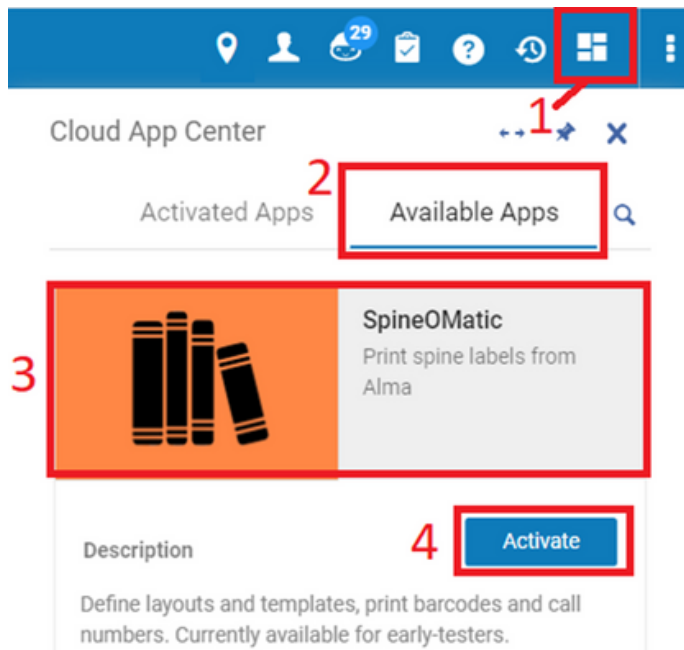


Installing & Using SpineOMatic (Spine Label Program)

1. Once logged in to Alma, click on the top right Cloud Center icon.
2. Select the Available Apps tab.
3. From the list of apps, select SpineOMatic.
4. Click on Activate.



Configuring Your Printer Settings & Printing Labels

Before you can start printing Spine Labels, you will need the following required supplies and equipment:

- DuraReady 1016D 1.0 x 1.5" White (or Matte White) BOPP Plastic Label. **Do not use regular Dymo brand labels** for Spine Labels! You must use a DuraReady BOPP label to prevent fading over time!
- Dymo LabelWriter 450 (Regular or Turbo) Thermal Printer or Dymo LabelWriter 450 Twin Turbo Thermal Printer

The instructions below will only work with Google Chrome. Do not use any other browser for printing Spine Labels in Alma!

1. After you have the required supplies and thermal printer installed, login to Alma.
2. Browse to any item record by scanning a barcode in an **All Titles, Keyword** search and then clicking on **Items**, OR by performing a **Physical Items** search using the **Barcode** (or any other method you desire).
3. When **SpineOMatic** detects an item record that it can print, the **App Center** icon at the top right will have a green dot, as seen below:



= **Ready to Print.** One or more physical item records are available to print.



= **Not Ready**

4. Click on the ready **App Center** icon, as seen above, on the top right of your screen and select **SpineOMatic**. Notice that **SpineOMatic** will display the barcodes of all of the item records currently showing on your screen, which allows you to print more than one label if desired. Simply click on **Select Items**, select the barcodes for the item label(s) you want print, and click **Next**.

The screenshot shows the 'List of Items' interface on the left and the 'SpineOMatic' selection dialog on the right. In the 'List of Items' table, two items are listed with their barcodes highlighted in red. A red line connects these barcodes to the 'Select items' option in the dialog, which is also highlighted with a red box and the number '1'. Below that, the selected barcodes are shown in a list, also highlighted with a red box and the number '2'. At the top right of the dialog, the 'Next' button is highlighted with a red box and the number '3'.

Barcode	Library	Location	Call Number	Item Call Number	Year	Volume	Description	Temporary Location	Status	Process type	Access Number	Receiving date	Copy
34601015055051	Miami Dade/North	Audio-Visual	[DVD] PN 1997.2 .H3238 - 2017				c.1	No	Item not in place	Lost		04/16/2019	1
34601015055176	Miami Dade/Entrepr...	Audio-Visual	[DVD] PN 1997.2 .H3238 - 2017				c.1	No	Item in place			04/16/2019	1

5. Select the layout as either **L C Call Number Layout** OR **Title Call Number Layout**, and for the template, select either **L C Call Number Label** OR **Title Call Number Label**, depending on the type used for the label you are printing. Alma will remember your last selection the next time, so make sure to update it accordingly each time. Next, click the **Print Labels** button. Notice that it will let you know how many labels you have selected to print.

The screenshot shows the 'SpineOMatic' print dialog box. At the top, the 'Print 1 labels' button is highlighted with a red box and the number '3'. Below it, there are two dropdown menus: 'Select a layout' with 'Label Printer Roll' selected (highlighted with a red box and the number '1'), and 'Select a template' with 'Call Number Label' selected (highlighted with a red box and the number '2').

6. The print dialog box will appear. Please make sure your settings exactly match those below:

- A. **Destination** - Make sure to select the correct Dymo Printer that you have installed on your computer. This name might vary and look different on your computer than the one in the screenshot.
- B. **Paper Size** - Make sure to select 30347 1 in x 1-1/2 in from the list. If you are not able to modify this field, you might have incorrect parameters set in your margins which you will need to clear in order to proceed.
- C. **Margins** - Make sure everything is set to 0 here or **None**.
- D. **Scale** - Keep this at **Default**. Although the preview might look a bit off-center, this is intentional, as the configuration has been optimized for use with DuraReady labels, which have a slightly different dimension scheme than normal Dymo labels. However, if it is not printing correctly or you'd like to adjust the dimensions, use the scale here to gradually adjust the size and position.
- E. **Options** - Uncheck **Background graphics**. Also uncheck anything else that sounds like **headers & footers** here as well, if you get the option.
- F. **Print** - When ready, click on **Print** to send the label to the printer.



7. If the label printer correctly, it is important to select Yes, clear and start over before exiting the program or moving to another record.

Print completed

Were the labels printed successfully?

No

Yes, clear and start over

8. If you notice that the number of labels printing is incorrect, you might have forgotten to clear out a label to print, as explained above. This usually happens when you don't select **Yes, clear and start over** after printing. To resolve this, simply try to print any label from SpineOMatic, **cancel** the print, and then click on **Yes, clear and start over**. This is the only way to clear labels from printing that you don't need anymore!

Thank you to Angel Hernandez, Miami Dade College, for compiling and sharing these directions.

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Visit <https://flvc.libguides.com/tssc/Training> for more tips!

TSSC TRAINING SUB-COMMITTEE
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