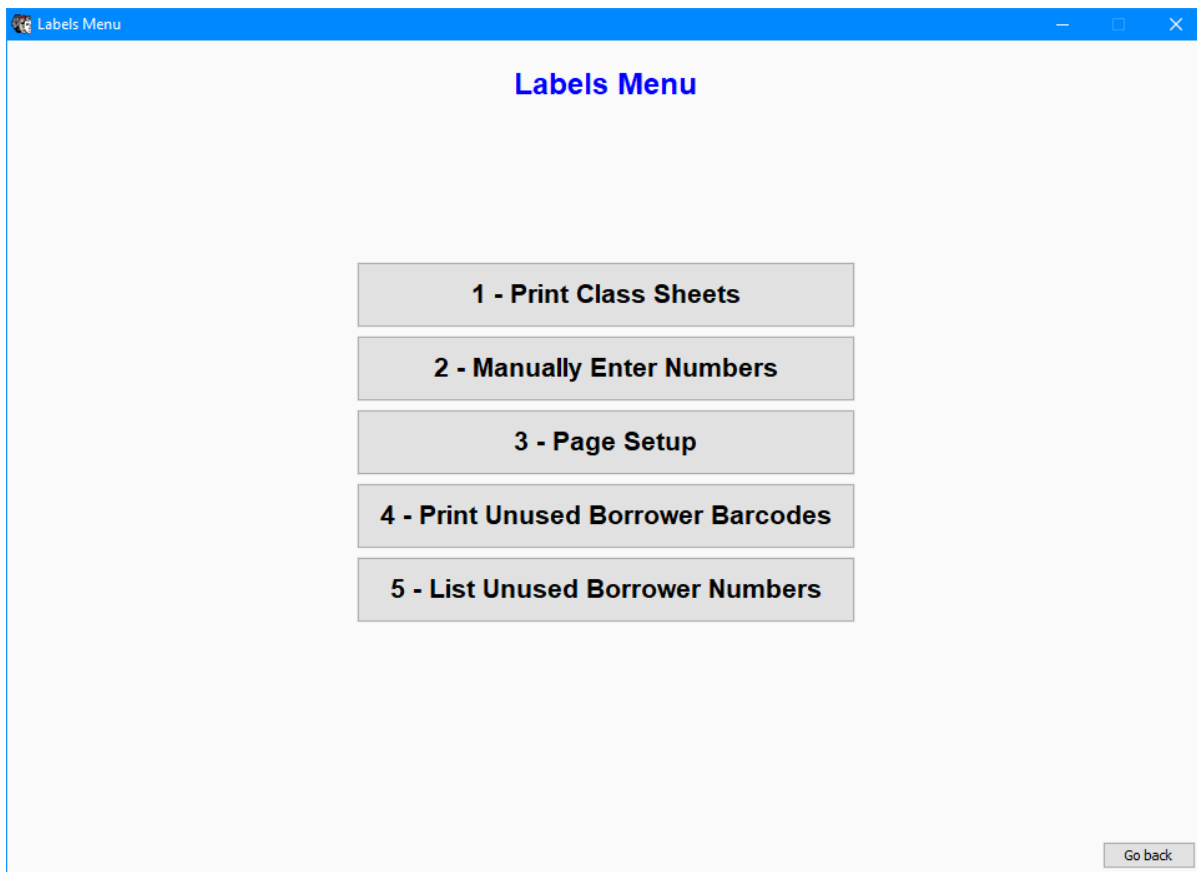# Printing Borrower Barcode Labels

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Bookmark can print barcode labels for items and borrowers.

It can be easier to purchase stick-on barcodes for items but print your own borrower labels.

Borrower labels can be printed individually or in "class sheets".

A class sheet is a set of borrower barcodes that belong to one class or year level.
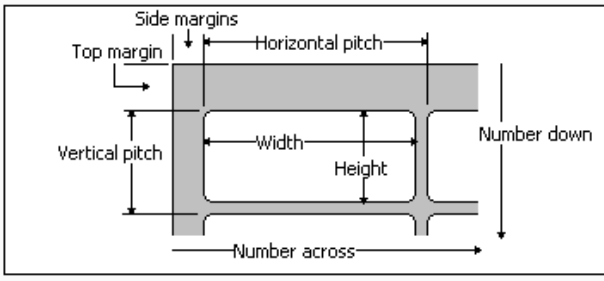
Go to Borrowers then Labels.

Skip the Page Setup below if you are only printing class sheets. The other choices use the page setup.

Page Setup

Before printing borrower labels, the "Page Setup" must be configured.

The header should be the name of the school, institution, or library.

The borrower template specifies the structure of the labels to be printed. It should match the structure set up in Controls / Barcode Settings for borrower labels. All borrower labels printed will use the Page Setup structure even if it is different to the Controls settings.

The Site ID is the 4-digit number or 4-letter code found on all labels. (Note, some structures do not include the site ID, but most do.) If it says 0000, change it to match.

The Borrower Identifier is the letter or numeral that prefixes all borrower labels. It must be different to the prefix used on item labels. Check with Controls / Barcode Settings if unsure.

Number Across is the number of columns to be printed on a full page.
Number Down is the number of rows to be printed.
If you are using blank stick-on labels these values should match the sheets.

The rest of the left settings pertain to placement of the labels on the page. As all printers have their own unique margins, it may be necessary to slightly alter the values so the labels are printed correctly.

Changing the top margin shifts all rows up or down. Decimal values are permitted – e.g. 7.5

Changing the side margin shifts all columns left or right. A larger value moves the columns to the right.

On the right side are parameters that control the actual labels.

Header font size sets the size of the text above the stripes. A value around 10 is normal.

Stripes width controls the width of a label. It is always a decimal and is very sensitive to small changes. 0.3 and 0.33 can make a big difference.

The barcode standard is normally Code 128. This produces dark, compact labels. Code 39 is an older standard common to public library labels. Labels can be wider and lighter.

Use the Default button to select pre-set values for blank stick-on labels that can be purchased. The top is the normal and can be used if printing on ordinary sheets. (Note item barcodes have a larger range of pre-set sheets.)
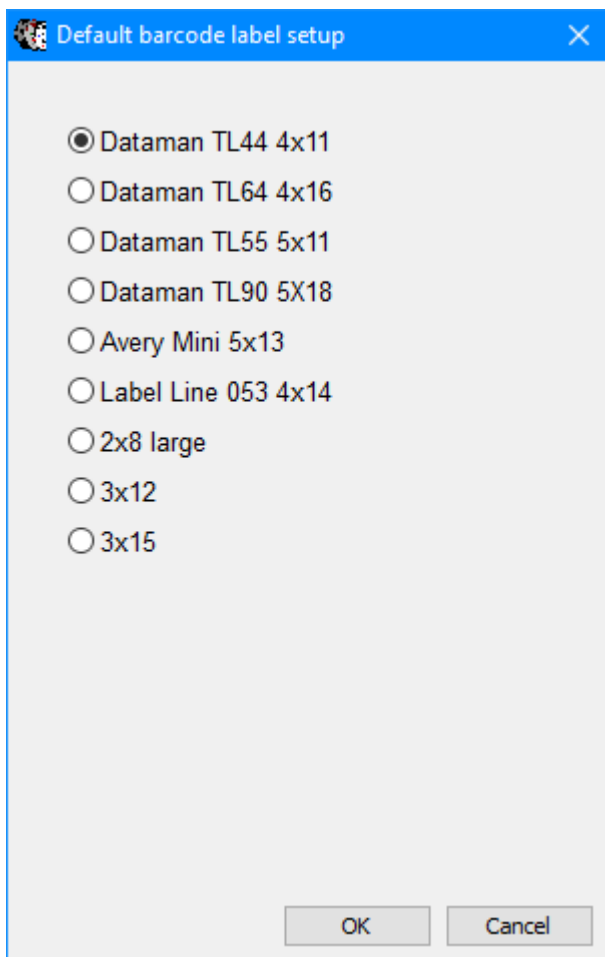
The test print does not have to be made if only printing onto ordinary paper, such as class sheets.

Use the test print if you are going to print onto blank stick-on labels to ensure correct alignment.

It is normal to have to adjust at least the margins after selecting a default. This takes into account the printer's own imposed margins.

Testing

It is important to test the setup if printing to blank stick-on labels. Click on Test Print.

The print preview is not exact but an impression. If it looks generally OK, print onto ordinary paper. If printing to stick-on label sheets, place the printout behind a blank sheet and hold up to the light so the labels shine through. This is an easy way to check on placement without wasting too much paper.

If the printout does not line up properly, adjust the values and test print again. It is normal to do several test prints until correct.

Printing Class Sheets

Class sheets generates pages in which the barcodes of all borrowers in a class or year level are printed on one or two pages. Several different formats or arrangements of labels are available, including ones that show borrower photos next to the labels. Example:
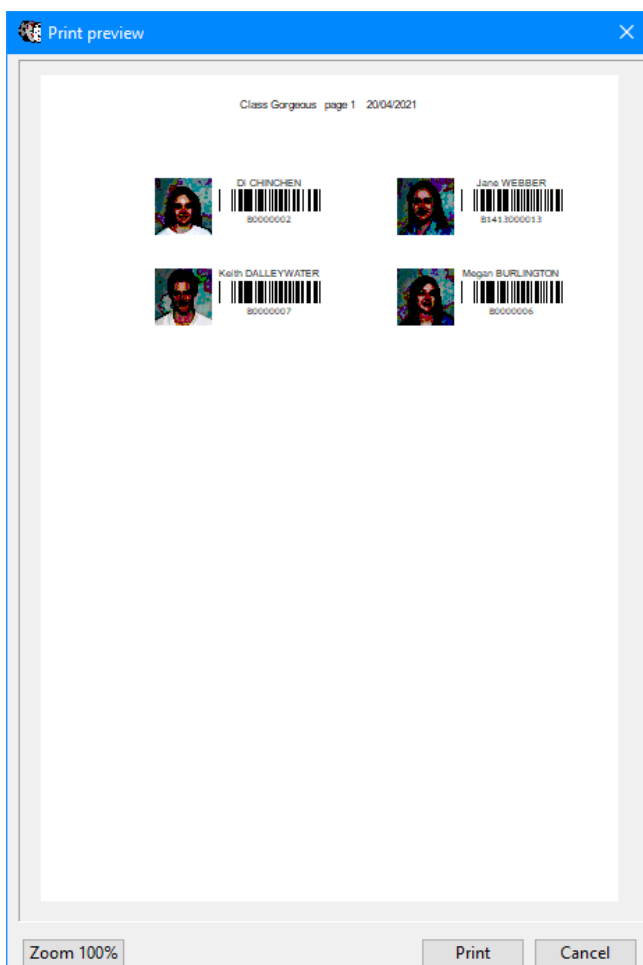
On the Print Class Sheets form, tick all the classes for which label sheets are to be printed.

Beneath the class list, make sure everything is set the way you want it.

The Layout dropdown list chooses the printing format.

The print preview can show what the first page will be.

Manually Enter Numbers
This function can be used where specific borrowers are to be printed on a page. Enter each borrower's number. Set the layout beneath then print.