

INSTALLATION, CONFIGURATION, AND USE OF VGERSPIN (GARY STRAWN'S SPINE LABEL PROGRAM)

This handout is merely a summary of Strawn's full installation instructions. For greater detail please see that document at the following URL.

<http://www.library.northwestern.edu/public/SpineLabels/vgerspin.doc>

In order to use the spine label print program, you must:

- a) be running Windows 95 or greater
- b) have installed and configured the ODBC drivers for Oracle
- c) have defined an ODBC data source name (DSN) for your production database connection in the ODBC Data Source Administrator (located under Control Panel > Administrative Tools > Data Sources (ODBC)).

The installation of Oracle and the configuration of the ODBC settings are not covered in this handout.

To complete the installation successfully, you will need to know:

- a) the data source name (DSN) associated with your production database connection in the ODBC Data Source Administrator
- b) the table prefix of your production database
- c) the Oracle database user ID and password

A. INSTALLATION

Installation files can be found at the following URL:

<http://www.library.northwestern.edu/public/SpineLabels/>

Download the following files to your PC:

VgerSpin.zip
vgerspin.ini

*If you're using a Zebra™ printer, you must also download **VgerSpinPrinter.ini**. For more information about configuring the program for use with this printer, see *vgerspin.doc* file for Strawn's full instructions.*

Unzip **VgerSpin.zip**, then double click setup.exe to install the program.

When prompted "Welcome to the Vger Spine Labels installation program," select OK.

At the next dialog box, choose the directory where the program will be installed.

Either:

- Accept the default directory by clicking the computer icon, or
- Click "Change Directory" to select a different location.

At the next dialog box, choose the program group where the program will reside on the Start menu.

Either:

Accept the default group name by clicking "Continue," or

Select a different group name, or enter a new one, then click "Continue."

When prompted "Vger Spine Label Setup was completed successfully," click OK.

Copy the file **vgerspin.ini** into the proper directory. (Strawn's instructions state that this is the C:\WINDOWS directory for Windows 95/98 and the C:\WINNT directory for Windows NT, 2000 and XP, but you may not find this to be reversed on your PC. Check with your IT department if you are unsure.)

Open **vgerspin.ini** in Windows Notepad, and change all occurrences of 'XXXDB.' to the name of your own production Voyager database. The Find and Replace features of Notepad are very helpful for this. **Do not forget the terminal period.**

Replace the value for the DSN element in the Identification stanza with your institution's DSN.

Also in the Identification stanza, replace the UID and PWD values "dbread" with your **read-only** database ID and password.

Create a shortcut on the desktop that points to the **VgerSpin.exe** file. (C:\Program Files\VgerSpin\VgerSpin.exe)

B. CONFIGURATION

To begin configuration, start the spine label program and click the Options button. Make the appropriate edits to the corresponding tabs. Tabs and values not mentioned can be left at the default and you can learn more about those values in Strawn's installation instructions, available from the following URL.

<http://www.library.northwestern.edu/public/SpineLabels/vgerspin.doc>

Files, etc.

- You will notice that these values have carried over from the .ini file. Verify that they are correct.
- Data source = Your institution's DSN
- Table prefix = The prefix for your institution's Voyager production database. **Don't forget the terminal period.**
- User ID = Your institution's read-only database ID.
- Password = Your institution's read-only database password.
- File of old orders = Ignore. This is only used at Northwestern University.
- Output file folder = You can leave this as the C: drive, but the program does write .lbl files to this folder, so change it to another folder if that bothers you.
- Leave other values in this tab set to defaults if you don't feel confident enough to experiment with them.

Labels

- Label type = Check the radio button next to the type of label you are using (keep in mind that the program only works with the strips that are one big label, not the strip stock bearing individual labels)
- Paper size = If you are using label sheets, check the radio button next to the sheet size you are using
- Labels across/Labels down = Set the number of labels across and down, before setting the margins, height, etc.
- Margins/Height/Gaps = These settings require a lot of trial and error. To avoid wasting label sheets, practice on plain paper, and hold that behind your labels and up to the light to see the results.
- The values used in the labels tab may vary from one printer to another. When you get them set up, take a screen shot for future reference. It will come in handy if you have to reinstall the program.

Fonts

- Click on the "Change" button to select the font for printing and display.
- Font selection is a local preference. GPC uses Tahoma Regular 11 pt.

General

- Chronology/Year from = Select the radio button corresponding to the field in the item record you wish the program to check for chronology-type information. The last two choices allow the program to check in both fields, in the order given.
- Copy number from = Select the radio button corresponding to the areas you wish the program to check for a copy number. The last two choices allow the program to check in both areas, in the order given.
- Copy number prefix (used if not already present) = Any prefix that should be added to copy numbers

Components

- Settings in this table can be different for each type of call number. Ignore the settings for any classification system you do not use. **Be sure to select the radio button for your classification before editing these settings.**
- When adjusting the setting for LC or Other call numbers, don't forget to check the setting on the "Component Rules" tab as well.
- ELEMENT = This row contains the ten possible call number elements that can be included on your labels.
- INCL? = Check the box next to elements you want to include on your labels, and leave it clear for those you don't want.
- SEMI. = Check the box next to elements you want broken onto a new line at each semicolon, and leave it clear for those you don't want broken.
- COL. = Check the box next to elements you want broken onto a new line at each colon, and leave it clear for those you don't want broken.

- SP. = Check the box next to elements you want broken onto a new line at each space, and leave it clear for those you don't want broken.
- OTH BRK. = If an element should be broken onto a new line at some other mark of punctuation, type it here.
- STRIP = Type here any punctuation or characters that you want the program to strip from the element.
- ADD = Type here any punctuation that you want the program to add to the element.
- SPEC = Does different things for different elements.
 - Shelf loc. (‡c) = When this box is checked the program adds parentheses around the shelf location.
 - Classification (‡h) = Only for LC classification. When this box is checked an LC classification number that does not have line breaks indicated will be broken onto separate lines.
- BRK? = When this box is checked, the program will insert a line break after the corresponding element. (As a rule, this box should be checked for all elements.)
- BLANK = When this box is checked, the program will insert a blank line before or after an element. The default will insert a line before an element. To make the blank line come after an element, check the "Blank' after" box. If you want some other characters to appear before or after an element, type them into the "For 'Blank' use" box at the bottom of this tab.
- Sequence = This is the order in which the program will arrange the elements on the label, 1 being the first and 10 being the last.
- Maximum line length = The maximum number of characters allowed on a single line of the label
- Break at = Input any punctuation or other character at which the program should break a line longer than the value input in the Maximum line length box.
- Include both enum & chron if both are present = When this box is checked, the program will include any available text from the corresponding fields in the item record. When this box is unchecked, only enumeration will be printed when both fields are present.

Components rules tab

- Available only when you click the radio button for LC or Other classification systems.
- Check the box next to the point that you'd like the program to force a line break, even if the classification number doesn't contain blanks or other separators.
- You can also check the 5th box to remove the decimal from a cutter.

C. Use

Voyager does not have to be running to use the spine label program.

When you open the program, the cursor will default to the "Number to search" field. Either ...

- Scan or type the item barcode into this field, clicking the "Barcode #" button if you're entering the number manually, or if your scanner does not automatically insert a carriage return. You can also retrieve call number information by item#.
- Print a label directly from a Voyager item record. Display the item record in the Voyager cataloging client and then click the "Get # from cat client instead" button.

The program will then display the call number in the large window on the left. If this number is not formatted the way you'd like, double check your settings in the "Components" and "Components rules" tabs.

When you are satisfied with your spine label, hit the F8 key (or whatever key you have set as the "Label is OK" button), click the "Label is OK" button, or type ALT-L. If you are using label sheets, the program will initially prompt you to click the label where the printing should start. Then click OK. This feature is especially useful for printing partial sheets. You can print multiple copies of a single label by repeating the above process while the label is still in the display window.

When printing labels for a multivolume set, you don't have to scan in each individual volume. Simply scan the first volume and then click the "Multiple volumes" button. At the input box, type the volume number at which you'd like the labels to end. For example, if you have a 30 volume set and are starting with v.1, type "30" in the box. The spine label program will then create labels for v.2-v.30 and save them all to the buffer for you. The "Multiple copies" button works the same way.

When you are ready to print your sheet, click the "Print the buffer" button. Should you fill a sheet; the program will print the buffer automatically.

NOTE: Since the spine label program doesn't use any components of the Voyager client, it does not have to be updated with each upgrade like CTK does. However, Strawn does frequently replace the download files with updated versions, the installation instructions remaining the same.