

# The Great Print Template Caper

**HOW I LEARNED TO MAKE MY OWN  
PRINT TEMPLATES, AND YOU CAN, TOO!**



# WHY MAKE AND USE PRINT TEMPLATES?

Saves time

Increases accuracy

Saves time

Legibility

Saves time

# FIGURING OUT THE HOW-TO

Call around

Check the Ill website

Download iReport editor

Steal ideas from others

Export from Sierra

# WHERE WE STARTED - ROUTING SLIPS

## Colorado Library Courier

### Routing Slip

TO:

C730

*Use Library Courier Code Only*

DATE:

09/20/13

- ILL    Circ    OCLC    SWIFT  
 Marmot    Prospector Loan  
 Prospector Return  
 Correspondence    AspenCat  
 Blue Sky

Attn:

From:

C570

### Questions, Problems, Suggestions?

Contact the Colorado Library Consortium (CLIC)

Phone Toll-free:

888-206-2695

E-mail:

[courier@clicweb.org](mailto:courier@clicweb.org)

Local:

303-422-1150

Fax:

303-431-9752

Routing Slip Revision: 2007-06-01

# ROUTING SLIP IN SIERRA

The screenshot displays the Sierra library management interface. The main window is titled "Check Out (Circulation Desk)". On the left, there is a search bar and a sidebar with "CircControl-DirectRea..." and "INN Reach 0". The central area shows a routing slip form with the following content:

From:  
**C570**  
null  
 Marmot

Questions, Problems, Suggestions?  
Contact the Colorado Library Consortium (CLIC)  
Toll-free: 888-206-5695  
E-mail: courier@clcweb.org  
Fax: 303-431-9752  
Rifle Branch Library  
970-625-3471

On the right, a "Use Print Templates" dialog box is open, showing a list of templates such as "EVLDGTrans", "Fruitaintr", "FVCourTrSI", "FVLTransl", "FVTranSI", "FVTransl", "GarCoCA", "GarCoGS", "GarCoNC", "GarCoPA", "GarCoSI", "GCPLDpprNIC", "GranbyTran", "GranTrans", and "grantrans2". The "Print slip" checkbox is checked. The bottom right corner of the screen shows the system tray with the date and time: "8:52 AM 8/25/2014".

**C570**

**Marmot**

Garfield Rifle Branch C570

Thu Aug 21 2014 12:

From:

**C558 Palisade**

Totally awesome rubber band

1090060525441

Questions, Problems, Suggestions?

Contact the Colorado Library  
Consortium (CLIC)

Toll-free: 888-206-5695

E-mail: [courier@clicweb.org](mailto:courier@clicweb.org)

Fax: 303-431-9752

**Mesa County Public Libraries**

**970-243-4442**

**ROUTING SLIP SUCCESS**

# LEARNING THE I-REPORT EDITOR

Preview and print your holds in other templates for ideas

Export into iReport editor

Cut and paste into your template

Save to your computer

Import into Sierra

Preview to make sure it works

# NEXT PROJECT — HOLD SLIPS

## Hold Ready Slip

Patron name: Shelley, Amelia

Item barcode: 1120005259358

Title: Harry Potter and the Half-Blood Prince /  
K. Rowling ; illustrations by Mary GrandF

Author: Rowling, J. K.

Call number: J ROW HAR

Pickup location: Garfield Rifle Branch C570

Pull date: Sun Jun 01 2014

Hold note:

Patron Phone: 970-625-4270

Patron email: amelia.shelley@gmail.com



# HOLD SLIP STALKING

**Smoky Hill**

Sat Jun 28 2014 11:10AM

31393023158415

**BICK**

**NIC**

Smoky Hill

p10611666

Book lovers and bargain  
hunters: The Super Sidewalk  
Sale will feature great deals  
on a variety of gently loved  
books and media July 11-13  
in front of Southglenn Library

6972 S. Vine St.

[arapahoelibraries.org/  
super-sidewalk-sale](http://arapahoelibraries.org/super-sidewalk-sale)

Arapahoe Library District

[arapahoelibraries.org](http://arapahoelibraries.org)

303-1 LIBRARY

# HOLD SLIP DISSECTION

~~Garfield Rifle Branch C570~~  
Fri May 23 2014 08:33AM *pull date*

~~1220005259358~~

**Shel**  
**mel** *(or first initial)*

~~p1629121x~~

*new hold*

*we rip off →*

*Full Name*  
*email or*  
*phone #*

*Barcode*  
*title*

Test Hold Slip - 05/28/08

# HOLD SLIP SUCCESS

Thu Aug 28 2014

**SHEL**

**A**

Garfield County Libraries  
Friends of the Library  
Book Sale & Silent Auction  
Sept. 5 & 6  
New Castle Branch Library  
10:00 AM - 3:00 PM

Patron name: Shelley, Amelia

Item barcode: 31526080093385

Title: The magician's land : a novel / Lev  
Grossman.

Author: Grossman, Lev.

Call number: F GROSSMAN, LEV

Pickup location: Garfield Rite Branch C070

Pull date: Thu Aug 28 2014

Hold note:

Patron Phone: 970-625-4270

Patron email: amelia.shelley@gmail.com

# DATE DUE RECEIPTS

Current Check-Outs summary for Shelley,  
Sun Sep 07 11:34:00 MDT 2014

BARCODE: 1220005153952

TITLE: Real simple.

DUE DATE: Sep 15 2014

Date Due Slip

Rifle Branch Library

Need to renew?

970-625-3471

[www.gcpld.org](http://www.gcpld.org)

**Created Equal  
Discussion Series  
starts  
Oct. 6 at 6:30 pm  
Sign up now!**

TITLE	<b>Real simple.</b>
BARCODE	1220005151936
DUE DATE	09-14-14 00:00AM
TITLE	<b>Real simple.</b>
BARCODE	1220005152775
DUE DATE	09-14-14 00:00AM

# I-REPORT - TRIAL AND ERROR

The screenshot displays the iReport application window. The main preview area shows a report titled "Date Due Slip" for "Rifle Branch Library". The report content includes:

- Need to renew?  
970-625-3471  
www.gopid.org
- Created Equal Discussion Series starts  
Oct. 6 at 8:30 pm  
Sign up now!
- Table with columns: TITLE, SF(Item\_Title), BARCODE, SF(Item\_Barcode), DUE DATE, SF(Item\_Due\_Date)

The Properties panel on the right shows settings for Report properties, Page size (Portrait, 216x792), Page margins, Report columns, and Report style (Java).

The Output Console at the bottom shows the following log messages:

```
Man Console | Problems (0)
iReport home (iReport.home system property): .
User home (user.home system property): C:\Users\ashelley\.ireport
iReport default compile directory: .
iReport user home directory (iReport compiles here if there are no settings or if iReport isnt compiling to the report directory): {}
iReport file C:\Users\ashelley\.ireport\recentFiles.xml successfully updated.
```

# SECRETS TO PRINT TEMPLATE SUCCESS

Be fearless

Keep trying

Clean up after yourself

Don't delete other's templates

Share what you learn