How can I set up the Label Program to print labels in the correct position?

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Symptom

• Labels printed from the Label program come out too far to one side or too low causing them to be unusable

Applies to

• OCLC Cataloging Label Program

Resolution

To change the label’s position in the Label program, go to Options > Print. The first thing to check is the top and left label offsets. Under Print Offsets in the Units area make sure you’ve selected the correct form of measurement, Inches or Centimeters. If the value is too high or too low, it can cause the printer to eject a blank page because the label boundaries are out of range. Offsets should not exceed plus or minus .35 inches.

1. In the Top and Left text boxes, type a decimal fraction for the amount of space (in the selected units) to add to (or subtract from) the margin of labels. To reduce the offset, type a negative value such as -.1 or -.2. Specify the additional space needed (beyond the margin set automatically by the printer) or specify the space you want to subtract from the margin. Do not specify the total distance between the label text and the edge of the stock.

2. Set other label printing options if you wish.

3. Click OK.

If label text prints incorrectly, specify these offsets:

• On the left edge of the label (extra space to the right of text). With acceptable top margin:

Units: Inches

Top: 0
Left: .2

Or,

Units: Centimeters

Top: 0
Left: .5
• On the left edge of the label (extra space to the right of text). With tops of letters on top line above top edge:

Units: Inches
Top: .2
Left: .2

Or,

Units: Centimeters
Top: .5
Left: .5

• Too far to the right (extra space to the left of text). And too far down (extra space above label text):

Units: Inches
Top: -.2
Left: -.2

Or,

Units: Centimeters
Top: -.5
Left: -.5

Here are some other ways you can improve the fit of text on labels:

• Turn off boldface printing; boldface type occupies more space than normal type of the same font and size
• Use the default font (ALA BT Courier)
• If you want to use another font, select one with compact letter forms
• Decrease the font size