Millennium Labels Quick Reference

I. Printing a Single Label

Note: This method can only be used for printing the first label (i.e., the top left label). To print elsewhere on the sheet, follow the instructions for multiple labels in step II below.

A. Call up the item record.

B. Click “Tools,” then “Print Spine Label.”

C. Select your print template.

D. Click “Print.”

II. Printing Multiple Labels Using Print Queues

Note: Queued labels must be printed before you exit Millennium, or you will lose them!

A. Call up the item record for the first piece you wish to label.

B. Click “Tools,” then “Queue Spine Labels to Print.”

C. Select a queue (1-9) to use. (Only one print template can be selected for each queue.)

D. Continue queuing labels until you are ready to print.

E. Click “Tools” and “View Spine Label Queues.”

F. Click the tab for your queue, and the titles will be displayed.

G. Click “Print” and select your template.

H. Click “Print” again.

I. Clear the queue after printing unless you need to print the labels again.

J. Printing Tips

1. To check for formatting problems before printing, choose “Print Preview” and select the template you plan to use. Click “Close” after previewing.

2. Remove a problem label from the queue by checking the box beside it and clicking “Remove Checked.” Or click “Remove All.”

3. If you are not starting to print with the first label on the sheet, enter the correct skip value in the “Number of blank labels to prepend” box.