

# Installing and Configuring the UMDPrint Program

## A. Overview

The UMDPrint program is a third-party software program developed by Kyle Harriss at the University of Minnesota-Duluth. It allows users control of almost all aspects of creating and printing “one-up” spine labels. This includes control of the font-size and font-type, bold, italics, number of duplicate labels, margins, and the insertion of the collection and/or description information. The UMDPrint program will also print pocket labels, although it is very limited in the amount of information that the pocket label can contain. It has been tested and is compatible with all printers currently recommended by CCLA. No changes in the printer settings or label stock should be needed.

This document explains the changes that need to be made in order for a library to use this program. Since it works in conjunction with the Aleph software, this program will need to be loaded on each workstation that produces spine labels. If you have any problems or questions, please contact the CCLA Service Desk.

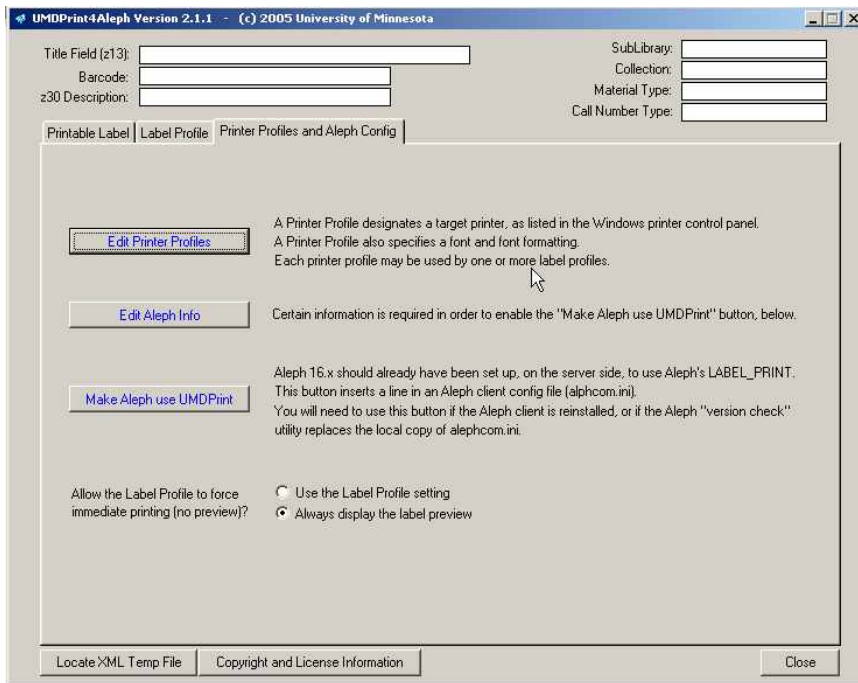
## B. Installing the UMDPrint Software

The Label Print software can be downloaded from the CCLA download site. Library staff should consult with their Applications Contact in obtaining a copy of the program. The file is called “umdprint2\_1\_1.exe.” Once this file is loaded on the workstation, simply double-click on the icon and follow the instructions that appear on the screen.

***NOTE: If you have loaded the LabelPrint program on the workstation, you must uninstall it before you install this program, as both programs are not compatible.***

## C. Configuring the UMDPrint Program

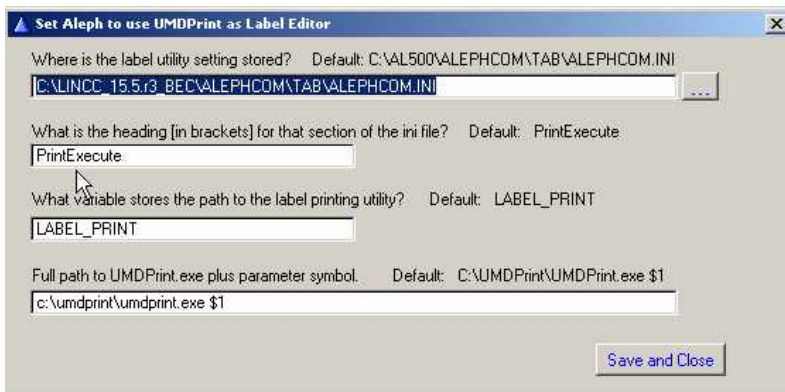
Before using the program, it must be configured to interact with the Aleph client software and the printer. The easiest way to do this is to access the program separately from the Aleph client. To run the UMDPrint program without the Aleph client, click on the Windows Start Button. Choose "Programs," then "UMDPrint4Aleph," and then "Configure UMDPrint." The following window should appear:



Note that this window references Aleph version 16.x. CCLA has verified that the software does work with our current version, which is 15.5.

**To configure the software to work with the Aleph client:**

1. Choose "Edit Aleph Info" from the window. The following window should appear:



2. The box under “Where is the label utility setting stored?” should be changed to “C:\LINCC\_15.5.r3\_XXX\ALEPHCOM\TAB\ALEPHCOM.INI” where the XXX represents your institution’s three letter library code. (See the example above.)
3. Leave the other three settings at their defaults. Choose “Save and Close” to retain the settings. The main Configuration window should appear.
4. Click the “Make Aleph use UMDPrint” button to link the software to the Aleph client. Nothing will visibly happen, but the software will automatically make changes to the Aleph client to enable it to work. One other change must be made to the Aleph client manually. This is described in detail in Section D.

### To configure the UMDPrint printer settings:

1. From the main Configuration window, choose the button labeled “Edit Printer Profiles.” The following window should open:

Printer A [Default] | Printer B | Printer C

Printer Name:

Description:

Font:

Font Color:     Fontsize:

Font Style:  Regular     Italic     Bold     Bold Italic

**The following measurements are in 1/1000ths of an inch.**

Form Length:     "Form Length" should match the distance from the top of one label to the top of the next one. This sets the distance for printer form feeds.

Label Height:     These measurements should match the size of the spine label, itself. 1 5/8" = 1,625    7/8" = 875

Label Width:

Shift Printing Right:     These are small adjustments that can be used after the labels in the printer have been physically aligned.

Shift Printing Down:

Notice that the software supports multiple printers, so if your library prints spine labels with one type of printer and spine and pocket labels on another, you can configure both and easily switch back and forth.

2. Edit the following fields:
  - **Printer Name** – Click on the select button and then choose the printer from the menu. Any printer you wish to use must be installed and configured on the workstation before it can be chosen.
  - **Description** – Give the printer a description such as “Spine Label” if you are using multiple printers.

- **Font** – Click on the Select button and then choose the font, font size and font style from the window.
- **Form Length** – As the description says, this controls the form feed from one label to another.
- **Label Height** – This setting is for the height of the actual label itself.
- **Label Width** – This setting is for the width of the label. According to the developer of the software, this should be set about a half inch wider than the actual size.
- **Shift Printing Right** and **Shift Printing Down** – These settings are used to control the text on the actual label. They should be used for minor corrections for label alignment.

Recommended settings for Form Length, Label Height, Label Width, Shift Printing Right, and Shift Printing Down for the various CCLA supported printers are listed in Appendix A.

3. If you have multiple printers, click on the Printer B tab and enter the appropriate information as outlined above, and then repeat again for Printer C, if necessary.
4. When you are finished, click the “Save and Close” button to return to the main window.

### To configure the default label settings:

1. From the main window, click on the “Label Profile” tab. The following window should appear:

The screenshot shows the 'Label Profile' configuration window for the 'Default Label Group'. The window title is 'UMDPrint4Aleph Version 2.1.1 - (c) 2005 University of Minnesota'. It features several input fields and control panels:

- Title Field (z13):** [Empty text box]
- Barcode:** [Empty text box]
- z30 Description:** [Empty text box]
- SubLibrary:** [Empty text box]
- Collection:** [Empty text box]
- Material Type:** [Empty text box]
- Call Number Type:** [Empty text box]
- Printer:** Radio buttons for A (selected), B, and C.
- View before printing:** Radio buttons for Yes (selected) and No.
- Append copy number from z30-copy-id:** Radio buttons for Never, If Greater Than 1, and Always.
- If appended, spelling of "copy":** Radio buttons for "copy" (selected), "c.", and "".
- Enum Gets New Line:** Radio buttons for Yes and No (selected).
- Append paren info from z30 description as chronology:** Radio buttons for Yes and No (selected).
- Break lines if they have at least this many characters:** [8]
- XML Fields Used to Form Call Number:** Checkboxes for <tab-label>, <call-no-piece>, <call-no-piece-2>, and <item-desc-piece> (all checked).
- Adjust Screen Size of Editable Label:** Height: [140], Width: [80].
- Divide the first line... If it begins with...:** Radio buttons for Yes and No (No selected), with an adjacent text box.
- If 1st line is this... replace it with this...:** Two text boxes with arrows between them.
- Divide the 2nd Line... If it begins with...:** Radio buttons for Yes and No (No selected), with an adjacent text box.
- Combine Lines 2-14:** Radio buttons for Yes and No (No selected).
- Insert title on line 1, after other text:** Radio buttons for Yes and No (No selected).
- Insert callnum on line 2, after other text:** Radio buttons for Yes and No (No selected).
- Start Position:** [15]
- Max characters to insert:** [25]
- Buttons:** 'Save this "Label Group" Configuration', 'Locate XML Temp File', 'Copyright and License Information', and 'Close'.

Note that the Label Group field says “Default Label Group.” This means the settings listed will be the default settings for any unrecognized label groups. Label groups are explained in Section F of this manual.

2. An explanation of each section is provided below:

### Printer settings

Printer:	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
View before printing:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	

Choose the printer that you will do the majority of your spine label printing with. Make sure that the “View before printing” setting is “Yes.”

### Copy number settings

Append copy number from z30-copy-id:	<input type="radio"/> Never		
	<input checked="" type="radio"/> If Greater Than 1		
	<input type="radio"/> Always		
If appended, spelling of "copy":	<input checked="" type="radio"/> "copy"	<input type="radio"/> "c."	<input type="radio"/> ""

Since LINCC libraries typically do not use the Copy number field in the item record, these settings are not relevant. (Copy number information is usually in the Item description field.)

### Enumeration information, Line breaks.

Enum Gets New Line:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Append paren info from z30 description as chronology:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Break lines if they have at least this many characters:	<input type="text" value="10"/>	

Again, enumeration information is usually located in the Item description field, so the first two settings of this box are not pertinent. The “Break lines” setting should be 10.

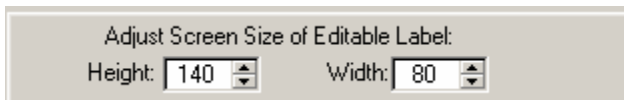
### Call number fields

XML Fields Used to Form Call Number:	
<input type="checkbox"/> <tab-label-x>	<input type="checkbox"/> <call-no-piece-2>
<input checked="" type="checkbox"/> <call-no-piece>	<input type="checkbox"/> <item-desc-piece>

These settings control what information displays on the spine label. If you want the name of the collection to appear on the top line, then check the “tab-label-x” box. (The actual collection name for this feature can be controlled by a table on the server. For instance, if you want labels for your reference collection to say “REF” instead of “Reference,” CCLA can modify a table setting to do this.) The “call-no-piece” box should be checked so that the call number appears. The “call-no-piece-2” box should not be checked, as most LINCC libraries are not using the second call number field in the item record. If you want the information

from the item description field to appear after the call number, then check the “item=desc-piece” box. This field usually contains copy number and volume number information.

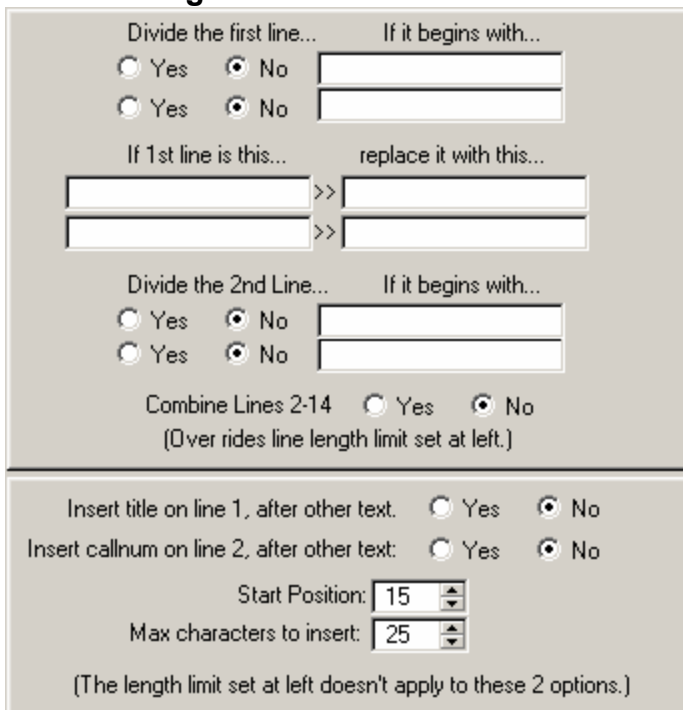
### Screen Size



Adjust Screen Size of Editable Label:  
Height:  Width:

These settings control the size of the spine label window, which can be edited. The default settings of 140 and 80 are fine for printing just spine labels.

### Other settings



Divide the first line... If it begins with...  
 Yes  No   
 Yes  No   
If 1st line is this... replace it with this...  
 >>   
 >>   
Divide the 2nd Line... If it begins with...  
 Yes  No   
 Yes  No   
Combine Lines 2-14  Yes  No  
(Over rides line length limit set at left.)  
Insert title on line 1, after other text.  Yes  No  
Insert callnum on line 2, after other text:  Yes  No  
Start Position:   
Max characters to insert:   
(The length limit set at left doesn't apply to these 2 options.)

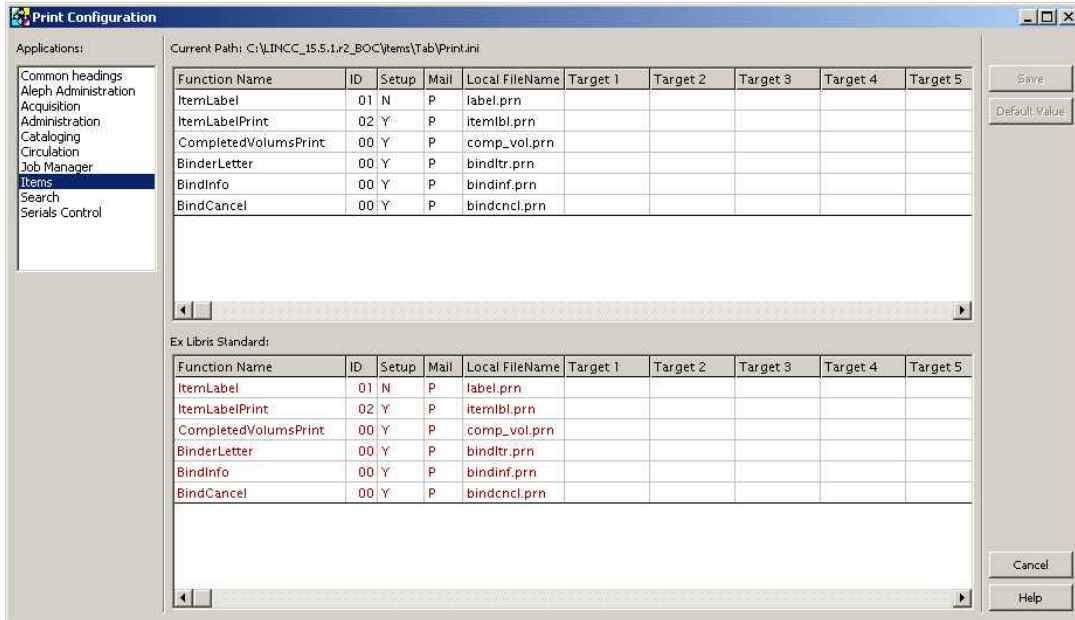
These settings are used to print pocket labels with spine labels. See Appendix 2 for the proper settings for pocket labels. If you are not using pocket labels, no changes to these settings are needed.

3. When you have finished with all changes, click on the “Save this Label Group Configuration” button at the bottom of the window, then click the “Close” button just below it. The program should automatically close.

## **D. Configuring the Aleph Client**

Once the UMDPrint program is configured, the next step is to configure the Aleph client to recognize and use it. This is done by making changes to the Print.ini file, which is detailed below:

1. Open the Aleph Administration module (ALEPHADM) and then choose “Configuration” from the menu bar. Next, choose “Print Configuration” from the menu that appears.
2. The Print Configuration window should appear. Within the window, choose Items from the Applications box. The window should look like this:



3. The ID number for the ItemLabel function needs to be changed to **20**. To change it, simply double-click on the current number in the upper box, highlight the number and then type over it. The window should look like this:

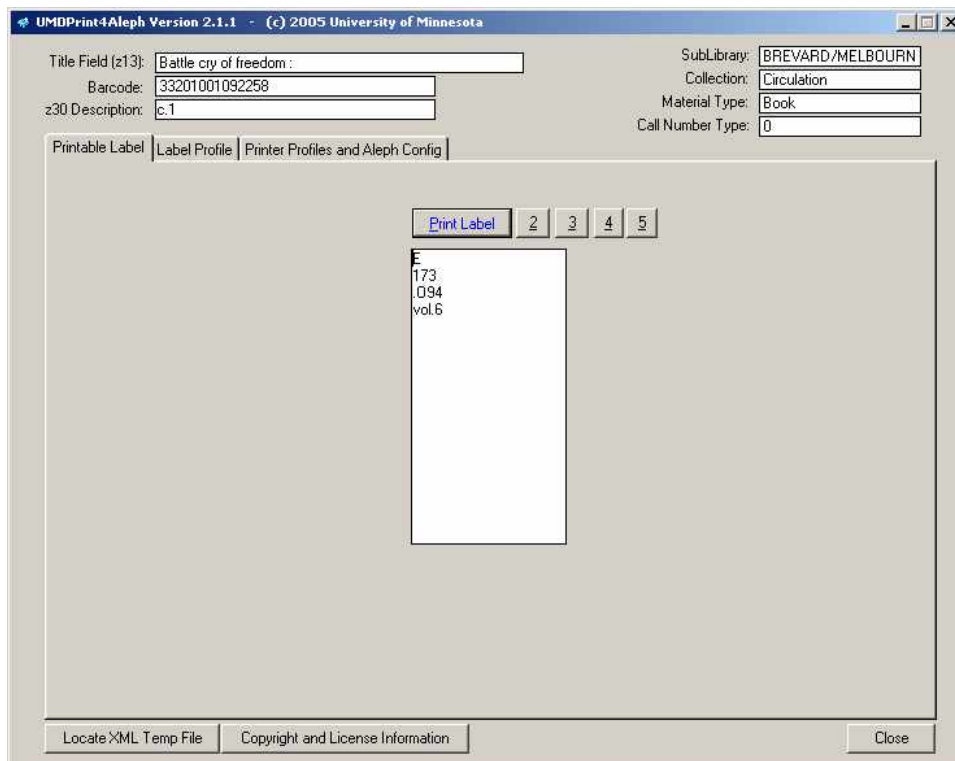


4. Choose Save from the right menu, and then Close to close the window. Close the ALEPHADM module.

## **E. Using the UMDPrint Program**

Once configured, the UMDPrint program will automatically display when you try to print a label. To print a spine label:

1. In the Items module, search for a title and display it in the Items List window.
2. Choose “Label” from the right menu. The following screen should appear:



3. If everything is correct, choose “Print Label.” If you want to print more than one label, choose the number next to the Print Label button for the number of duplicate labels. If you would like to edit the spine label, simply edit the white box where call number is displayed before choosing “Print Label.”
4. Once the label prints, the window disappears and the Item List window displays. If the label does not print correctly, you may need to make adjustments to the margin settings in the printer profile. If this is the case, choose “Label” from the Item List window again. When the UMDPrint screen appears, click on the “Printer Profiles and Aleph Config” tab and then the “Edit Printer Profiles” button. Next find the printer you wish to edit (Printer A, B, or C) and make changes to the settings as described in Section C of this manual. Most of changes will be to the “Shift Printing Right” and “Shift Printing Down” settings. It is recommended that

you make changes to these settings in increments on 10. Once you make any changes, click the “Save and Close” button, close the UMDPrint program, and return to the Item List window. Choose “Label” from the right menu to display the label again in the program and print the label again. Keep making changes in this manner until the labels are satisfactorily aligned.

## **F. Using Label Groups**

The UMDPrint program has a special feature called “Label Groups,” which allows you to define spine label settings for groups of materials. The software defines a label group as items with the same Sublibrary, Collection, Material Type, and Call Number Type. Here’s how it works:

1. Every time the software receives a label to print from Aleph, it looks to see if that label fits into a label group for which settings have already been saved. If it cannot find a group that is already defined, a message similar to the one below will appear:



2. Click on “OK.” The UMDPrint program should then open with the spine label displaying in the edit window. The program will use the default settings set up previously in Section C to control the layout, margins, font style, font type, and printer. If these settings are acceptable, then simply choose “Print Label” and the software will print the label and save the label group settings. The next time it tries to create a spine label from an item in this “group,” it will automatically apply these settings and display the label.
3. If you want the settings for this Label Group to be different than the default setup, then when the main window appears, click on the “Label Profile” tab. The Label Group Settings window should appear. Make any changes for this group following the instructions in Section C. When you are finished, choose the “Save this Label Group Configuration” button on the bottom of the window, then “Close” to close the window. The Item List window should reappear. Choose “Label” from the right menu to see the newly configured spine label. Now all spine labels for items similar to this one will print with these same settings.

**Example 1:** Many libraries only print the call number on the spine label for regular circulating collections. However, for their reference materials they may wish to print

the call number and description field, since the volume number is typically put in the description field. One label group will be created for the circulating items and another for the reference items, each with different parameters. The software accesses the correct group as it processes each label and applies the correct settings automatically.

**Example 2:** Some LINCC libraries like to print only spine labels for most of their materials, but do print pocket labels for their AV items. This is easily done by setting the default label group to just print spine labels and then have label groups for all AV material that prints spine and pocket labels. You can even have the spine and pocket labels print to a separate printer.

## Appendix 1 – Recommended Printer Settings

Below are recommended settings for the printers that CCLA currently supports for printing spine labels. Individual settings may have to be adjusted depending upon what font and font size is being used.

Settings for dot-matrix printers (Okidata 420, Digital LA30N, and IBM 4226) using OCLC Single-Up Spine Stock:

<b>Font:</b>	Tahoma
<b>Font Color:</b>	0
<b>Font Size:</b>	10
<b>Font Style:</b>	Regular
<b>Form Length:</b>	2,000
<b>Label Height:</b>	1,675
<b>Label Width:</b>	1,375
<b>Shift Printing Right:</b>	0
<b>Shift Printing Down:</b>	0

If the label prints too far to the left, adjust the “Shift Printing Right” setting in increments of 10. If the label prints too far up, adjust the “Shift Printing Down” setting in increments of 10 as well.

Settings for thermal printer (Dymo LaserWriter 330 Turbo) using Gaylord’s specially designed spine labels for CCLA:

<b>Font:</b>	Tahoma
<b>Font Color:</b>	0
<b>Font Size:</b>	10
<b>Font Style:</b>	Regular
<b>Form Length:</b>	2,000
<b>Label Height:</b>	1,750
<b>Label Width:</b>	1,500
<b>Shift Printing Right:</b>	0
<b>Shift Printing Down:</b>	0

If the label prints too far to the left, adjust the “Shift Printing Right” setting in increments of 10. If the label prints too far up, adjust the “Shift Printing Down” setting in increments of 10 as well.

## Appendix 2: Configuration for Spine and Pocket Labels

Configuring the software to print spine and pocket labels is a two-step process. First, you must configure the printer to recognize the size of the spine and pocket label stock (SL4). Then you need to edit the Label Profile so that software knows to print additional information.

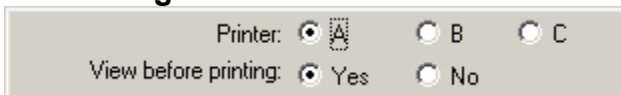
To configure your dot-matrix printer for spine and pocket labels, you must use either the “Printer B” or “Printer C” profiles. Use the following settings:

<b>Font:</b>	Tahoma
<b>Font Color:</b>	0
<b>Font Size:</b>	10
<b>Font Style:</b>	Regular
<b>2<sup>nd</sup> Label to Right:</b>	Yes
<b>Form Length:</b>	1,360
<b>Label Height:</b>	1,125
<b>Label Width:</b>	6,000
<b>Shift Printing Right:</b>	0
<b>Shift Printing Down:</b>	0

If the label prints too far to the left, adjust the “Shift Printing Right” setting in increments of 10. If the label prints too far up, adjust the “Shift Printing Down” setting in increments of 10 as well.

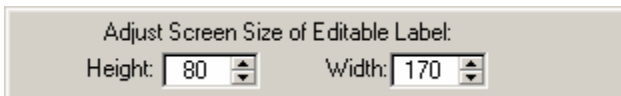
Next, bring up an item record in Aleph that you want to print a spine and pocket label for. Highlight the item record and choose “Label” from the right menu. When the label appears, click on the “Label Profile” tab to edit the settings for the label group. Make the following changes:

### Printer settings



- Choose the printer that you just set up to print spine and pocket labels. Make sure that the “View before printing” setting is “Yes.”

### Screen Size:



- Change the Height to 80 and the Width to 170. This controls the size of the editable window.

## Other Settings:

Insert title on line 1, after other text:  Yes  No  
Insert callnum on line 2, after other text:  Yes  No  
Start Position: 25  
Max characters to insert: 35  
(The length limit set at left doesn't apply to these 2 options.)

- For “Insert title on line 1,” make sure the “Yes” button is activated.
- For “Insert callnum on line 2,” make sure the “Yes” button is activated.
- For “Start Position,” change the setting to 25. This tells the software to print the title 25 spaces from the left edge. If the title does not print correctly on the pocket label because the type is too far to the left or right, adjust this number accordingly. (If the print is too far to the left, increase the number; if it is too far to the right, decrease the number.)
- For “Max characters to insert,” change the setting to 35. This means that the first 35 characters of the title will print out on the pocket label. This may need to be adjusted depending on the size of the font used.

When you have finished with all changes, click on the “Save this Label Group Configuration” button at the bottom of the window, then click the “Close” button just below it. The window should automatically close. To print out the spine and pocket label, simply choose “Label” from the Item List window. The spine and pocket label should appear in the UMDPrint program. Once configured, the system will configure spine and pocket labels for all items in this label group.