

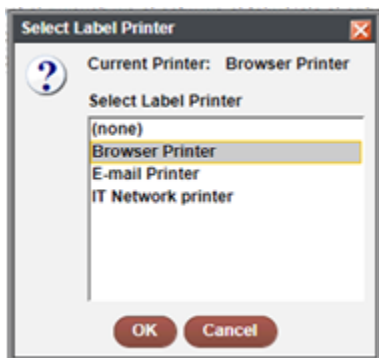
# Printing Preservation Spine Labels

Double Click "Sierra Web Portal" to open in chrome.

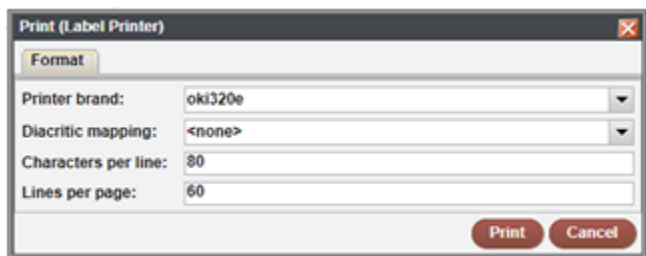


Log in as usual.

When printing spine label select Browser Printer

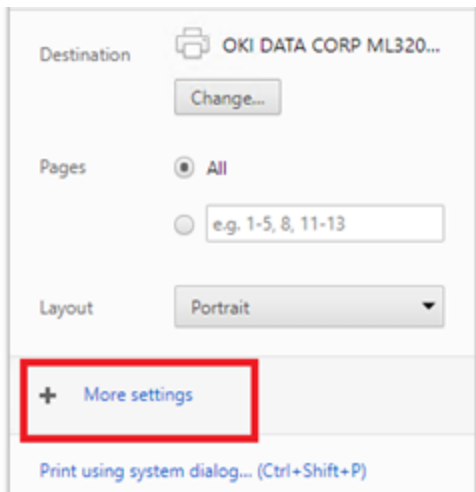


Set settings as noted.

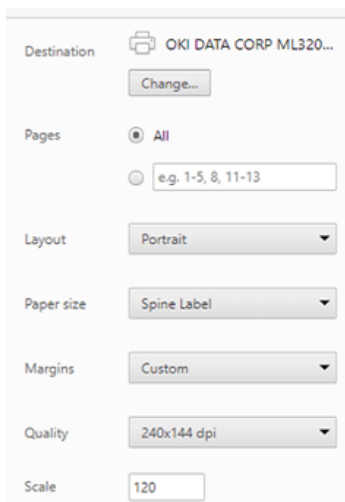


Select Print

Click more settings.



Set options as follows

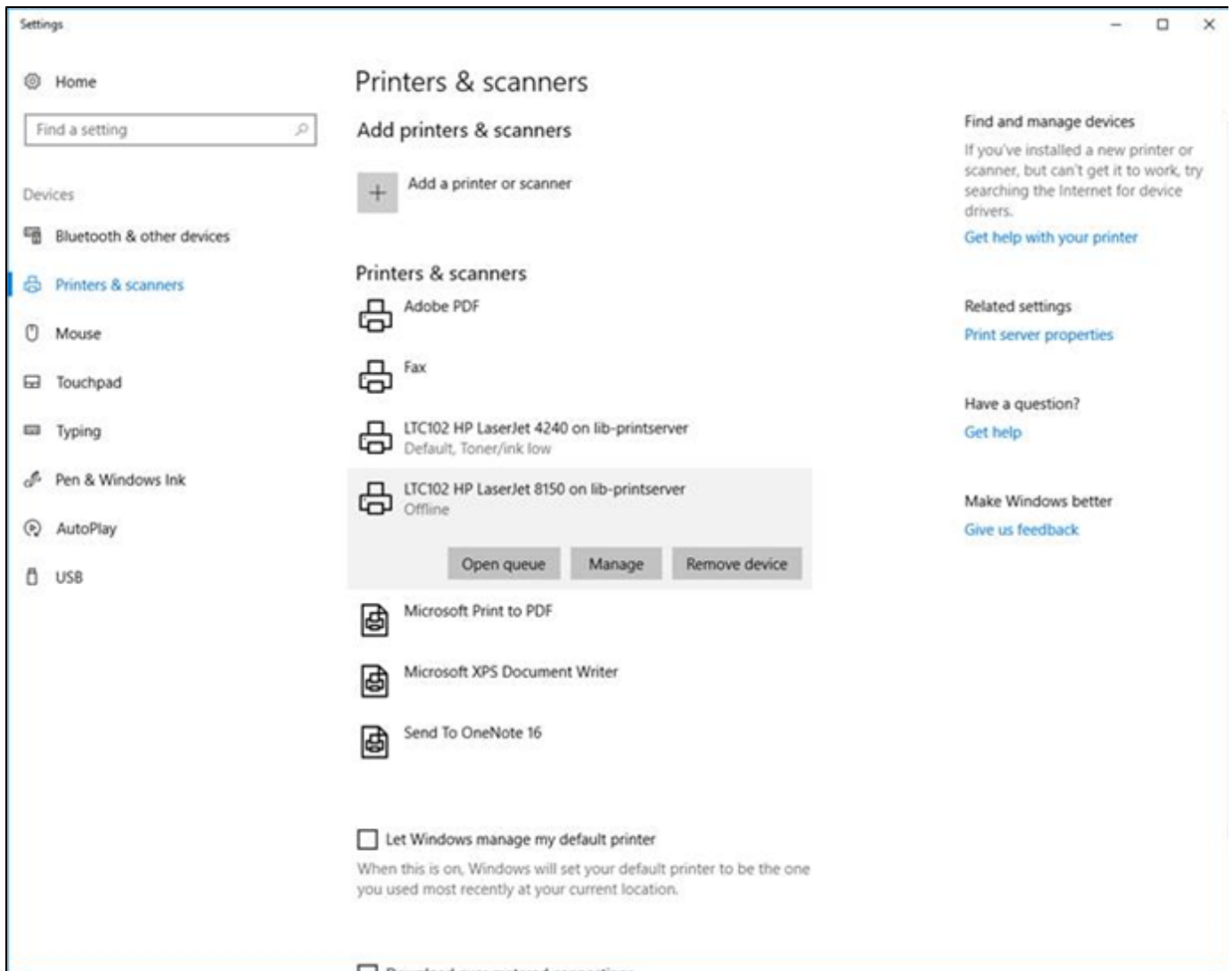


Print.

Note: For reference, here are the one-time steps to set up the spine label printer setting:

Spine Lable Printer Settings

- On the PC, search for Printer System Settings, and then select Print server properties



- Under Forms, check the box for Create new form:

The screenshot shows the 'Print Server Properties' dialog box with the 'Advanced' tab selected. The 'Forms on:' section lists 'spinelabel', 'Statement', 'Super A', and 'Super B'. The 'Form name:' field contains 'spinelabel'. The 'Form description (measurements)' section shows 'Units' set to 'English', 'Paper size' with 'Width: 2.50in' and 'Height: 2.00in', and 'Printer area margins' with 'Left: 0.00in', 'Right: 0.00in', 'Top: 0.00in', and 'Bottom: 0.00in'. Buttons for 'Delete', 'Save Form', 'OK', 'Cancel', and 'Apply' are visible.

- Create one called spinelabel with the paper size dimensions as shown in the screenshot above.
- Choose the Ports Tab to choose the USB port and Drivers to check the appropriate driver.
- Click on the printer (Microline) and click Manage.
  - From there, choose Printing Preferences. Choose the Paper/Quality tab, and select Tractor feed.
  - Then Click on Advanced and choose the spinelabel size in Paper Size. Click Apply, OK.