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UMDPrint website: <http://www.d.umn.edu/~kharriss/umdprinthome.html>

UMDPrint Manual - Section A - Aleph™ Version Compatibility

Aleph 15: UMDPrint has not been tested with Aleph 15, but should work.

Aleph 15 is compatible with the Ex Libris utility "LABEL PRINT". A single document from Ex Libris gives instructions on configuring the usage of LABEL PRINT for users of Aleph 15 and Aleph 16.

UMDPrint has been programmed to take the place of LABEL PRINT with one minor adjustment to an Aleph Client .ini file. It should work.

Aleph 16: As of early May, 2005, UMDPrint has been in use in several Aleph 16 libraries. Issues have been minor and are covered in the FAQ page on the UMDPrint website.

Aleph 17: UMDPrint has been tested only very briefly with Aleph 17.

This was done on a test installation of Aleph 17 at the University of Minnesota. It seems to work.

UMDPrint Manual - Section B - Download and Install UMDPrint

1. Visit the UMDPrint website:
<http://www.d.umn.edu/~kharriss/umdprihome.html>

Follow the link to the download page and review the license you find there. Then click the download link which you will find near the bottom of the page.

Save the downloaded file (the umdprint installer) to a location where you can easily find it. (i.e. - on the desktop)

Close your web browser.

2. Run the UMDPrint installation program which you just downloaded.

You cannot change the installation directory. UMDPrint must be installed in its default location: c:\umdprint\

3. Check the files in the directory C:\UMDPrint\Sample_Data_Files

| | | |
|-------------------|--------------------|----------------|
| UMDCensusBook.xml | UMDGovDoc.xml | UMDGovDoc2.xml |
| UMDRefBook1.xml | UMDRefBook2.xml | UMDSerial1.xml |
| UMDSerial2.xml | UMDSerialBdVol.xml | |

These are sample spine label data files. You can open UMDPrint with one of these files loaded from the UMDPrint section of your Windows Start Menu.

For example, click: Start / Programs / UMDPrint4Aleph /
and select the shortcut called "UMDPrint with sample UMD Census Book".

You have completed the basic installation of UMDPrint. Additional configuration remains to be done..

UMDPrint Manual - Section C - Configure Aleph and the Aleph Client

1. First, please follow the instructions for configuring your Aleph server to use Ex Libris' utility "LABEL PRINT".

These instructions are available in an Aleph support document titled:
"How to Set Up Label Printing - Versions 15 and 16"
The last copy of this document I saw was dated February 2004.

These instructions are also available in an Aleph support document titled:
"Using an External Label Printing Program - Version 15 and Later"
The copy I've seen is dated December 2003.

Again, follow the instructions for configuring the server as if you are going to use the Ex Libris utility "Label Print".

2. Do NOT install LABEL PRINT on the client PC.

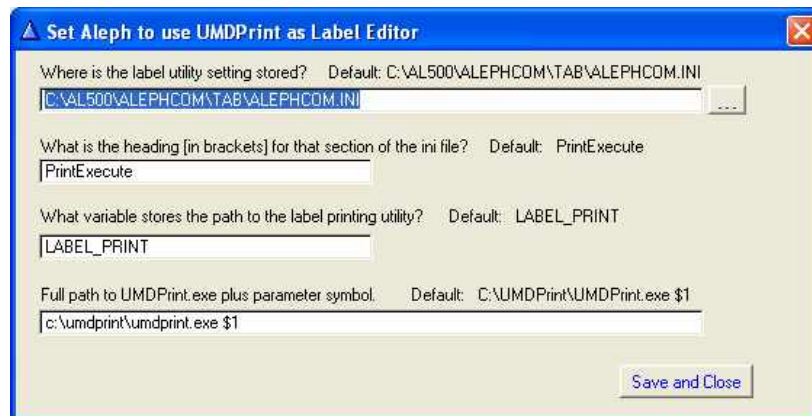
You should have already installed UMDPrint .
Now run UMDPrint via the Windows Start Menu.

Select: Start / Programs / UMDPrint4Aleph / Configure UMDPrint 2.0...

3. Click the button "Edit Aleph Info".

A rectangular button with a light beige background and a thin border. The text "Edit Aleph Info" is centered in a blue, sans-serif font.

4. Fill in the blanks to match your Aleph client installation. If you installed the Aleph client to the directory: C:\AL500, then you should be able to use all of the

A Windows-style dialog box titled "Set Aleph to use UMDPrint as Label Editor". It contains four rows of configuration fields. Each row has a label, a default value, and a text input field. The first row is for the label utility setting file path, with a default of "C:\AL500\ALEPHCOM\TAB\ALEPHCOM.INI" and a browse button. The second row is for the ini file heading, with a default of "PrintExecute". The third row is for the variable name, with a default of "LABEL_PRINT". The fourth row is for the full path to UMDPrint.exe plus a parameter symbol, with a default of "C:\UMDPrint\UMDPrint.exe \$1". A "Save and Close" button is at the bottom right.

default settings.

When done on this screen, click "Save and Close".

On the next screen, click the "Make Aleph use UMDPrint" button.

A rectangular button with a light beige background and a thin border. The text "Make Aleph use UMDPrint" is centered in a blue, sans-serif font.

UMDPrint Manual - Section C (continued)

What you have already done:

You've installed UMDPrint.

You've configured the server to act as if it is printing to the Ex Libris "Label Print" utility.

You've configured UMDPrint so that it knows where the Aleph client is, and what it must change so that the client directs the spine label data to UMDPrint. (instead of to LABEL PRINT)

And you have used a button in UMDPrint to trigger exactly that action: UMDPrint has inserted a setting in the file "alephcom.ini", which directs the Aleph client to send label data to UMDPrint.. as if it were the other utility, Label Print.

If you look in the file C:\AL500\ALEPHCOM\TAB\alephcom.ini you can see the setting.

Now go have a cup of coffee. You need a break.

UMDPrint Manual - Section D – Printers, Label Dimensions, Font Selection

Note: UMDPrint works with pinfed (continuous feed) perforated label stock.

1. Make sure your label printers have been installed in the Windows Printer Control Panel. Using USB connections, or installing additional printer ports on your PC may allow you to have several label printers on the same PC without using a switch box.

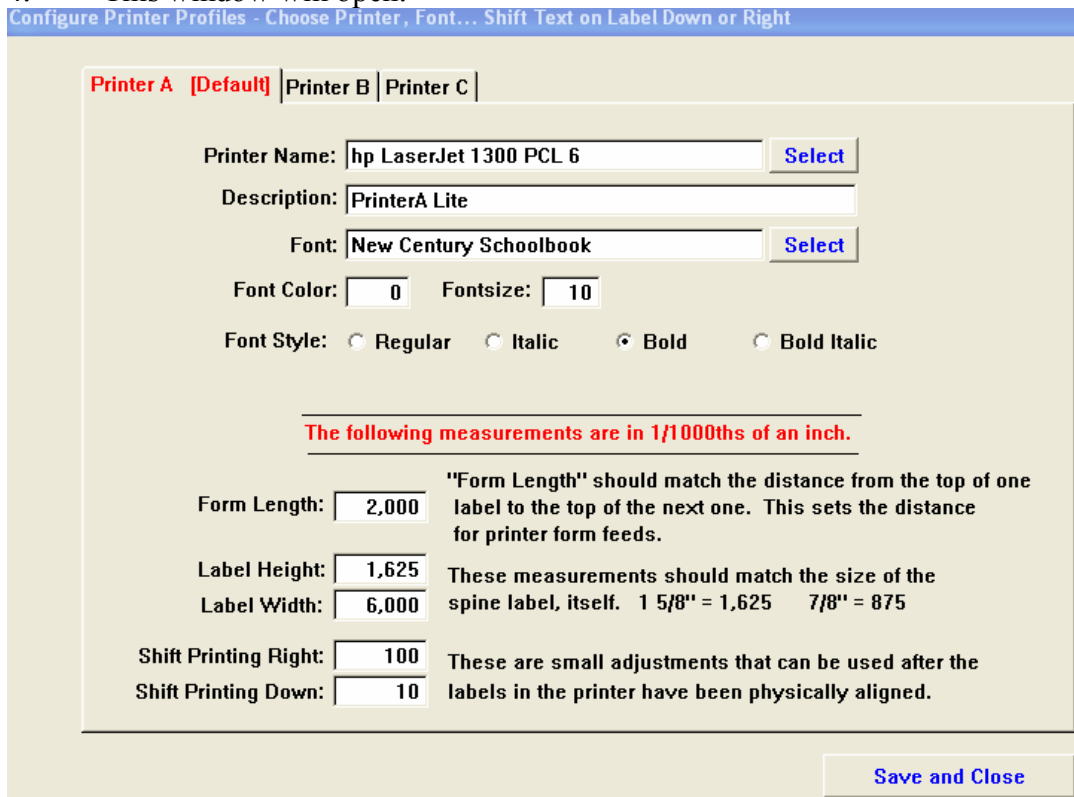
You should give each printer a recognizable name.
(i.e. One printer named “book labels”, one named “serial labels” – if you use different labels for those two types of materials.)

2. As you have done already from the Start Menu, run “Configure UMDPrint..”

3. Click the button “Edit Printer Profiles”



4. This window will open:



As you can see, the tab labeled “Printer A” is selected. If you only have one label printer attached to the workstation, then you only configure Printer A.

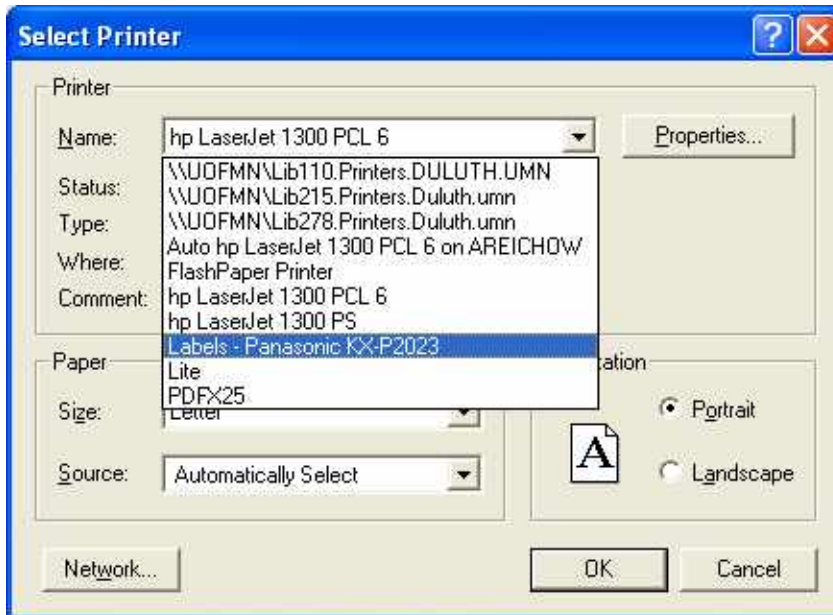
If you have two or three label printers attached to the workstation, you should also configure settings for “Printer B” and “Printer C”.

UMDPrint Manual - Section D (Continued)

5. Click the “Select” button next to the “Printer Name” field.

| | | |
|---------------|------------------------|--------|
| Printer Name: | hp LaserJet 1300 PCL 6 | Select |
| Description: | PrinterA Lite | |

Windows will display a list of the printers on your PC.
Click the dropdown box and select your label printer.
Then click OK.



Type a descriptive name for the printer in the next field on the UMDPrint window.

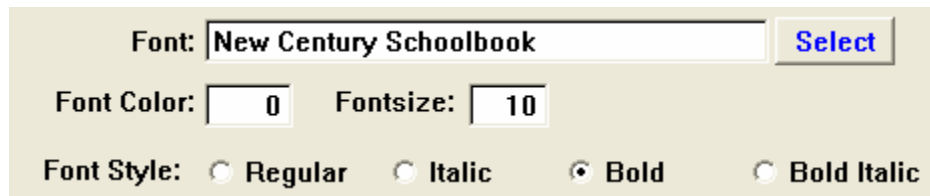
| | | |
|---------------|-----------------------------|--------|
| Printer Name: | Labels - Panasonic KX-P2023 | Select |
| Description: | Regular book labels | |

Now UMDPrint can find this printer.

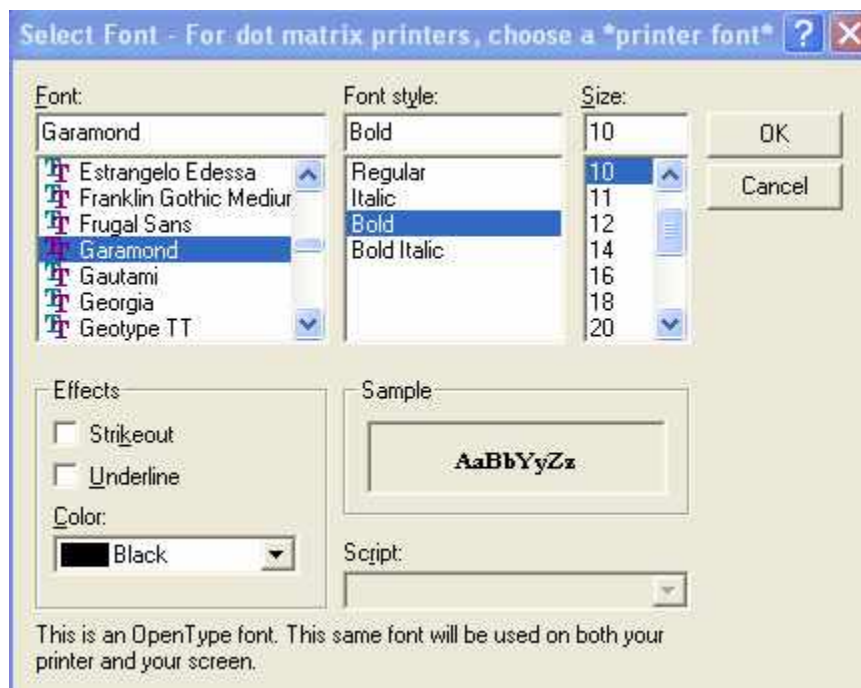
Continue with step 6 on the next page...

UMDPrint Manual - Section D (Continued)

- Next, click the “Select” button next to the Font Name field:



Windows will display a font selection dialog box. This is where you choose the font. This is also where you choose point size and other font characteristics:



I recommend you start with Garamond, Bold, 10 pt.

With this font, you can generally print up to 10 lines of text on a 1 5/8” call number label. Other fonts, although they may be designated 10 pt., may only allow 8 or 9 lines of text on that size label.

Please continue with step 7 on the next page...

UMDPrint Manual - Section D (Continued)

7. Now you must tell UMDPrint about the size and spacing of the labels in your printer. Note that all measurements are in 1/1000ths of an inch.

| The following measurements are in 1/1000ths of an inch. | |
|--|--|
| Form Length: <input type="text" value="2,000"/> | "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: <input type="text" value="1,625"/> | These measurements should match the size of the spine label, itself. 1 5/8" = 1,625 7/8" = 875 |
| Label Width: <input type="text" value="1,250"/> | |
| Shift Printing Right: <input type="text" value="100"/> | These are small adjustments that can be used after the labels in the printer have been physically aligned. |
| Shift Printing Down: <input type="text" value="10"/> | |

Form Length is normally measured from one perforation to the next. This is the same as measuring from the top of one label to the top of the next label.

Label Height should be specified to match the actual height of the printable label.

However..

Label Width should always be set wider than the actual label.

For a label 7/8" wide, the value I would use here would be at least 1250 (1 1/4").

In rare cases, with a printer where horizontal alignment is a problem, I might use an even larger value.

This is necessary when you want to use software to shift the alignment of text horizontally – rather than physically adjusting the position of the label stock in the printer.. (When you do this, the software must think that the label is wide enough that the shifted text is still on the label.) See the next paragraph..

Shift Printing Right is used to shift text on the label to the right. **Start with a value of 0 in this field.** Use it to make only minor corrections for label alignment.

Shift Printing Down is used similarly. However, you cannot change the form length and there is a relationship between form length and label height which limits the distance you can shift printing downward. A large shift, using this field, will reduce the number of lines that can print on your label. **Start with a value of 0 in this field and only use it for very small corrections.**

If you have other printers, repeat these steps in the Printer B and Printer C tabs.

When done, click the "Save and Close" button.

UMDPrint Manual - Section D (Continued)

Notes regarding wide, “2-up” label stock, such as SL6

UMDPrint cannot, currently, be used to print duplicate pairs of labels.

However, UMDPrint can format the main label at the left, and then insert title and call number text farther to the right, on the 1st and 2nd line, so that this info prints on the wider right-hand label.

If you intend to do this, set Label Width so that encompasses the combined width of both labels. You would probably enter a value of 6000 or more.

You will get further instructions for this in Section F.

This completes “Section D”. Take another break.

UMDPrint Manual - Section E - Load and Align Labels

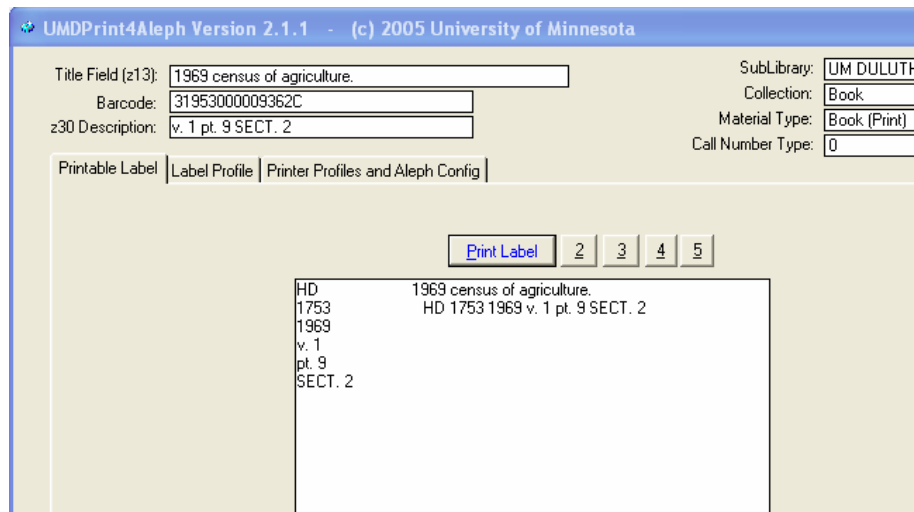
1. Load label stock into your label printer.

Try to align it so that printing will begin in the top left corner of the label with no margins. This will take some trial and error.

2. Open UMDPrint with a sample label loaded.

(In the UMDPrint4Aleph section of your Start Menu, select “UMDPrint with sample UMD Census Book”.

You should see a screen that looks something like this:



3. Click the “Label Profile” tab. Make sure that this label is targeted to the printer you are working on. If you are working with printer A, it should look like this:



If you have to change the printer selection, click the button “Save this Label Group Configuration”. Then close UMDPrint and re-open it with the same sample label.

4. Now go back to the “Printable Label” tab. Click “Print Label” or press the Enter key. Check the printer output and realign the label stock in the printer as necessary. Test again after each adjustment.

UMDPrint Manual - Section E (Continued)

5. If the adjustment is almost perfect, but you just need to shift the printing slightly to the right, or slightly downward on the label, you can do this in software. Go to the Printer Profiles tab. Open the profile for the printer you are working on. Adjust the settings “Shift Printing Right” and “Shift Printing Down”.

These settings were discussed in Section D.

Repeat the preceding steps for each printer you are using (Printer A, Printer B, Printer C).

Be sure, when you view the label, that you remember step 3. (Assure that the label will be sent to the printer you are trying to work with – A or B or C. Remember that if you change this setting, you must save it, close UMDPrint, and restart it with the same sample label.)

This completes section E.

UMDPrint Manual - Section F - Configure the Default Label Profile

Run UMDPrint using the “Configure UMDPrint..” command in the Start Menu.

UMDPrint will open without any label loaded.

Click the “Label Profile” tab. You should see this window:

The screenshot shows the UMDPrint4Aleph configuration window. The title bar reads "UMDPrint4Aleph Version 2.1.1 - (c) 2005 University of Minnesota". The window has several input fields at the top for "Title Field (z13)", "Barcode", "z30 Description", "SubLibrary", "Collection", "Material Type", and "Call Number Type". Below these are tabs for "Printable Label", "Label Profile", "Printer Profiles and Aleph Config", and "Aleph Config". The "Label Profile" tab is active, showing a "Label Group: Default Label Group" which is circled in red. The settings are organized into several sections:

- Printer:** Radio buttons for A, B, and C. A is selected.
- View before printing:** Radio buttons for Yes and No. Yes is selected.
- Append copy number from z30-copy-id:** Radio buttons for Never, If Greater Than 1, and Always. If Greater Than 1 is selected.
- If appended, spelling of "copy":** Radio buttons for "copy", "c.", and "". "copy" is selected.
- Enum Gets New Line:** Radio buttons for Yes and No. No is selected.
- Append paren info from z30 description as chronology:** Radio buttons for Yes and No. No is selected.
- Break lines if they have at least this many characters:** A text box containing the number 8.
- XML Fields Used to Form Call Number:** Checkboxes for <tab-label-x>, <call-no-piece-2>, <call-no-piece>, and <item-desc-piece>. All are checked.
- Adjust Screen Size of Editable Label:** Spinners for Height (140) and Width (80).
- Divide the first line... If it begins with...:** Radio buttons for Yes and No. No is selected. An input field is present.
- If 1st line is this... replace it with this...:** Two input fields with arrows between them.
- Divide the 2nd Line... If it begins with...:** Radio buttons for Yes and No. No is selected. An input field is present.
- Combine Lines 2-14 (Over rides line length limit set at left.):** Radio buttons for Yes and No. No is selected.
- Insert title on line 1, after other text:** Radio buttons for Yes and No. No is selected.
- Insert callnum on line 2, after other text:** Radio buttons for Yes and No. No is selected.
- Start Position:** A spinner set to 15.
- Max characters to insert:** A spinner set to 25.
- (The length limit set at left doesn't apply to these 2 options.)**

At the bottom, there are buttons for "Save this 'Label Group' Configuration", "Locate XML Temp File", "Copyright and License Information", and "Close".

Note that the “Label Group” name displayed is “Default Label Group”.

The settings for this group will be used as the default settings for any unrecognized label group that UMDPrint (on this workstation) encounters. It will save you time later if you make sure these settings reflect the format you want to use with *most* of the labels you will print at this workstation.

The rest of this manual section is comprised of explanatory notes regarding each of these settings:

Printer: Select A, B or C. The printer option you select must correspond to a printer profile you have set up in UMDPrint’s printer profile screen.

UMDPrint Manual - Section F - (Continued)

View Before Printing: In almost all cases, leave this set to “yes”.

If this is set to “no”, then whenever UMDPrint loads a label from this “label group”, UMDPrint will immediately print and close.

There is a global override which can override this setting and force UMDPrint to offer a preview before printing any label. Use of the override would allow you to return to this screen and adjust the settings for the label group.

Include Copy Number from Z30-copy-id: Do you want UMDPrint to append a copy number generated from the z30-copy-id field? Some libraries’ labels will already include a copy number without using this option. Your choices are “always”, “never”, “if copy number is greater than 1”.

Spelling of Copy: If UMDPrint is going to append a copy number based on the z30-copy-id field, how should it appear? The available formats: “copy 2”, “c. 2”, or “- 2”

Enum Gets New Line: UMDPrint recognizes certain enumeration abbreviations. If it sees one of these abbreviations, should UMDPrint start a new line on the label at that point?
Recognized enumeration abbreviations are: v., no., SECT., pt., Suppl.

Append parenthesized info from Z30: At some libraries, chronology information for serials is not automatically included in the spine label. We’ve seen this happen if the chronology info is parenthesized. The spine label data file UMDPrint receives includes the chronology data embedded in the z30 field. If chronology is not appearing on serial spine labels, try turning this option on, to see if it makes a difference.

Break lines if they have at least this many characters: Start with a setting of 10. If a spine label line, as received in the data file, would be longer than the number of characters allowed, UMDPrint will insert a line break. If there are multiple spaces in the line, UMDPrint will try to break the line at the last space it finds that would result in an allowable line length. If no spaces are found, then the user must decide where to break the line.

XML Fields Used to Form Call Number: By default, UMDPrint uses all 4 of these field-sets from the Aleph XML label file.

Adjust screen size of editable label:

Height: This setting is troublesome. If you don’t provide extra height, then you may run into a situation where you cannot edit the label before printing. Keep this set so the screen label is extra long. I suggest leaving it at the maximum value: 200

UMDPrint Manual - Section F (continued)

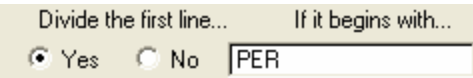
Width: This is a useful setting. The screen label will line wrap if there isn't enough space on a line. By setting the screen label to be narrow enough, you may be able to see at a glance that a line was too long. This can be the case if there were no spaces in a long line and therefore UMDPrint couldn't insert a line break.

Divide the 1st Line if it Begins With: If, for a particular label group, you wish to split the first line at the end of an initial string, you can specify it here.

For instance, if you print labels for serials, and if the label data supplied by Aleph would put this on the first line:

PER4281.049

You may prefer to split the first line after the initial abbreviation, PER. Place a check in the box that says "yes", then type PER in the space next to it.



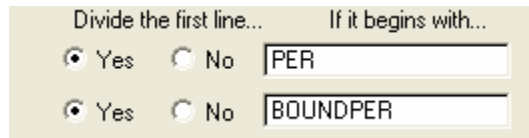
Divide the first line... If it begins with...

Yes No PER

The result is that the first line will now be split. The first TWO lines on the printed label, for this label group, will look like:

PER
4281.049

For a label group you may also specify a second string that will be handled the same way, if it is found at the beginning of the first line:

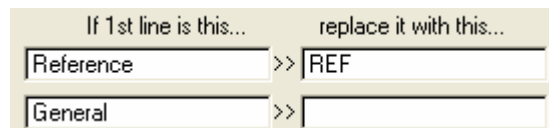


Divide the first line... If it begins with...

Yes No PER

Yes No BOUNDPER

If the First Line is This..Replace it With This: This will replace the text on the first line of a label if it exactly matches the text you specified. Similar to the previous option, you can specify two replacement options:



If 1st line is this... replace it with this...

Reference >> REF

General >>

In this example... If the first line is "Reference", it becomes "REF". If the first line is "General", it becomes blank.

UMDPrint Manual - Section F (continued)

Combine Lines 2-14: If you use a short, wide label on the face of certain materials, you may wish to use this option. My example relates to government documents. If you turn this option on, then:

| | | |
|-------------|----------------|-------------------|
| GOV DOCS | | GOV DOCS |
| D | is changed to: | D 301.82/7:AE 8/2 |
| 301.82/7:AE | | |
| 8/2 | | |

A few special-case settings are described below. They may be useful for folks who use a two-up label system.

In this situation, the printer profile for the printer with this label stock must specify a label width that incorporates both labels. Your editable screen label width should also be set that wide.

Insert Title on line 1, after other text: If you use two-up labels, where the left label is a normal spine label, and the right label is the same length – but wider... Then this option can be used to append part of the title on the first label line, offset to the right so it appears on the paired, wider label.

Insert Callnum on line 2, after other text: This is just like the previous option, but inserts the call number instead of the title, and on line 2 instead of line 1.

Start Position: Used to control where the Title or Callnum inserted by the previous options will begin. Use this value to force the added text sufficiently to the right so that it prints on the second label.

Max characters to insert: Use this to prevent added text from line wrapping, which would mess up the spine label.

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

Result:

| | |
|--|--|
| HD 1753 1969 v. 1 pt. 9 SECT. 2 | 1969 census of agriculture. HD 1753 1969 v. 1 pt. 9 SECT. 2 |
|--|--|

Dashed lines indicate where the real label edges might fall.

UMDPrint Manual - Section G - Label Groups and Formatting

Section F provided you with a lot of options for formatting your spine labels.

But you work with a lot of different types of materials and collections, and you want the options set differently for each of them. No problem. **You can select a different set of formatting options for each “Label Group” you work with.**

What is a Label Group?

The spine label data provided by Aleph includes many fields. Four of those fields are:

SubLibrary
Collection
Material Type
Call Number Type

ALL labels that share the exact same values in these 4 fields are considered to be part of the same “label group”.

Everytime UMDPrint receives a label to print from Aleph, UMDPrint looks to see if that label fits into a label group for which format options have already been saved. If so, then those format options are applied and the label is displayed on the screen where you can edit it.

To set or modify the format options for a specific label group, you must do so **while a label belonging to that group is loaded** in UMDPrint.

Send a label of that type from Aleph to UMDPrint. Click the “Label Profile” tab.

Change any formatting options as you see fit.

Click the “Save this Label Group Configuration” button.

Close UMDPrint. Send the same label from Aleph to UMDPrint again.
You should see the label formatted as you want it.

If UMDPrint is started via the Start Menu, using the “Configure UMDPrint..” command, then no label is loaded.

By clicking the “Label Profile” tab you can set and save **default format options**.

The default format options you save are used as the initial settings for any new (unrecognized) label group..

If UMDPrint receives a label that belongs to an unrecognized label group, UMDPrint will tell you so. UMDPrint will apply default settings which you can then modify.

UMDPrint Manual - Section H - Sending a Label from Aleph to UMDPrint

If everything else is set up correctly, then you can send a label from the Aleph Client to UMDPrint by clicking the "Label" button on an item list (while a specific item is selected) or in an item display.

What about when you are "arriving" serials?

If you have Aleph 16 or 17, **with all updates applied**, you should also be able to use the Label button in the serials "Arrive" window. This is what we've heard. We have not yet tested this at the U of MN Duluth Library.

If you use Aleph 15, or if your Aleph 16 or 17 installation isn't up to date on patches, then the Label button in the Arrive window will not work. In this case, here is what you do...

When you are working in the Arrive form....in the panel on the left,
click "[M] Item List"

This keeps you in the Acquisitions/Serials module and displays an item list,
with the current item highlighted.

Click the "Label" button, and the label is sent to UMDPrint.

UMDPrint Manual - Section I - The UMDPrint License

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UMDPrint Manual - Section I (continued)

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