HOW TO RUN A LABEL REPORT ON A SPECIFIC ITEM OR PATRON

1. Open M3 Report Tool

- Locate and Open the report you want to run ex. Label-Spine (For Selected ITEM) OR Label-BC(ItemForSelected ITEM)-5160 2.
- Specify where you want the label to print on your sheet of labels ex. *Row 2, Column 4*, by doing the following: 3.
 - a. Click on File \rightarrow Page Setup Page Setup

c.	The	Page	Setup	Options	will	open
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	2 - Constant of the second sec		Layout Options
	1 Constraint of the second sec		Spacing Item Size Items A <u>c</u> ross: S <u>a</u> me as Detail
	Constraint of Margare 41 Stangers 41 Stangers		Ro <u>w</u> : 0.60 Width: 0.79
Paper Si <u>z</u> e:	Letter		Column: 0.55 Height 1.50
<u>S</u> ource:	Automatically Select	<u> </u>	Item Layout Start Printing At Row: 1
Orientation	Margins (inches)	0.5	C Vertical Column:
O L <u>a</u> ndscape	<u>T</u> op: 0.5 <u>B</u> ottom:	0.5	
ОК	Cancel <u>P</u> rinter	Advanced	OK Cancel Apply Help

- d. Change the settings in the "Start Printing At" box
- e. To print on the label in the 2nd Row 4th Column, on your sheet, you would change the boxes to Row - 2 and Column - 4
- f. Click the **OK Button** to close this window
- g. Click the OK Button to close Page Setup
- Click the **Print Preview icon** to start running the report or click on **File** \rightarrow **Print Preview** 4.
- You will be asked to fill in the following information: 5.

Barcode Number:

What is the Item's or Person's Barcode Number?

You can SCAN it in OR TYPE it in – Here we need a spine so we can just scan the barcode label off the book.

Barcode Input Box	×	Barcode Inj	out Box	×
Enter the Book's Barcode Number (M3Holding.852#p) for which you wish to generate a Spine Label :	OK Cancel	Enter the Bool (M3Holding.85 generate a Sp	<'s Barcode Number 52#p) for which you wish to ine Label :	OK Cancel
		ZTV2005634		

- Click **OK** to preview your label, then send to printer. 6.
- 7. The Labels Settings will revert back to their default Row -1 Column -1, once you have closed out of the report.