	0.00	0
03/25/2019	090383	The 11th doctrine	Robards, Karen	F Robards	Stanton County Public Library	Adult - Fiction	Book	26.99	0
03/25/2019	090382	Celtic empire	Cussler, Clive	F Cussler	Stanton County Public Library	Adult - Fiction	Book	29.00	0
03/25/2019	090386	Have brides, will travel	Johnstone, William W.	F Johnston	Stanton County Public Library	Adult - Fiction	Book	27.95	0
03/25/2019	090392	Beautiful bad	Ward, Annie High	F Ward	Stanton County Public Library	Adult - Fiction	Book	26.99	0
03/25/2019	090393	In another time : a novel	Cantor, Jillian	F Cantor	Stanton County Public Library	Adult - Fiction	Book	26.99	0
03/25/2019	090395	Blood oath	Fairstein, Linda A.	F Fairstein	Stanton County Public Library	Adult - Fiction	Book	28.00	0
03/25/2019	090387	Deep harbor	Michaels, Fern	F Michaels	Stanton County Public Library	Adult - Fiction	Book	22.95	0
03/25/2019	090391	Hope on the Inside	Bostwick, Marie.	F Bostwick	Stanton County Public Library	Adult - Fiction	Book	15.95	0
03/25/2019	090401	The Tinderbox	Lewis, Beverly	F Lewis	Stanton County Public Library	Adult - Fiction	Book	22.99	0
03/25/2019	090389	The Cornwalls are gone	Patterson, James	F Patterson	Stanton County Public Library	Adult - Fiction	Book	28.00	0
03/25/2019	090384	The last second	Coulter, Catherine	F Coulter	Stanton County Public Library	Adult - Fiction	Book	0.00	0
03/25/2019	090390	Wild card	Woods, Stuart	F Woods	Stanton County Public Library	Adult - Fiction	Book	28.00	0
03/25/2019	090388	Dark tribute	Johansen, Iris	F Johansen	Stanton County Public Library	Adult - Fiction	Book	28.99	0
03/25/2019	090395	Goodbye, Paris : a novel	Harris, Anstey	F Harris	Stanton County Public Library	Adult - Fiction	Book	24.99	0
03/25/2019	090400	We don't eat our classmates	Higgins, Ryan T	JF Higgins School	Stanton County Public Library	Juvenile - Fiction	Book	17.99	0
03/25/2019	072481	Vigil Wander	Enger, Leif	F CD Enger	Stanton County Public Library	Adult - CD	Audio CD	28.93	0
03/25/2019	0770771	Diana, Of a Winters			Stanton County Public Library	Adult - Fiction	Book	0.00	1

Important: Make sure the header info ie: Date, Barcode, Title, etc **ALL** stay up at the top even if these aren't columns you will be using. These headers are what the label maker program will need to match up the information on your labels with the formatting. **All of the header info should also be in the FIRST ROW. Be sure to check that the first row contains header info and is NOT blank.**

- Delete any extra rows like Magazines or ILL that will not need labels. (Not

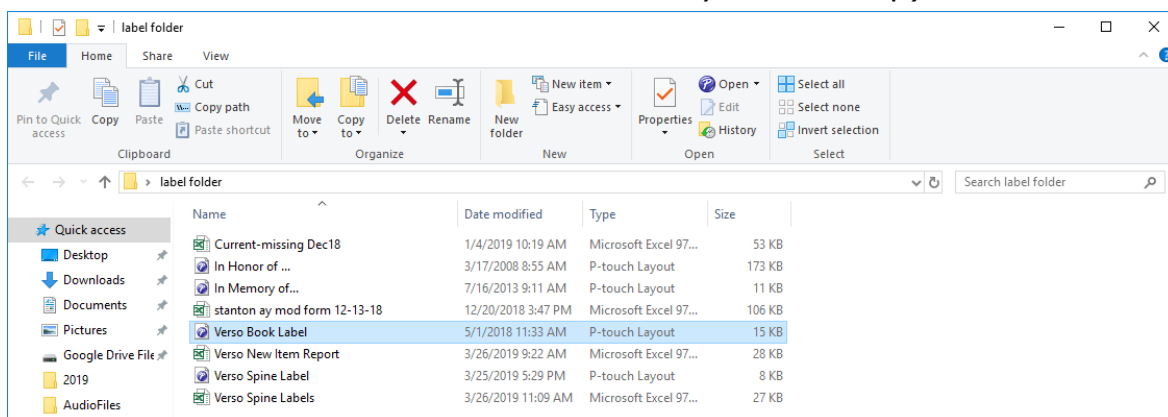
necessary, but some people like to do it.) You can also just choose not to print these labels.

d. Save your changes and close the New Item Report spreadsheet.

Step 3:

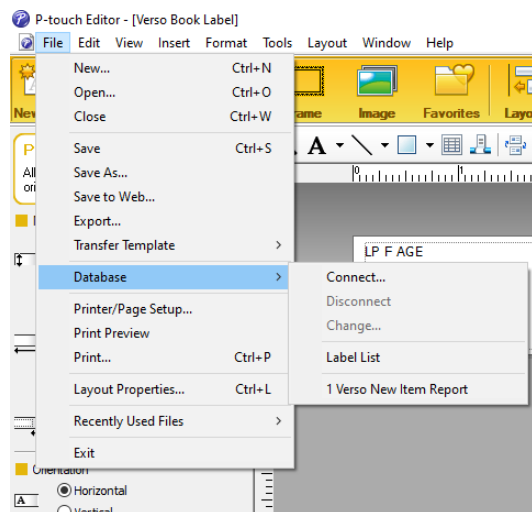
Print the Pocket Labels

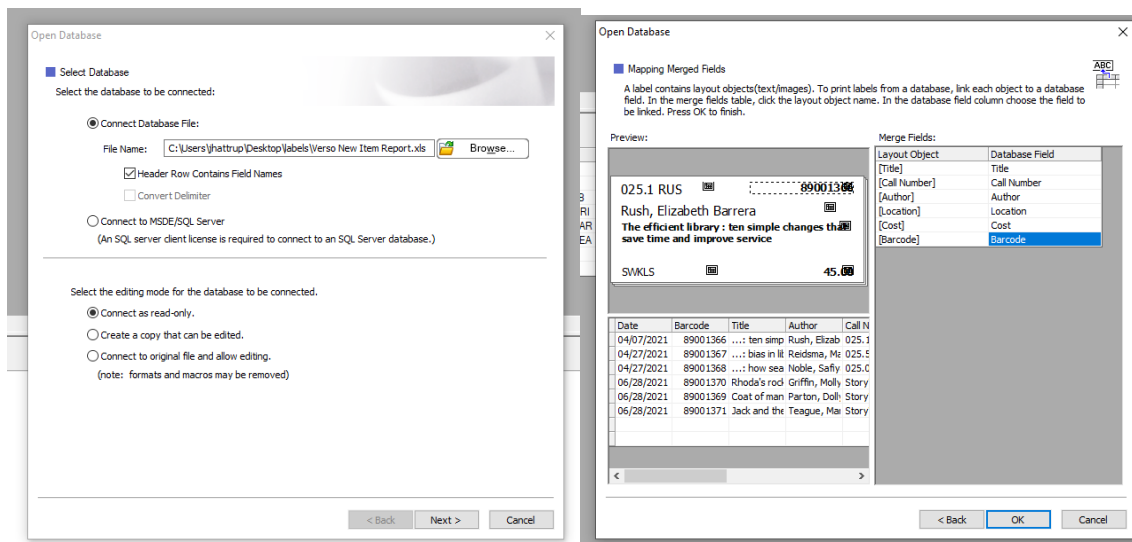
a. Find the file “**Verso Book Label**” P-touch Layout file and open it. (this file will be located in the label folder on your desktop)



b. The P-Touch program should automatically open up with your labels. Look at the records on the bottom to verify that it connected to the Excel file you modified in Step 2. If not, go to 3. If it did, go to 4.

c. Go to **File | Database** and Click on **Connect**. A message may come up similar to the one below.



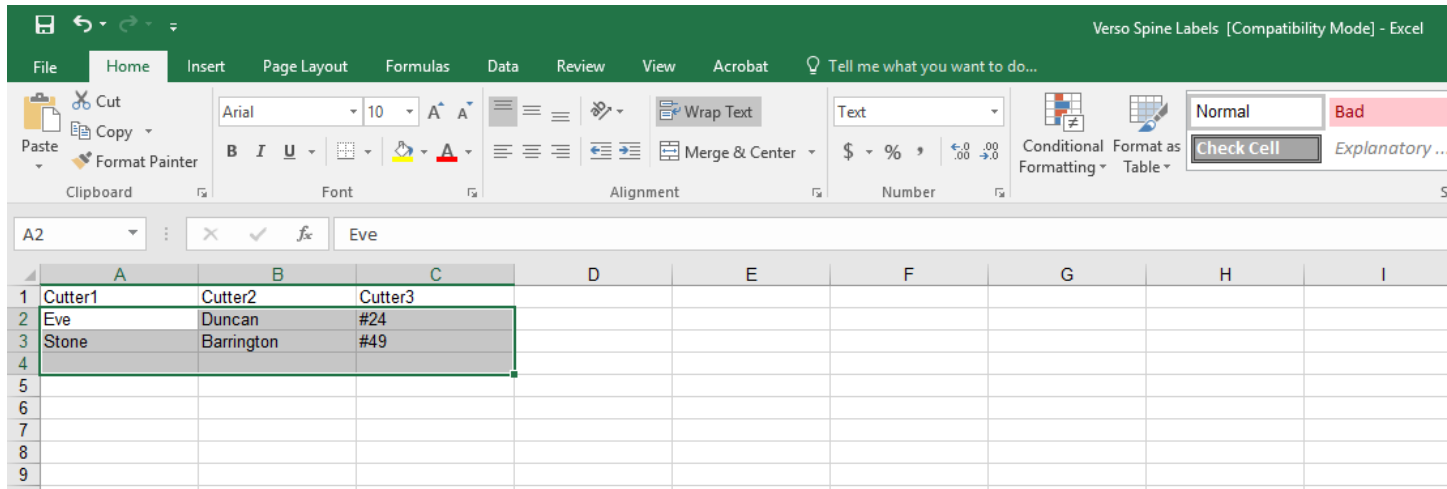


- d. Browse to "**Verso New Item Report**" in the Label Folder on your desktop, select it and click "**Open**". Click on "Connect to original file and allow editing." Click Next
- e. Check the labels over to make sure you haven't forgotten anything and they look the way you want them to. Click **OK**
- f. Print your labels by going to File | Print. You will have the option of printing all records, a range of records, or the current record.
- g. When you are done, close the label program. If it prompts to save the format and you want it to save it, **BE SURE TO CLICK YES.**

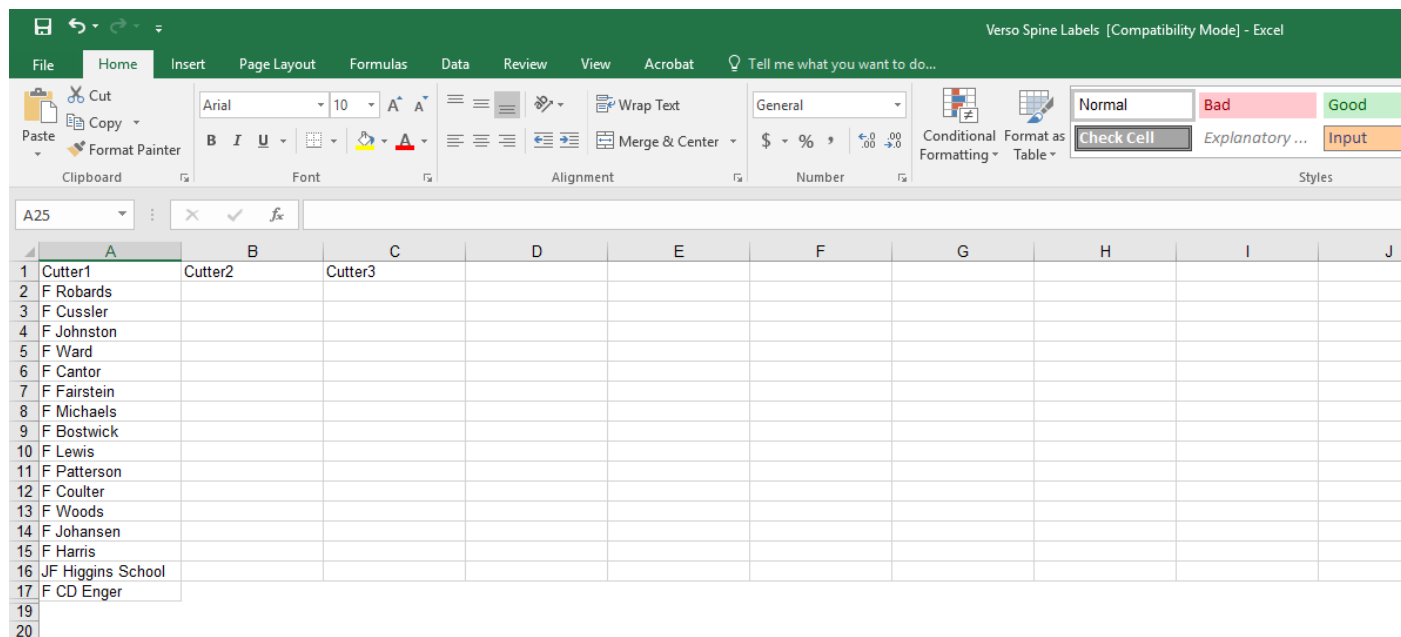
Step 4:

Now, you are ready to start creating your spine labels. First you will have to prepare the spreadsheet for the spine labels.

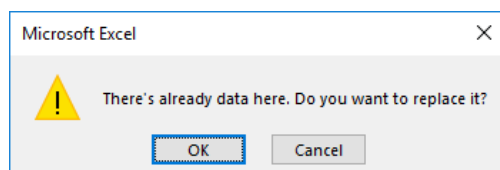
- a. Open the **Verso Spine Labels Spreadsheet** located in the labels folder on your desktop. You might get a message about Macros when you open your spreadsheet. Go ahead and click on the Enable Content button.
- b. Delete all of the old data. (**Be sure to leave header info ie: Cutter1, Cutter2, Cutter3.**)



Open the **Verso New Item Report spreadsheet** located in the **Label Folder on your Desktop**. Copy and paste the column that contains the call / cutter from the **Verso New Item Report** into the **Verso Spine Label Spreadsheet**. (Do not copy the column headings)



- b. After you get the Call Numbers/Cutter info pasted into the first row, hold down the **Ctrl + s** on your keyboard. This will split your cutter numbers and put them into each field. A message will pop up similar to the one below. Click OK.



	A	B	C	D	E	F	G	H	I	J	L
1	Cutter1	Cutter2	Cutter3								
2	F	Robards									
3	F	Cussler									
4	F	Johnston									
5	F	Ward									
6	F	Cantor									
7	F	Fairstein									
8	F	Michaels									
9	F	Bostwick									
10	F	Lewis									
11	F	Patterson									
12	F	Coulter									
13	F	Woods									
14	F	Johansen									
15	F	Harris									
16	JF	Higgins	School								
17	F	CD	Enger								
19											
20											
24											

- c. Some libraries like to add series information, etc to Cutter 3.
- d. Save your **Verso Spine Label** sheet report and Exit.

Step 5:

Print the Spine Labels

- a. Find the file "**Verso Spine Label**" P-touch Layout file and open it.
- b. The P-Touch program should automatically open up with your labels.
- c. Check the labels over to make sure you haven't forgotten anything and they look the way you want them to. You may have to line it up a little if the Author's name is long or it is offset for some reason.
- d. Print your labels by going to File | Print. You will have the option to print all records, a range of records, or the current record.
- e. When you are done, close the label program. If it prompts to save the format **BE SURE TO CLICK YES.**

Step by Step Breakdown:

- a. Run the VERSO New Item Report and Save it to the Labels folder on the Desktop.
- b. Edit the Report so you can use it to print labels.
- c. Print the Pocket Labels (optional)

- d.** Create your Spine Labels
- e.** Print your Spine Labels