

Editing Labels using FileMaker

Athenaeum Note 44

This note is about changing the appearance of Athenaeum labels (bar code and spine labels), which requires FileMaker Pro and a little bit of skill.

Don't forget that Athenaeum Pro has a variety of labels in the Bar code utility, so check there before diving in and changing things.

For this note, we are using Athenaeum Pro 7.5 and FileMaker Pro 8.5. However the principals are similar for Athenaeum Express and Athenaeum Light.

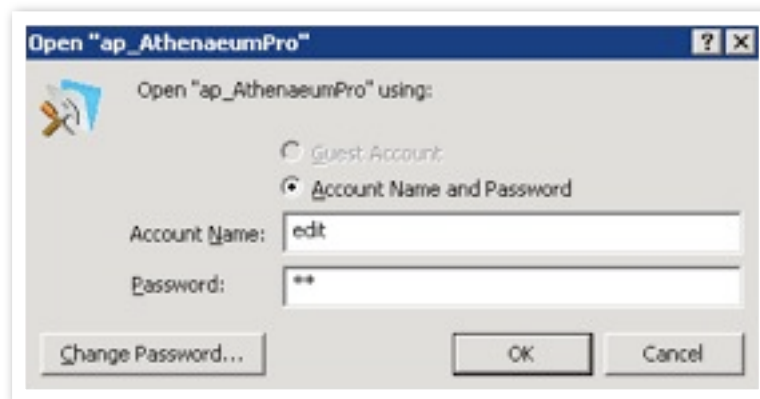
Take a back-up of your Athenaeum

We don't really have a sense of humour for people who refuse or are too lazy to do this. Just do it, if you make a mistake, you will be delighted that you did!

Open Athenaeum with FileMaker Pro.

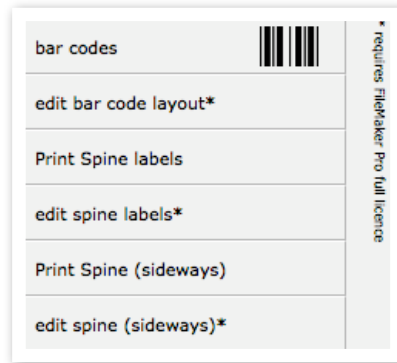
See [Athenaeum Note 42](#) for more details if you don't know how to do this.

Use the edit account

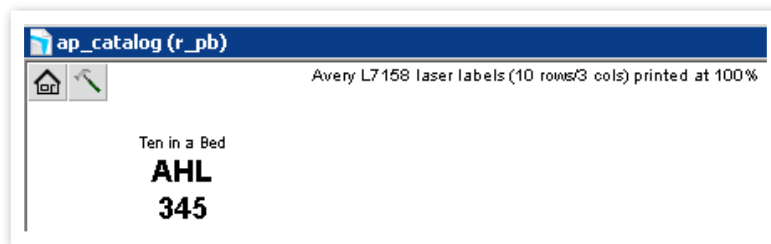


You must start with the "edit" account for this task. In the account name field, enter edit. In the password field, enter the password provided to you by SumWare Consulting, or, if you have changed the password, enter that new password.

Go to Catalogue Utilities

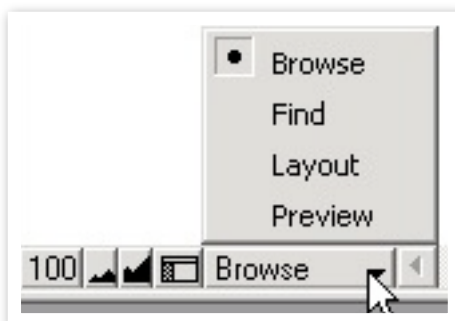


Click Edit Spine Labels*



You will see a mostly white screen with just one label.

Go to Layout Mode

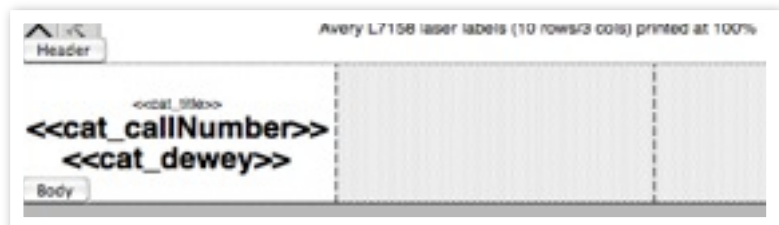


At the bottom left of the screen, click the little “Browse” widget to see the menu and then choose Layout.

You will see a “template” of the labels screen (below).

The Header is what appears at the top of the page. The buttons and the text in the header is marked to not print, so while you can see it in layout and browse modes, you won't see it in preview mode or on your print-outs.

The body shows the content for each entry in the catalogue and is repeated (in this case) down the page. Objects that you place here can be printed, including graphics, text and fields.



The body in this example contains 1 block of text with three merge fields. Merge fields (the bits of text surrounded by << and >>) will be replaced at the time of printing with the value stored in the field referenced.

So, <<cat_callNumber>> refers to the call number field. <<cat_title>> refers to the cat_title field.

You can insert merge fields at the text cursor by choosing Merge Field... from the Insert Menu.

See [Note 21](#) for more information about naming conventions.

If you wanted to remove the title, for example, simply select the cat_title field, including the << and the >> and delete it.

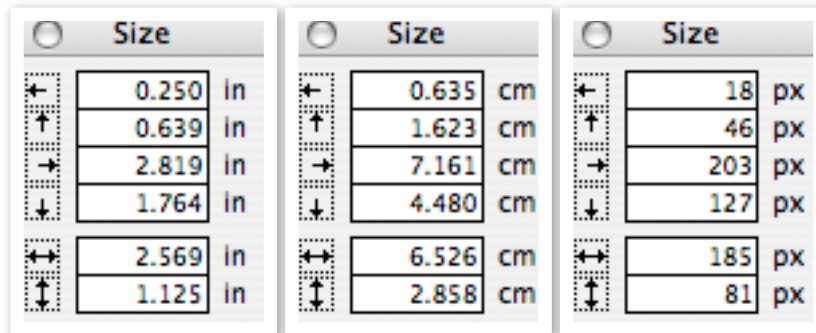
Or, you might want to change the font size of the call number and dewey. Simply select those fields (including the << and >>) and choose a new Font size from the Format menu.

Clean up

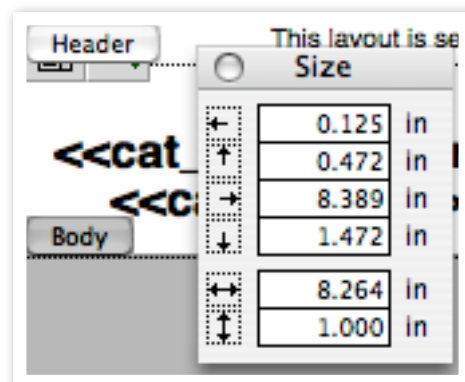
When you have finished your editing, click outside the text rectangle to stop editing that field. You will see 4 black squares (handles) at the corners of the text block.



Ensure that you resize these to stay within the white area of the body and not overlapping the grey area to the right.

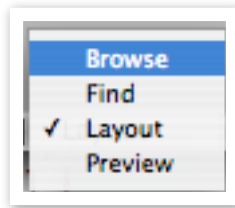


The object size palette can assist you sizing objects exactly. If you click on the unit of measure to the right of the field, the size palette changes units.



If you click on the body icon, you can see the exact size of the body part on the layout (vertically) which is critical for labels.

Return to Browse Mode



Return to Browse mode by clicking on the layout widget at the bottom of the window and choosing Browse from the pop-up menu.

Print

Return to the Utilities layout and try a sample print.

When testing your adjustments, it is best to only print one page at a time and print to blank paper rather than expensive labels.

If you are not satisfied with your changes, then repeat the changes above.

Tips

- The header appears once at the top of every page.
- If the labels are all consistently too low on the page, then the header is too tall.
- If the labels are all consistently too high on the page, then the header is too short.
- Choose Page Margins from the View menu to see the non-printing area of the page (very few printers can print to the very edges of paper).
- If your print outs are getting further apart or closer together compared to the labels on the page, then the body part is too large or small, respectively.
- If the labels are perfect, but you are getting an extra row, then add a small footer part - go to Part Setup... in the layout menu.
- If you format a merged field and the formats are not appearing on your output, then check that you have selected the entire merge field, including the leading << and trailing >> before applying your formats.
- Putting too much text in the text field may cause the body to grow taller, changing the printing characteristics of the label.
- Changes you make here will be lost when you next update your Athenaeum.
- Everything you do here can be done with a new layout in the bar code utility. Changes made there are easier to discard. Also, you can keep the bar code utility between updates so that you don't lose your changes.