

Working with Spine Label Printing in Leap

You can create, view, and edit spine labels in Leap. Leap honors a few of the spine label printing settings in the Polaris Administration (staff client) as well. For more information about spine labels, search for "Printing Spine Labels" and "Set Label Profiles" in the Polaris staff client help.

This section covers the following topics:

- [Spine Label Printing System Administration](#)
- [Configuring Spine Label Printing](#)
- [Printing Spine Labels](#)

Spine Label Printing System Administration

Leap supports spine label printing using a PDF printing function. If you are a system administrator, you might need to check and configure the printing-related settings in Polaris Administration (staff client). The following sections tell you where to find the label settings that you might need to configure:

- [Configuring Label Generation](#)
- [Configuring Margin Handling](#)
- [Configuring PDF Fonts](#)

For additional information, search the Polaris Staff Client documentation for "Printing Cataloging Labels."

Configuring Label Generation

In the Polaris Administration (staff client), open **Administration > System > Profiles > Staff Client**, and ensure **Labels: Automatically generate label for each item record created** is set to **Yes** or **No**, depending on your library's preferences.

Configuring Margin Handling

Margin-handling is different in Leap than in the staff client. If your margin settings need adjustment, you can make changes in Polaris Administration (staff client) under

Administration > System > Profiles > Staff Client > Labels: Options or at the workstation level.

Configuring PDF Fonts

Leap's PDF printing can use any font you designate as an embedded font. You are responsible for licensing fees and restrictions if you select a licensed font. Check the designated font by going to Polaris Administration (staff client) **Administration > System > Profiles > Staff Client > Labels: Options**.

Configuring Spine Label Printing

Leap supports spine label printing using a PDF printing function. Leap honors the Polaris Administration (staff client) spine label printing settings. If you already have your spine label settings configured in Polaris Administration (staff client), then configure your default label options in Leap and print.

Note:

PDF printing can use any font you designate as an embedded font. You are responsible for licensing fees and restrictions if you select a licensed font. For more information, see [Spine Label Printing System Administration](#).

To configure default label options in Leap

1. In Leap, open the user settings by doing the following:
 - a. Select your user name in the toolbar.
 - b. Select **Settings**.
The Leap User Settings, Print Options page opens.
2. In the Label Options section, under **Label Type**, select the appropriate label type for your printer.
3. (Optional) If you want the label type you selected to appear as the default when you open that Label Manager in Leap, select **Use as Label Manager default**.
4. Select one of the following label print methods under **Label Options**:

- **On Demand** - Leap opens Label Manager when you request a label so that you can view the label before printing it. The On Demand method works best if you want to edit your label content before printing.
 - **Batch** - Leap queues the label when you request it, so you can print labels in bulk later. To print queued labels, go to Label Manager. The Batch option works well for creating sheets of labels for multiple items. Batch printing is limited to 500 labels at a time.
 - **Quick print** - Leap prints the label at the designated printer without opening Label Manager in Leap. The Quick print method works best with continuous-feed printers.
5. Select **SAVE**.
 6. [Print a spine label](#) or two, and review the results. Margin-handling is different in Leap than in the staff client. If there are problems with the first printing, have your system administrator check the printing-related settings in Polaris Administration (staff client). For more information, see [Spine Label Printing System Administration](#).
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Printing Spine Labels

You can now print spine labels from any workstation in Leap.

Note:

Before you print, you must configure settings in Polaris Administration (staff client) and in Leap. For more information, see [Configuring Spine Label Printing](#).

To print spine labels

1. Use the Find tool to find the item that needs a printed label, and open the item record.
2. Select **ACTIONS > Print Label**. One of the following happens, depending on your user setup:
 - **On Demand** - Leap opens Label Manager so you can view the label before printing it.

- **Batch** - Leap queues the label, but does not print it. You can repeat steps 1 and 2 to add more labels to the print queue.
 - **Quick Print** - Leap prints the label at the designated printer.
3. For batch print jobs, select **Utilities > Label Manager** to open Label Manager.
 4. (Optional) Select the label type from the list at the upper left.
The preview changes to show the type of label you select.
 5. Review the label layout. If necessary, you can make changes and enter carriage returns directly in the label page display. When finished, select **SAVE**.

Note:

When troubleshooting font sizes on PDF labels:

- Check the page size in your printer driver.
- Make sure your PDF reader view is set to "Default."

6. Do one of the following:
 - To clear all of your labels and start with a blank sheet, select **ACTIONS > Clear Labels**. Start again with step 2.
 - To send all labels to your designated printer, select **ACTIONS > Print Labels**. Your browser's print preview opens.
7. Select **Print**. Your browser's Print dialog opens.
8. Check the settings, and select **Print**. Leap sends the queued labels to the printer.

Cataloging Keyboard Shortcuts

The table below lists the keyboard shortcuts you can use when editing bibliographic and authority records.

Action	Keyboard Shortcut
Edit the selected tag	E
Open the INSERT menu	I
Open the Insert Data Field dialog	I then F
Delete the selected tag	D
Move the selected tag up	Shift + Up arrow
Move the selected tag down	Shift + Down arrow
Insert subfield delimiter (‡) in tag Data field	Ctrl + Q

Replacing Duplicate Records in Leap

Version 7.3 includes improvements to Leap's duplicate detection functionality for bibliographic records. If Leap identifies possible duplicate records when you save a bibliographic record, you can now choose to replace the duplicate records with the record you are saving.

Note:

You can also replace duplicate records when you save an authority record. For details, see [Creating, Editing, and Copying Authority Records in Leap](#) and navigate to the Authority Record Validation and Duplicate Checking section.

If you save a bibliographic record and Leap identifies possible duplicates, the Bibliographic Record Duplicate Detection Results dialog appears.

Bibliographic Record Duplicate Detection Results

Record to Retain

CONTROL#	TITLE	AUTHOR	FORMAT	ITEMS	STATUS
1748013	New Fears: new horror stories by masters of the genre		Book	0	Final

Record(s) to Replace

<input type="checkbox"/>	CONTROL#	TITLE	AUTHOR	FORMAT	ITEMS	STATUS	REASON
<input type="checkbox"/>	1563313	New fears : new horror stories by masters of the genre		Book	6	Final	ISBN
<input type="checkbox"/>	1747992	New fears : new horror stories by masters of the genre		Book	0	Final	ISBN

In previous versions, you could select **CONTINUE** to save the record or **CANCEL** to stop saving and return to editing the record.

In version 7.3, you can now also replace one or more duplicate record with the record you are saving.

To replace duplicate records

1. (Optional) To manually add a duplicate record that does not already appear in the **Record(s) to Replace** list, do the following:
 - a. Select **ADD TITLES**.
 - b. Use the Find Tool to search for a bibliographic record and select it.
 - c. Select **OPEN**.

The record appears in the **Record(s) to Replace** list.

2. Select one or more records in the **Record(s) to Replace** list.
3. Select **REPLACE**.

Leap deletes the selected records, moves their linked items and holds to the bibliographic record that will be retained, and saves the record that will be retained.

Consolidated Views on the Leap Item Record Workform

In previous versions, the Item Record workform in Leap contained both a **Details** view and a **Controls** view. In version 7.3, these views have been combined into a single **Details** view.

The settings that appeared on the **Controls** view in previous versions are now located at the bottom of the **Details** view.

[Details](#)
[Circulation](#)
[Blocks and Notes](#)
[History](#)
[Statistics](#)
[Record Sets](#)
[Notices](#)
[Source and Donor](#)

Barcode <input type="text"/>	Owning Branch* Southern Adirondack (lib) <input type="text"/>	Bib Control Number* 13455 <input type="text"/> FIND
Collection VHS (Juv) (VHS-Juv) <input type="text"/>	Assigned Branch* Southern Adirondack Library System (SAL) <input type="text"/>	Parent Item <input type="text"/>
Shelf Location (None) <input type="text"/>	Price \$8.95 <input type="text"/>	<input type="checkbox"/> Non-circulating
Temporary Location <input type="text"/>	Circulation Status In-Process <input type="text"/>	<input checked="" type="checkbox"/> Display in PAC

Material Type* Book and CD <input type="text"/>	Loan Period* Audiobook <input type="text"/>	Renewal Limit* 0 <input type="text"/>
Statistical Code CBA <input type="text"/>	Fine Code* Children's Music <input type="text"/>	Home Branch* <input type="text"/> <input type="checkbox"/> Do not float

Call Number Scheme* Dewey Decimal <input type="text"/>	Cutter <input type="text"/>	Volume <input type="text"/>
Prefix <input type="text"/>	Suffix <input type="text"/>	Copy <input type="text"/>
Classification J Fict <input type="text"/>	Name of Piece <input type="text"/>	

<input type="checkbox"/> Loanable outside system	Hold Limited To:	<input type="checkbox"/> Patrons from this library and branches
<input type="checkbox"/> Do not mail to patron	<input checked="" type="checkbox"/> Pickup at	<input type="checkbox"/> <input type="text"/> days past first available
<input checked="" type="checkbox"/> Holdable	Southern Adirondack Library System <input type="text"/>	<input type="checkbox"/> Patrons from this branch only
		<input type="checkbox"/> Preferred borrowers

MARC Technical Updates in Polaris 7.2

The updates specified in the following links were implemented in Polaris 7.2.

- [MARC Update Number 30, May, 2020](#)
- [MARC Update Number 31, December, 2020](#)
- [MARC Technical Notice April 13, 2020](#)
- [MARC Technical Notice May 1, 2020](#)
- [MARC Technical Notice May 19, 2020](#)
- [MARC Technical Notice June 26, 2020](#)
- [MARC Technical Notice July 28, 2020](#)
- [MARC Technical Notice September 11, 2020](#)
- [MARC Technical Notice September 16, 2020](#)
- [MARC Technical Notice October 23, 2020](#)
- [MARC Technical Notice November 13, 2020](#)
- [MARC Technical Notice November 24, 2020](#)
- [MARC Technical Notice December 14, 2020](#)