Discover how to create a SLB label template in My Labels.
Note: This label format uses default values that can be customized but if your SLB labels have a different number of rows or columns or require a different page size (for example using a continuous feed style printer), you will need to use the Custom Label Set template.

Create the SLB label template

1. In the left navigation, click My Labels > Label Templates.
2. From the Label Templates screen, click New Template. The Label Template Editor screen opens.
3. Enter a name for your new label type in the Label Template Name form field.
4. Select SLB (label set using one spine and one processing label) from the Label Format drop-down list.
5. For Units, select a unit of measurement.
   ◦ Centimeters
   ◦ Inches (default)

Note: Negative numbers cannot be used to adjust any settings in the label template.

Complete the Page Settings accordion

Note: The SLB label template uses Letter size paper. As a result, the following values are set by default and cannot be edited: Height, Width, Orientation, Columns, and Rows.

1. Click Page Settings to open the Page Settings accordion.
2. Enter a value for the Top Margin and Left Margin for the page of labels you will be printing. You can enter a value in the input box or use the up and down arrows to increase or decrease by set values based on the unit of measurement selected.
3. Enter a value for Column Spacing within Label Set.
4. Enter a value for Column Spacing between Label Sets.
5. Enter a value for Row Spacing between Label Sets.

Complete the Spine Label Settings accordion

1. Click Spine Label Settings to open the Spine Label Settings accordion.
2. Enter a value for the following settings:
You can enter a value in the input box or use the up and down arrows to increase and decrease by set values based on the unit of measurement selected.

**Complete the Processing Label Settings accordion**

1. Click **Processing Label Settings** to open the Processing Label Settings accordion.
2. Enter a value for the following settings:
   - Height
   - Width
   - Left Margin
   - Top Margin
   - Right Margin
   - Bottom Margin

You can enter a value in the input box or use the up and down arrows to increase and decrease by set values based on the unit of measurement selected.

**Complete the Spine Label Content Settings accordion**

1. Click **Spine Label Content Settings** to open the Spine Label Content Settings accordion.
2. (Optional) You can set the spacing between lines of text in your labels using the Line Spacing drop-down list. Line spacing uses the point unit of measure and provides the following option range: 0 pt (default) – 18 pt. The Label Setup table reflects your selected spacing after you make a selection from the drop-down list, allowing you to immediately see if any rows move into the non-printable section of the label.
3. For Copy Number Prefix, enter a **prefix** (e.g., c., copy, copy number, etc.) for the copy number. You must select Copy Number from the Content drop-down list in the Label Setup table if you wish the copy number to appear on the label.
4. For Automatic Stamps, enter your **preferred text** (up to eight characters) in the Stamp 1 and/or Stamp 2 form field to place the same line(s) of text on every label.
5. For Label Setup, format each line of text that appears on the label. See **Available label setup format options** for...
available options. You can click the **Add button (➕)** to add an additional formatting rule or click the **Remove button (➖)** to remove a formatting rule.

Note: Any data that appears in the Non-Printable area will not appear in the printed label.

6. **(Optional)**
   a. Click **Preview Label Alignment** to preview how labels will appear.
   b. Click **Reset Form** to clear out all fields and restore default settings in the form.

7. Click **Save**.
   Or
   Click **Go Back > Save**.

8. From the the Display column, select the **checkbox** for the newly created label template to display it as a menu option on the Label Print List.

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# Available label setup format options

<table>
<thead>
<tr>
<th>FORMAT</th>
<th>OPTIONS</th>
</tr>
</thead>
</table>
| **Content** | • Author  
  • Blank Line/Free Text (default)  
  • Classification Part  
  • Copy Number  
  • Data  
  • Item Part (Cutter)  
  • OCLC Number  
  • Prefix  
  • Stamp 1  
  • Stamp 2  
  • Suffix  
  • Title |

See [Available label content types](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/My_Labels/Label_Templates/35_Create_a...) for more information.

| **Font** | • Arial (default)  
  • Arial Narrow  
  • Calibri  
  • Century Gothic  
  • Courier New  
  • Georgia  
  • Google Noto Sans CJK sc  
  • Tahoma  
  • Times New Roman  
  • Trebuchet  
  • Verdana |

Note: Not all fonts support non-Latin script character sets. If the font you selected is incompatible with a non-Latin script character set, the label preview will show a replacement character (e.g., 🅦). The following table provides fonts that are compatible with commonly used non-Latin scripts.
<table>
<thead>
<tr>
<th>NON-LATIN SCRIPT(S)</th>
<th>FONT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese, Japanese, Korean</td>
<td>Google Noto Sans CJK sc</td>
</tr>
<tr>
<td>Cyrillic</td>
<td>Arial, Calibri, Tahoma, Times New Roman, Verdana</td>
</tr>
<tr>
<td>Arabic</td>
<td>Arial, Calibri, Tahoma, Times New Roman</td>
</tr>
<tr>
<td>Greek</td>
<td>Arial, Arial Narrow, Calibri, Century Gothic, Courier New, Georgia, Tahoma, Times New Roman, Trebuchet, Verdana</td>
</tr>
</tbody>
</table>

**Size**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12 (default)
- 13
- 14

**Style**

- Bold
<table>
<thead>
<tr>
<th>FORMAT</th>
<th>OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Bold Italic</td>
</tr>
<tr>
<td></td>
<td>• Italic</td>
</tr>
<tr>
<td></td>
<td>• Regular (default)</td>
</tr>
<tr>
<td>Alignment</td>
<td>• Center</td>
</tr>
<tr>
<td></td>
<td>• Left (default)</td>
</tr>
<tr>
<td></td>
<td>• Right</td>
</tr>
</tbody>
</table>