Printing Spine Labels from MassCat

To print spine labels from MassCat, do the following:

Login to MassCat using your username and password:

![Login screen]

Click on the “Tools” link from the column on the right:

![Tools link circled]

If you are already logged in to the system, click on the “Menu” link toward the top left corner of any screen and select “Tools” from the list:
You will be taken to a new screen. Click on the “Label Creator” link:

To create labels, click the “Batches” button and then choose “New Batch”:

A new window will open up.

**If you use barcode labels on your items start here, (if you do not use barcode labels on your items, go to page 4)**

Scan the barcode labels of the items you want to create spine labels for. When you are finished scanning, click the “Add Items” button:

(Creating and Printing Spine Labels (1/7/2009, rev. 2/26/2014) 2
A new window will open. At this point you may add more items to the label batch by scanning barcode labels into the “Add by Barcodes” box and then clicking the “Add Item(s)” button above it.

If you need to remove items from your batch, check the box next to the item you wish to remove and then click the “Remove Item(s)” button.

If you want to print your label batch, click the “Export Batch” button.

Choose the template you use for spine labels from the list for “Select a template to be applied” by clicking on the arrow to the right and choosing the name of your template. Choose the layout you use for spine labels from the list for “Select a layout to be applied” by clicking on the arrow to the right and choosing the name of your layout.
If you want to start your printing on a label other than the first label on the sheet, enter the number of the label that you would like to start your printing on in the “Enter starting label number” box. If you want to start your printing at the top of your label sheet, leave the number 1 in the box.

Click the “Export” button.

A new window will appear. You have 3 format choices. The first format choice is PDF, this will be the easiest format to use. The second format is CSV (a spreadsheet format), and the third format is XML. Choose the first format, PDF, for printing:

Click on the following links to download:

Label Batch Number 984

![Download as PDF](download.png)

Download as CSV

Download as XML

Done

If you do not use barcode labels on your items, simply click the “Add Items” button without entering any barcodes in the box. This will take you to a search screen so you can search for the items you wish to print labels for:

![Add Item(s)](add_item.png)

There are no items in Batch 707 yet

Add items by barcode using the text area above or leave empty to add via item search.

You will be taken to a search window. You can search for your items in a variety of ways. The default search is for title. This will be the easiest search to perform. If you want to
search by something else, click the arrow to the right of the word “Title” and choose the search index you wish to use. Enter the search term in the box and click the “Search” button: **Search for items to add to Batch 707**

![Search Form](image)

**CAUTION: Searching by Dates items were added on does not work well!** The results you get are for all items added by all libraries in MassCat for the date range you enter, it is not limited to just your library. The result set you get from that search will be larger than what you are looking for.

On the search results page, click the “Add” link for the item(s) you wish to add to your batch. If adding multiple items from this search results page, you can also check the items and then click on the “Add checked” button:

**Search results**

Results through of 2

<table>
<thead>
<tr>
<th>Add</th>
<th>Call Number</th>
<th>Accession Date</th>
<th>Barcode</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>797.1 BOY c.2</td>
<td>2010-05-10</td>
<td>3786000145264</td>
<td>🔵</td>
</tr>
<tr>
<td>Add</td>
<td>797.1 BOY c.3</td>
<td>2010-05-10</td>
<td>3786000145262</td>
<td>🔵</td>
</tr>
<tr>
<td>Add</td>
<td>797.1 BOY c.1</td>
<td>2008-10-27</td>
<td>3788000113617</td>
<td>🔵</td>
</tr>
<tr>
<td>Add</td>
<td>test for Nora</td>
<td>2010-03-08</td>
<td>30000M000001117</td>
<td>🔵</td>
</tr>
</tbody>
</table>

Your item will be added to a new batch which will appear on the larger browser window. To add more items to your batch, click the “Done” button on your small search window and then click the “Add Item(s)” button on the window of your new label batch:
Repeat this step until you have added all of your items to the batch.

If you need to remove items from your batch, check the box next to the item you wish to remove and then click the “Remove Item(s)” button.

If you want to print your label batch, click the “Export Batch” button.

Items in batch number 706

<table>
<thead>
<tr>
<th>Label Number</th>
<th>Summary</th>
<th>Item Type</th>
<th>Barcode</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teach yourself visually networking</td>
<td>AUDIO</td>
<td>34075000001422</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Wikipedia</td>
<td>AUDIO</td>
<td>34075000000309</td>
<td></td>
</tr>
</tbody>
</table>

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Click on the following links to dow

Label Batch Number 984
Download as PDF
Download as CSV
Download as XML

Click the “Open With” button to open the PDF file in your PDF reader:
Print the labels from your PDF file.

Once you are done printing the labels, you can click the “Delete batch” button to remove this batch from the system, however this is not required.