TAE Label Maker in 5 easy steps

Use the TAE Label Maker to create labels for TAE/TExpress libraries, Kansas Library Express (KLE), MALA and Mobius libraries.

Login Information

Go to the link below to login.

http://taelabelmaker.amigoshosts.org

Find your library’s name in the “Select Your Institution” drop down box. Click on your institution’s name.

The default password has been set to TAE2016! and your library’s OCLC symbol (all as one word). For example, TAE2016!IIC would be the password for Amigos. Change the password. (You do not need to create a username if you select your institution name from the first box.)

Tips:

- If multiple users will access the label maker share the password with staff creating labels.
- Contact the TAE office if you prefer to have an individual username. We will need to create it for you.
- Don’t have an OCLC symbol, contact the TAE office.
Click the “Login” box.
**Step 1**

After you have logged in, your institution’s name will appear in the 1st box. You have the option to change it if you want to create return labels.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select the institution that is shipping the package <strong>FROM</strong></td>
</tr>
<tr>
<td>2</td>
<td>Select the institution(s) that the package is being shipped to <strong>TO</strong></td>
</tr>
<tr>
<td>3</td>
<td>Enter the package shipping date</td>
</tr>
<tr>
<td>4</td>
<td>How many of each label should be printed? Labels print 4 per page</td>
</tr>
<tr>
<td>5</td>
<td>Show me the labels <strong>View Labels</strong></td>
</tr>
</tbody>
</table>
Step 2

Add your “ship to” or borrowing libraries in the 2nd box. Click on the box for the drop down selection box.

You can search by city name, OCLC code or by institution name. See the following examples.
Search by City – results will pull all records with “Austin” in any of the fields.

Search by OCLC symbol – type in the OCLC symbol of the library and select the library from the drop down box.
Search by *Institution Name* to narrow your search. Typing “Austin C” narrowed the results to Austin College.

You can add multiple libraries. To remove a library from the list, click on the “x” just before the library’s name.
Step 3

The “Shipped Date” is automatically added in step 3.

Enter the package shipping date
Or select “Leave empty” to fill in the date yourself.

- [ ] 02/09/2016
- [ ] Leave empty

Click on the “Leave empty” radio button to remove the date from the label(s).
Step 4

The label maker will automatically create four labels per page.

If you select only one library in step 2, the label maker will still create 4 labels for the selected library. If you select two libraries, the label maker will create 2 labels for the 1st library and 2 labels for the 2nd library selected.

Step 5

Create the labels by clicking on the “View Labels” button.

A word document will appear with your labels (see following examples from EI, Firefox and Chrome).
<table>
<thead>
<tr>
<th>Label</th>
<th>From: 23 DAL Amigos Library Services Dallas, TX</th>
<th>From: 23 DAL Amigos Library Services Dallas, TX</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAE 23 DAL</td>
<td>To: Amigos Library Services Dallas, TX</td>
<td>To: Amarillo Public Library Amarillo, TX</td>
</tr>
<tr>
<td></td>
<td>Shipped on <strong>/</strong>/______</td>
<td>Shipped on <strong>/</strong>/______</td>
</tr>
<tr>
<td>TAE 93 AUS</td>
<td>To: Round Rock Public Library Round Rock, TX</td>
<td>To: Tulsa City - County Library Tulsa, OK</td>
</tr>
<tr>
<td></td>
<td>Shipped on <strong>/</strong>/______</td>
<td>Shipped on <strong>/</strong>/______</td>
</tr>
<tr>
<td>TAE 156 AMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAE 704 TUL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Labels created in Firefox browser.

To print click here.

From: 23 DAL Amigos Library Services
Dallas, TX

TAE 115 DAL

TO: Carrollton Public Library
Carrollton, TX

Shipped on 03/09/2016

From: 23 DAL Amigos Library Services
Dallas, TX

TAE 115 DAL

TO: Carrollton Public Library
Carrollton, TX

Shipped on 03/09/2016

From: 23 DAL Amigos Library Services
Dallas, TX

TAE 115 DAL

TO: Carrollton Public Library
Carrollton, TX

Shipped on 03/09/2016

From: 23 DAL Amigos Library Services
Dallas, TX

TAE 115 DAL

TO: Carrollton Public Library
Carrollton, TX

Shipped on 03/09/2016
Labels created in Chrome browser.

To print click here.
Examples of labels for Kansas Library Express and MALA

Kansas Library Express label (KLE)

From: 23 DAL Amigos Library Services
      Dallas, TX

To:   KS 226 TOP
      Bern Community Library
      405 Main St
      PO Box 1
      Bern, KS 66408

Shipped on ___/___/_____

MALA label

From: 23 DAL Amigos Library Services
      Dallas, TX

To:   MALA
      Dade County Library
      209 S. Main
      Greenfield, MO 65661

MALA HUB CODE: SGF Shipped on ___/___/_____

Mobius Label -- coming soon