

## How do I print spine labels?

Version 4.0

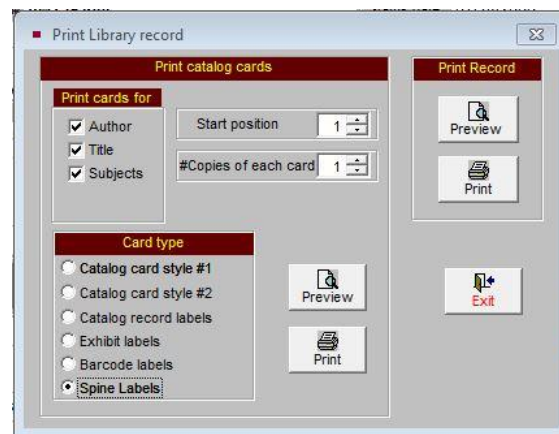
Spine labels can be printed from the Print button at the top of the Library catalog screen or from Reports | Library | Spine Labels. The spine labels in PastPerfect pull information from the Spine Label field in the Library catalog.

### Print a single spine label from the Library catalog

1. Find the record in the Library catalog for which you'd like to print a spine label.
2. Click "Print" in the Navigation Bar at the top of the screen.
3. Choose "Spine Labels" under Card type.
4. Use the arrows to choose "Start Position" and "#Copies of Each Card."

**Note:** The label in the first start position is at the top left corner of your label sheet. The labels will first go across and then down. The default Spine Label layout (Demco spine label #1421802) has 7 rows of 8 labels. If you started with the label in the 10<sup>th</sup> position, it would be the second label on the second row.

5. Click "Preview" to view the label before printing, or click "Print" to print the label.

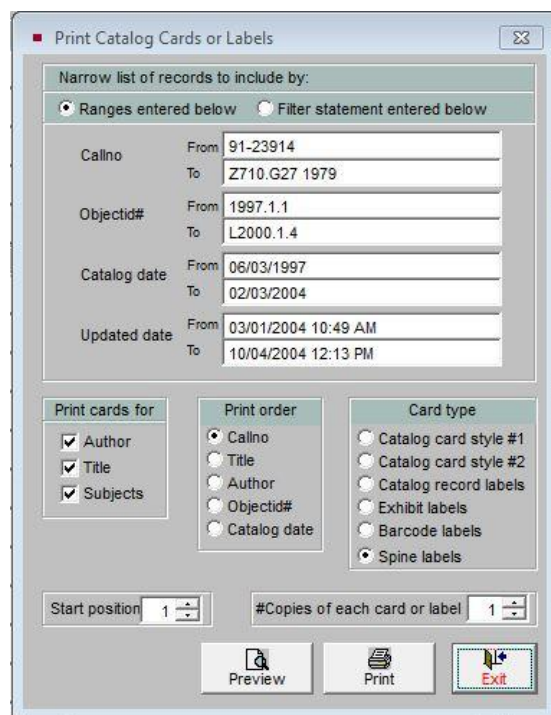


### Print a series of spine labels from the Reports screen

1. From the Main Menu, click "Reports", and then click "Library".
2. Click "Spine Labels".
3. Click "Run Report."
4. You can narrow the list using either the Ranges or a Filter Statement.
5. Choose "Author," "Title," and/or "Subjects" under "Print cards for."

**Note:** If you want only one spine label per record to print, make sure that only Title is selected.

6. Choose your "Print order."
7. Use the arrows to choose "Start position" and "#Copies of each card or label."
8. Click "Preview" to view the label before printing, or click "Print" to print the labels.



If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!