



TAE Label Maker

User guide

March 2016

TAE Office



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.



Trans-Amigos Express

Login

Select Your Institution

N/A

Or Enter Your Username:

Password:

Remember me

Login

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.

Trans-Amigos Express

Login

Select Your Institution

Amigos Library Services, Dallas, TX (IIC) ▼

Or Enter Your Username:

Password:

Remember me

Login

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.

Trans-Amigos Express Make Labels

Make Labels

Create shipping labels in 5 easy steps

- 1 **Select the institution that is shipping the package**

FROM

[TAE] Amigos Library Services, Dallas, TX (IIC) ▾
- 2 **Select the institution(s) that the package is being shipped to**

Search for institutions by name, city or OCLC code
You can create multiple labels by selecting multiple To institutions.
Remember that different regions might have institutions with similar names, check the city or the courier code to be sure you are selecting the correct one.

TO
- 3 **Enter the package shipping date**

Or select "Leave empty" to fill in the date yourself.

02/04/2016

Leave empty
- 4 **How many of each label should be printed?**

Labels print 4 per page
- 5 **Show me the labels**

[View Labels](#)

Step 2

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

2 Select the institution(s) that the package is being shipped to
Search for institutions by name, city or OCLC code
You can create multiple labels by selecting multiple To institutions.
Remember that different regions might have institutions with similar names, check the city or the courier code to be sure you are selecting the correct one.

TO

3

- [TAE] A. H. Meadows Library, Midlothian, TX (TXAHM)
- [TAE] Abilene Christian University, Abilene, TX (TXC)
- [TAE] Abilene Public Library, Abilene, TX (TXB)
- [TAE] Allen Public Library, Allen, TX (TOP)
- [TAE] Alpine Public Library, Alpine, TX (TXAPL)
- [TAE] Alvarado Public Library, Alvarado, TX (TXADO)

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.

1 Select the institution that is shipping the package

FROM

[TAE] Amigos Library Services, Dallas, TX (IIC)

[TAE] Austin College, Sherman, TX (IAU)

[TAE] Austin Public Library, Austin, TX (TXG)

[TAE] St. Edwards University, Austin, TX (EDX)

[TAE] Stephen F. Austin State University, Nacogdoches, TX (TXK)

[TAE] Texas State Library and Archives Commission, Austin, TX (IKM)

[TAE] University of Texas - Austin, Austin, TX (IXA)

austin

2

Search by OCLC symbol – type in the OCLC symbol of the library and select the library from the drop down box.

1 Select the institution that is shipping the package

FROM

[TAE] Amigos Library Services, Dallas, TX (IIC)

2 Select the institution(s) that the package is being shipped to

Search for institutions by name, city or OCLC code

You can create multiple labels by selecting multiple To institutions.

Remember that different regions might have institutions with similar names, check the city or the courier code to be sure you are selecting the correct one.

[TAE] Amarillo Public Library, Amarillo, TX (TAP)

TAP

Search by *Institution Name* to narrow your search. Typing "Austin C" narrowed the results to Austin College.

1 Select the institution that is shipping the package
FROM
[TAE] Amigos Library Services, Dallas, TX (IIC)

2 Select the institution(s) that the package is being shipped to
Search for institutions by name, city or OCLC code
You can create multiple labels by selecting multiple To institutions.
Remember that different regions might have institutions with similar names, check the city or the courier code to be sure you are selecting the correct one.

[TAE] Austin College, Sherman, TX (IAU)
Austin C

You can add multiple libraries. To remove a library from the list, click on the "x" just before the library's name.

2 Select the institution(s) that the package is being shipped to
Search for institutions by name, city or OCLC code
You can create multiple labels by selecting multiple To institutions.
Remember that different regions might have institutions with similar names, check the city or the courier code to be sure you are selecting the correct one.

TO

x [TAE] Abilene Christian University, Abilene, TX (TXC) x [TAE] Austin College, Sherman, TX (IAU) x [TAE] Blinn College, Brenham, TX (YT7)
x [TAE] McMurry University, Abilene, TX (TXD)

Step 3

The "Shipped Date" is automatically added in step 3.

3 Enter the package shipping date
Or select "Leave empty" to fill in the date yourself.

02/09/2016

Leave empty

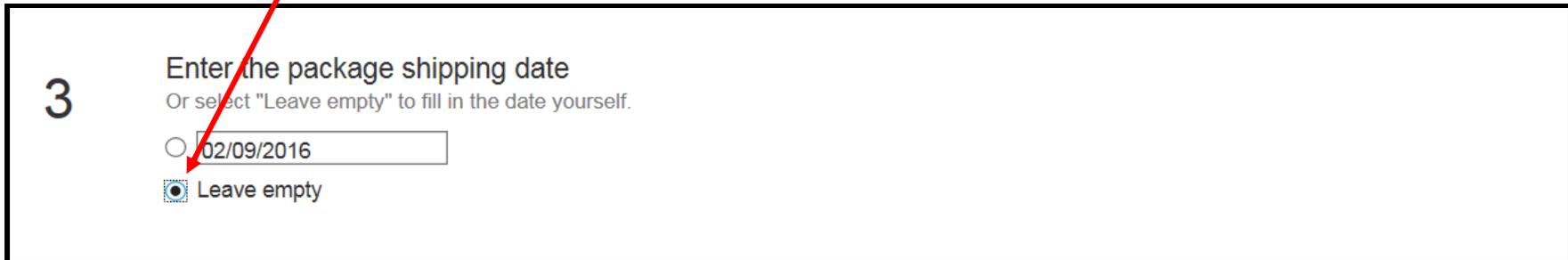


Click on the "Leave empty" radio button to remove the date from the label(s).

3 Enter the package shipping date
Or select "Leave empty" to fill in the date yourself.

02/09/2016

Leave empty



Step 4

The label maker will automatically create four labels per page.

4

How many of each label should be printed?
Labels print 4 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.

5

Show me the labels

[View Labels](#)

A word document will appear with your labels (see following examples from EI, Firefox and Chrome).

Labels created in Internet Explorer browser. 

To print click here.

<p>From: 23 DAL Amigos Library Services Dallas, TX</p>  <p>TAE 23 DAL</p> <p>TO: Amigos Library Services Dallas, TX</p> <p>Shipped on __/__/____</p>	<p>From: 23 DAL Amigos Library Services Dallas, TX</p>  <p>TAE 156 AMA</p> <p>TO: Amarillo Public Library Amarillo, TX</p> <p>Shipped on __/__/____</p>
<p>From: 23 DAL Amigos Library Services Dallas, TX</p>  <p>TAE 93 AUS</p> <p>TO: Round Rock Public Library Round Rock, TX</p> <p>Shipped on __/__/____</p>	<p>From: 23 DAL Amigos Library Services Dallas, TX</p>  <p>TAE 704 TUL</p> <p>TO: Tulsa City - County Library Tulsa, OK</p> <p>Shipped on __/__/____</p>

Labels created in Firefox browser. 

To print click here.



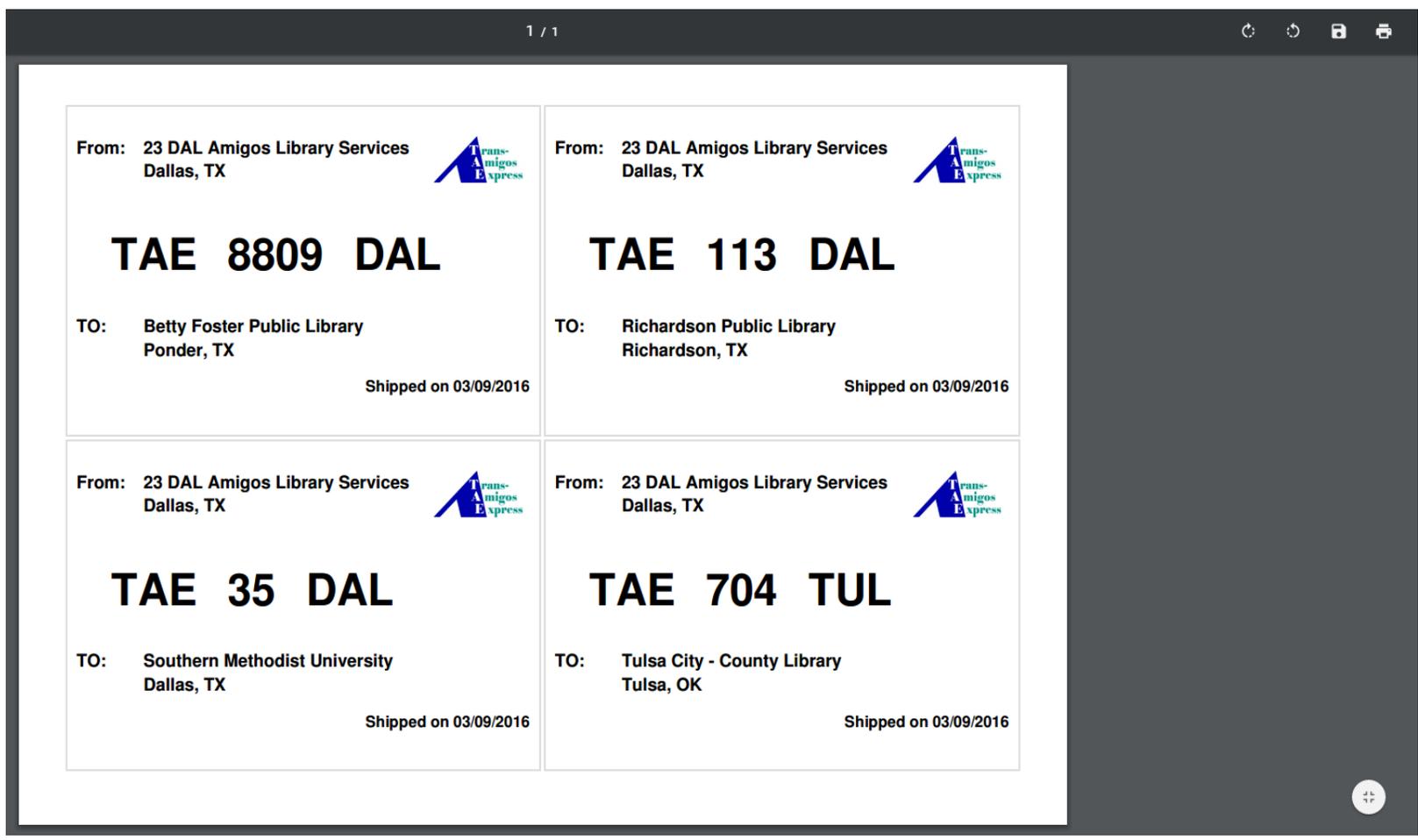
The screenshot shows a Firefox browser window with a dark theme. The address bar contains "Automatic Zoom" and standard browser navigation icons. The main content area displays four identical shipping labels arranged in a 2x2 grid. Each label has the following text:

- From: 23 DAL Amigos Library Services
Dallas, TX
- 
- TAE 115 DAL**
- TO: Carrollton Public Library
Carrollton, TX
- Shipped on 03/09/2016

The browser's print menu is open on the right side of the window, with a red arrow pointing to the print icon.

Labels created in Chrome browser. 

To print click here. 



<p>From: 23 DAL Amigos Library Services Dallas, TX</p> <p>TAE 8809 DAL</p> <p>TO: Betty Foster Public Library Ponder, TX</p> <p>Shipped on 03/09/2016</p>	<p>From: 23 DAL Amigos Library Services Dallas, TX</p> <p>TAE 113 DAL</p> <p>TO: Richardson Public Library Richardson, TX</p> <p>Shipped on 03/09/2016</p>
<p>From: 23 DAL Amigos Library Services Dallas, TX</p> <p>TAE 35 DAL</p> <p>TO: Southern Methodist University Dallas, TX</p> <p>Shipped on 03/09/2016</p>	<p>From: 23 DAL Amigos Library Services Dallas, TX</p> <p>TAE 704 TUL</p> <p>TO: Tulsa City - County Library Tulsa, OK</p> <p>Shipped on 03/09/2016</p>

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*

