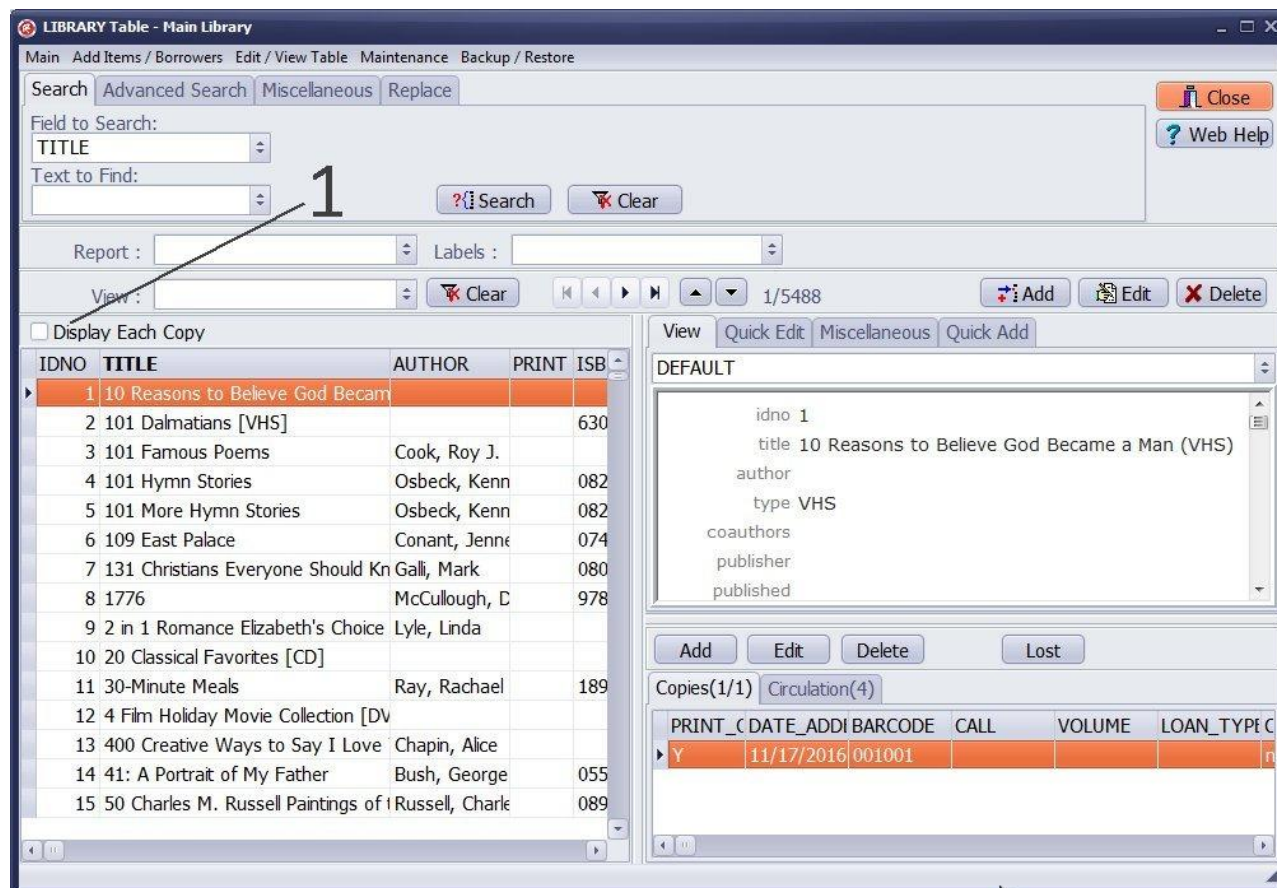


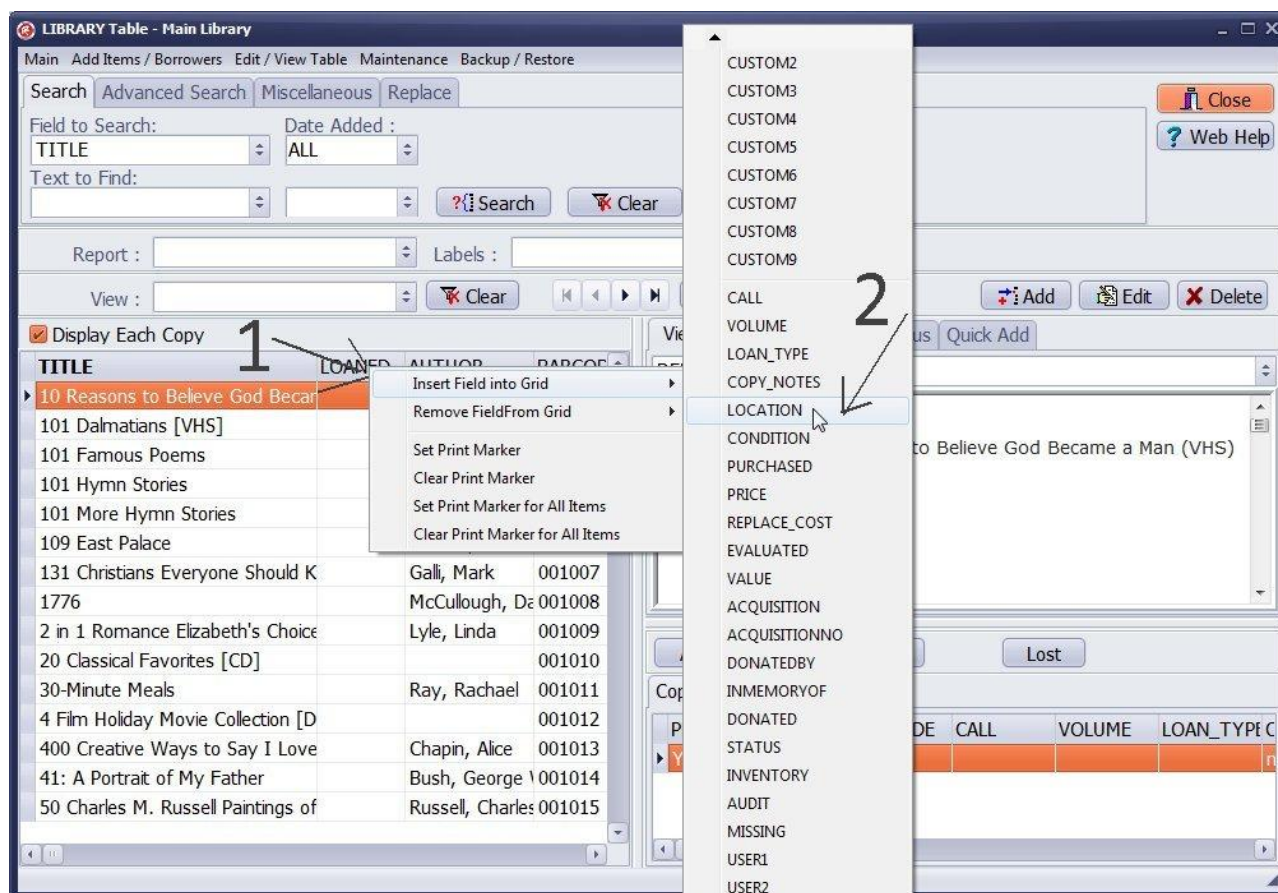
Learn how to print labels for one location

Step 1: open main library catalogue



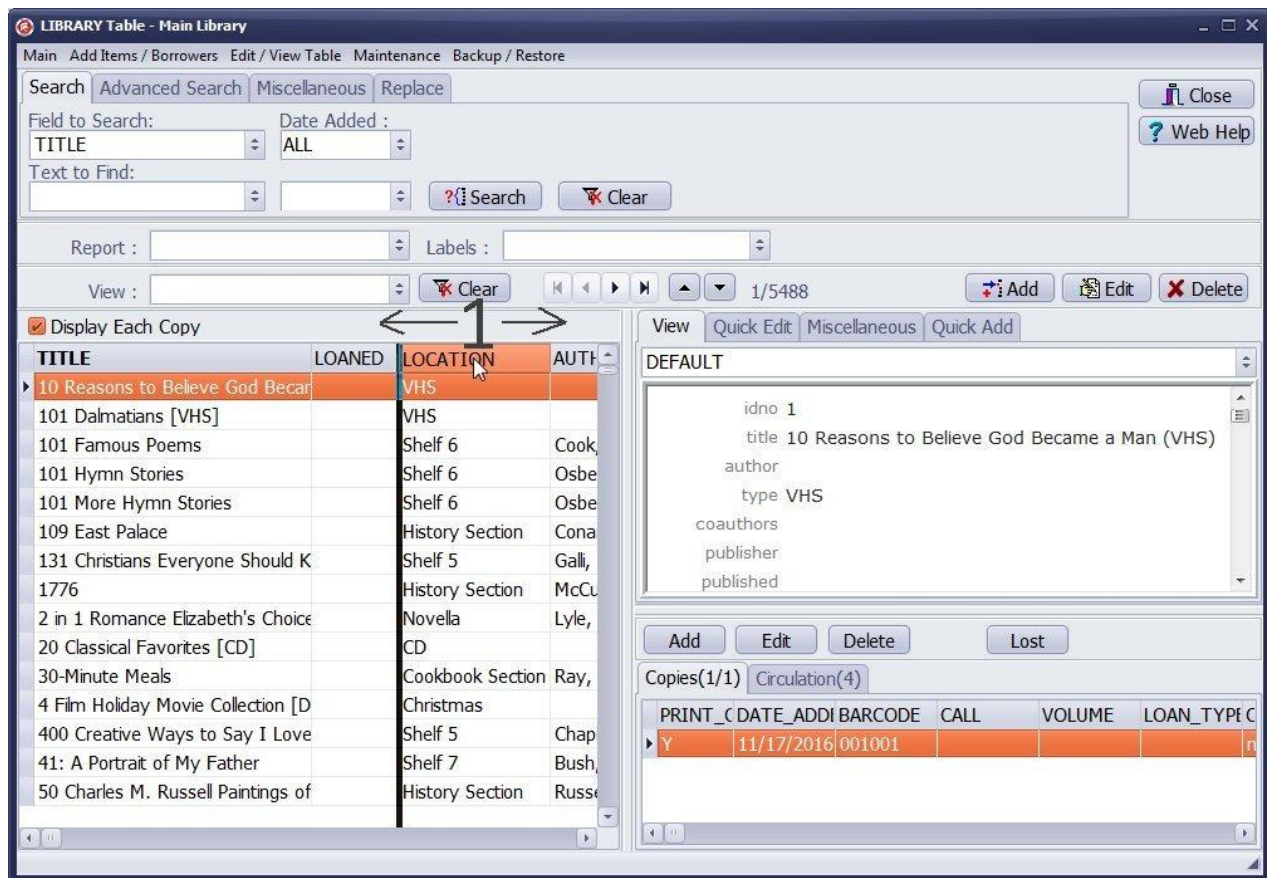
- Open **Main Library**.
- Click **Display Each Copy (1)**.
- When you are in the **Display Each Copy** mode you have access to copy fields, one of them is **LOCATION**.

Step 2: How to include LOCATION in the GRID



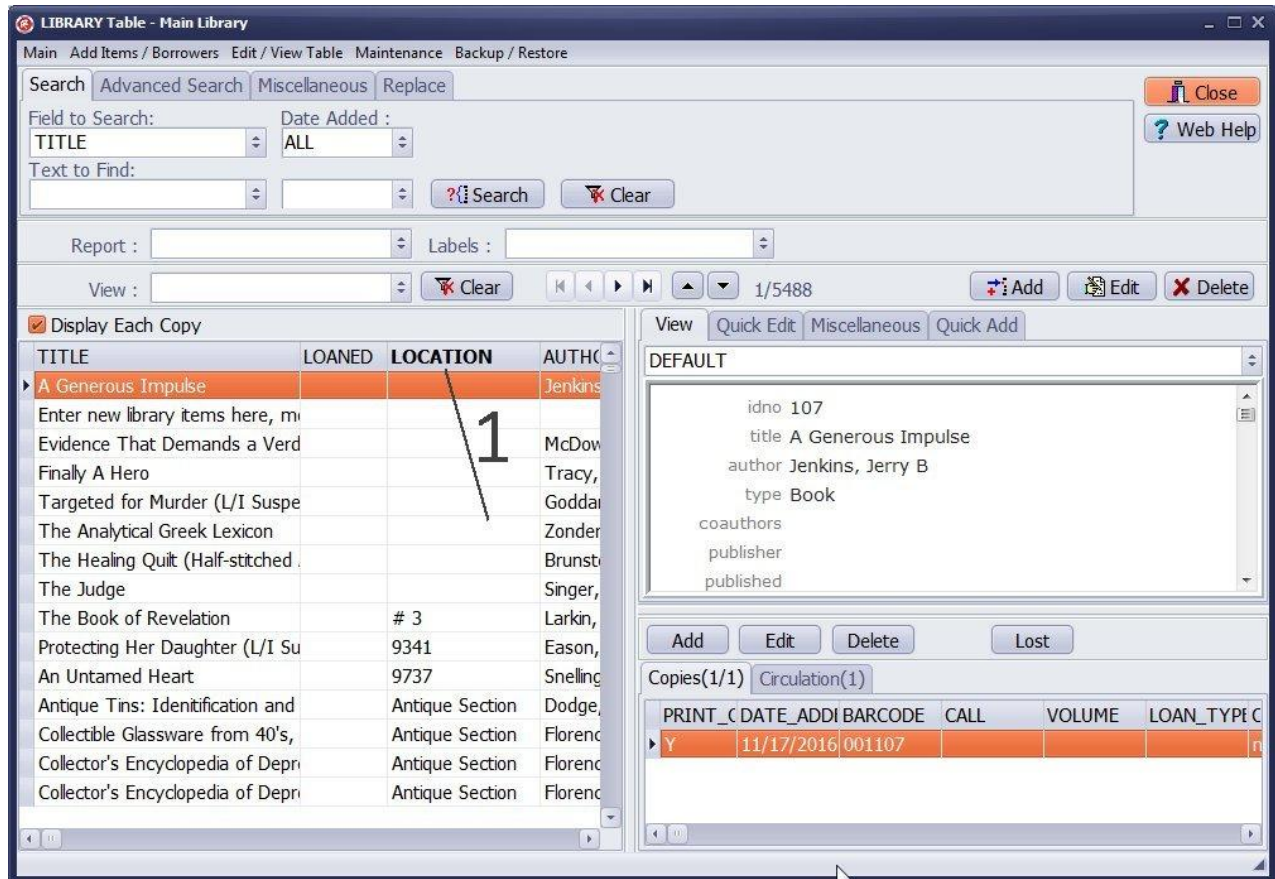
- With the right mouse button click on the **Column Titles** row (1).
- A popup menu is displayed. Click **Insert Field into Grid**. Find and click **LOCATION** (2).

Step 3: Move LOCATION column



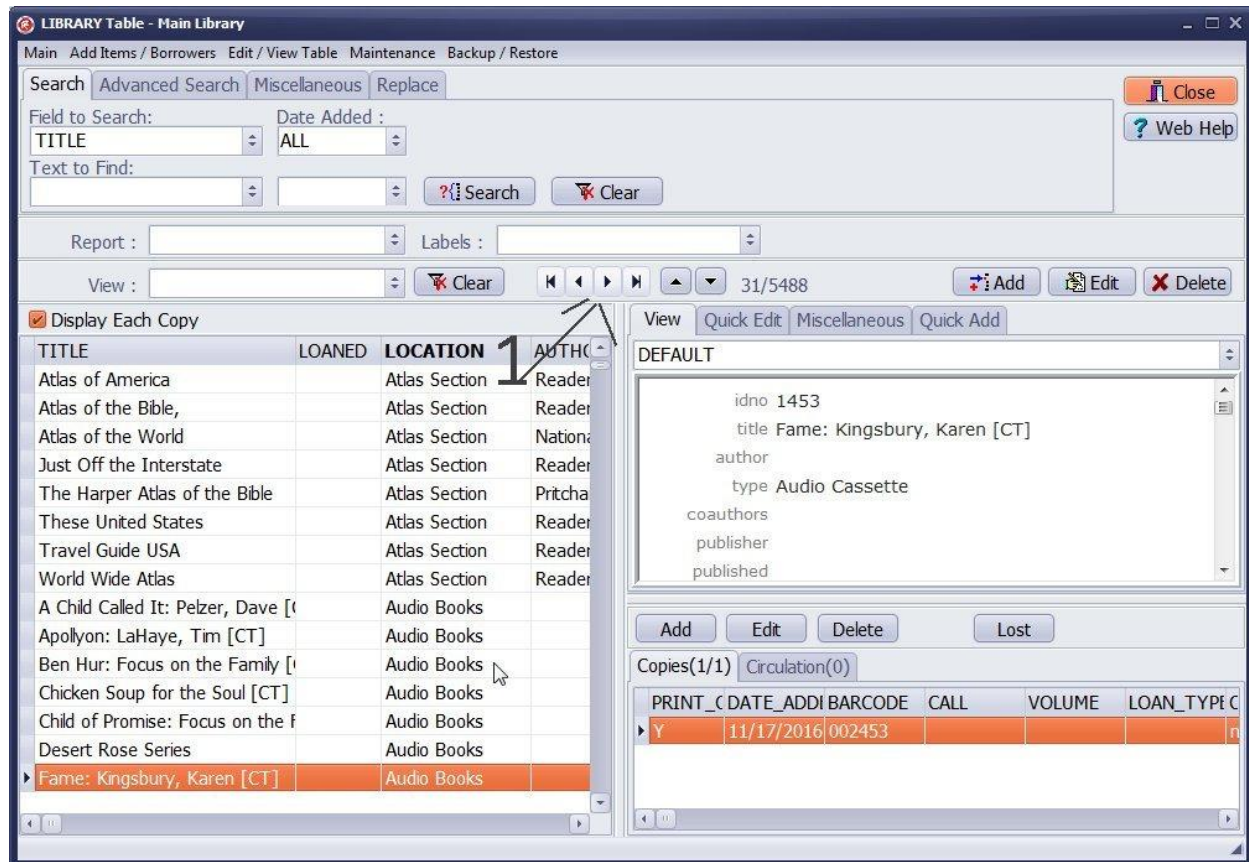
- Location column, when selected, is displayed at the end of the Grid.
- Use scrollbar to find LOCATION. Click on the LOCATION with the left mouse button, hold it (1), and move right or left to change the display order.
- In this case LOCATION was moved to the left, and is placed right after TITLE, LOANED.

Step 4: How to change display order



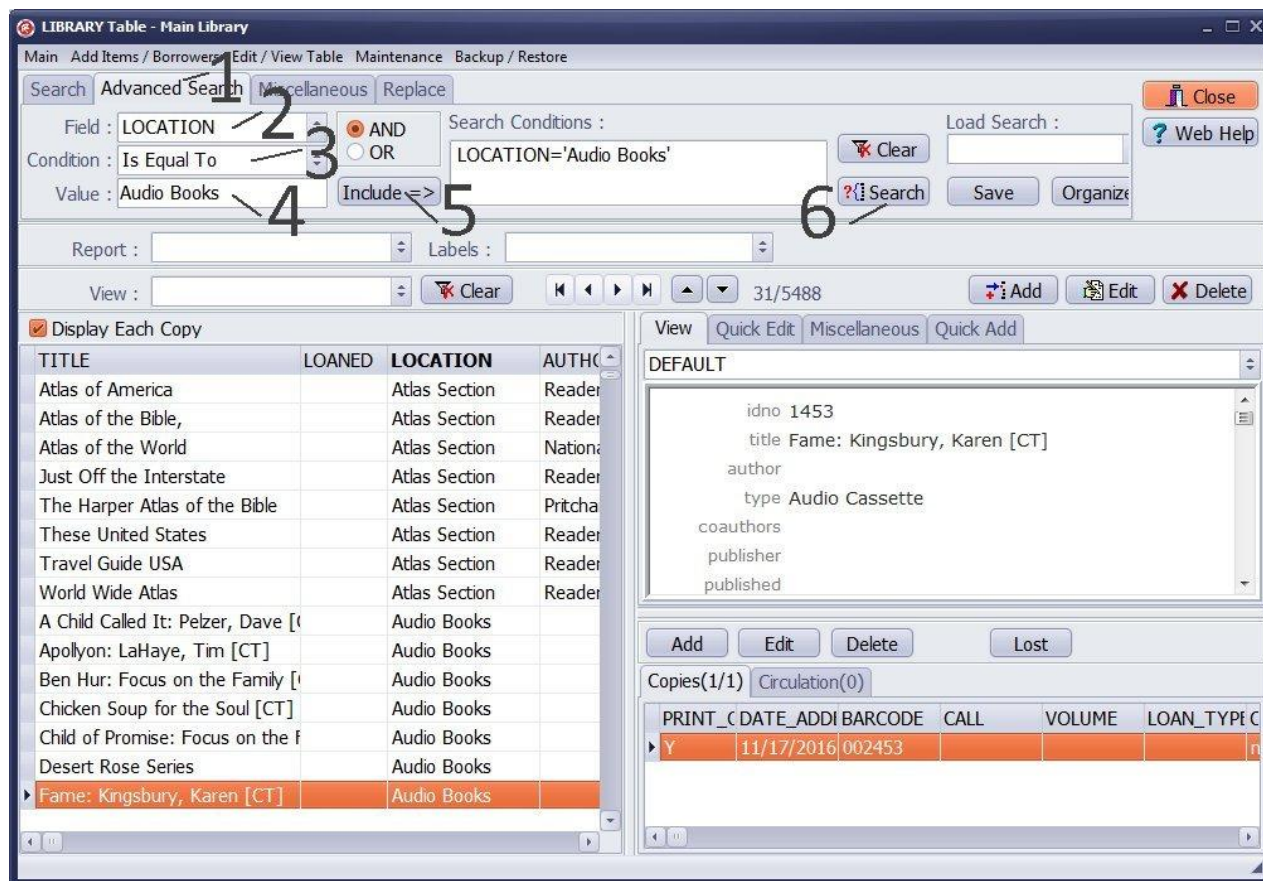
- Click on the LOCATION (1) to order all items by this field.

Step 5: Review locations

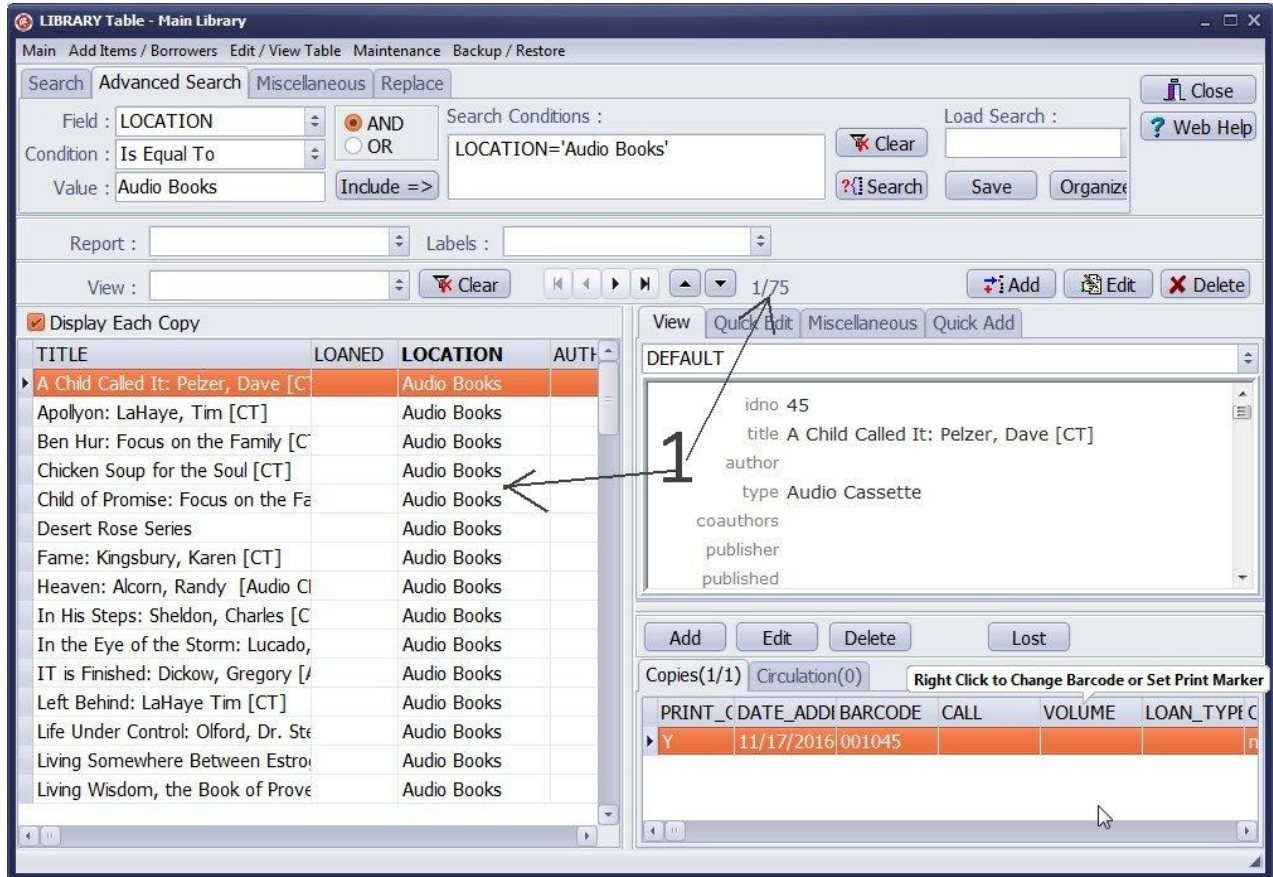


- Use navigation buttons to scroll down or up (1).
- Review locations. In this display we see: Atlas Section, Audio Books.

Step 6: How to print labels for LOCATION = "Audio Books"

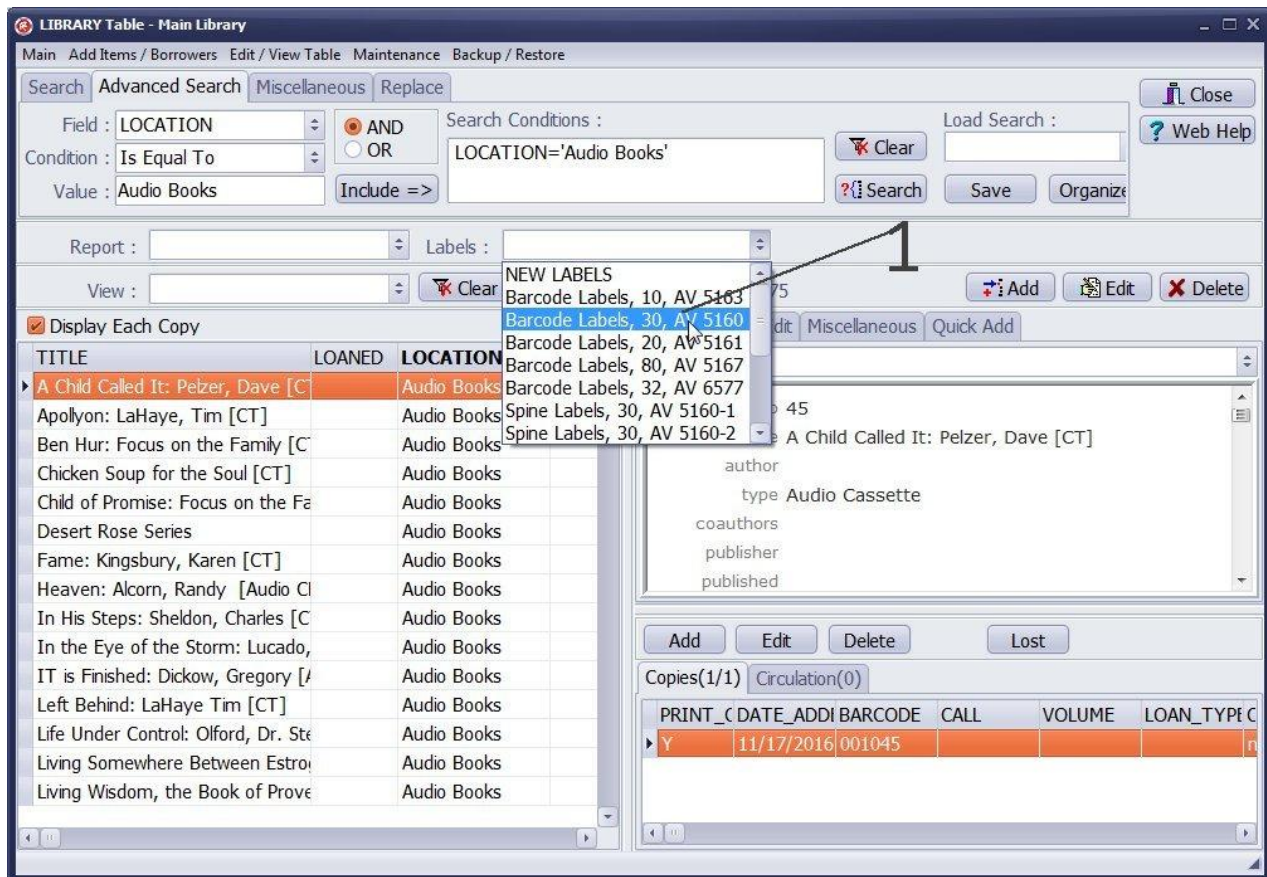


- Click **Advanced Search** (1).
- Select **LOCATION** (2).
- Select **Is Equal To** (3).
- Enter *Audio Books* (4).
- Click **Include** (5).
- Click **Search** (6).

Step 7: Only items with LOCATION = "Audio Books" are displayed

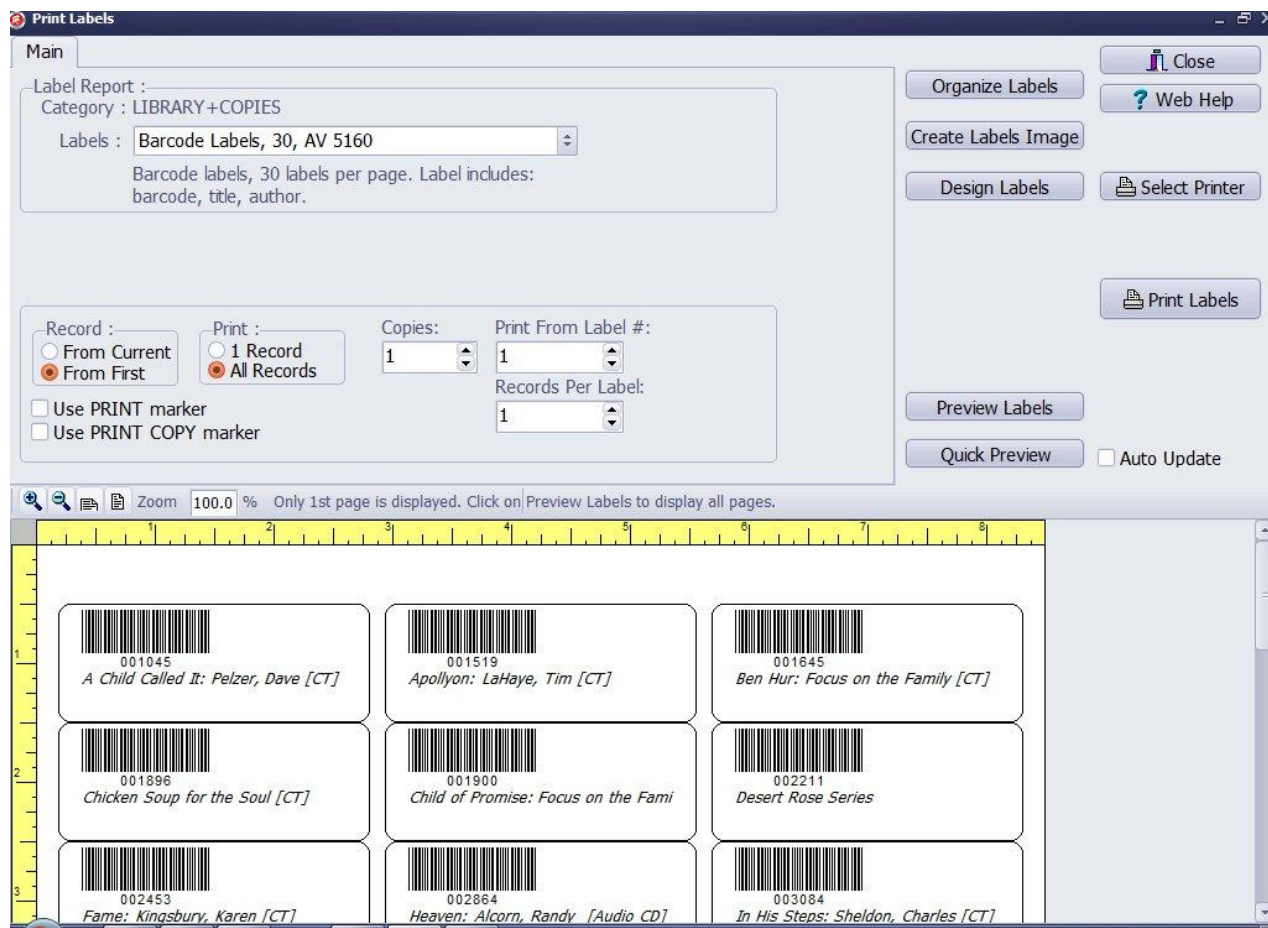
- Only Audio Books are displayed.
- There are 75 items at this location.

Step 8: How to print labels only for Audio Books



- Click **Labels** and select predefined label (1).
- In this case the second template is selected: **Barcode Labels, 30, AV 5160**.

Step 7: Review the label report



- Click **Preview Labels** to review the whole label report. Check how many label pages you need.
- Click **Print Labels** to print.
- Click **Select Printer**, select PDF Writer as a Printer, and print labels to PDF file.