# Configuring Alma Pull Slips for CBB Stickers

## Opening and editing the files

Download the files from your email (or [GitHub](https://github.com/bowdoincollege/primo-devenv/tree/main/letter_config)) and **open them in Notepad (Windows) or TextEdit (Mac)**. Do not try to open them in Microsoft Word or your browser.

Make one small edit in **ful\_slip\_xsl\_no\_tables.xsl** – where it says “Return to: Bowdoin -“ (most of the way down the file, under the comment “<!-- return to -->”), you’ll probably want to **put in the name of your institution**.

## Installing the templates in Alma

This part needs to be done by a Letter Administrator or General System Administrator.

1. In Alma, click **Configuration** (bottom of the left-hand side-bar), then **General** (on the left-hand sidebar), then **Components Configuration** (under “Letters”) — here’s [a YouTube video to help you find it](https://youtu.be/QLq-yU5d7Ro?t=152), if you run into trouble.
2. Open **recordTitle.xsl**, and paste in the content from the emailed file **recordTitle.xsl**.
3. Click “Save” (top right).
4. Now go to **Letters Configuration** (General 🡪 Letters Configuration, under “Letters”)
5. Edit **Ful Resource Request Slip Letter** (page 3 on the letters list, or you can search for it)
6. In the XSL area (the first box), paste in your edited version of **ful\_slip\_xsl\_no\_tables.xsl**
7. Click “Save.”
8. Click “Back” to exit configuration (bottom of the left-hand sidebar).

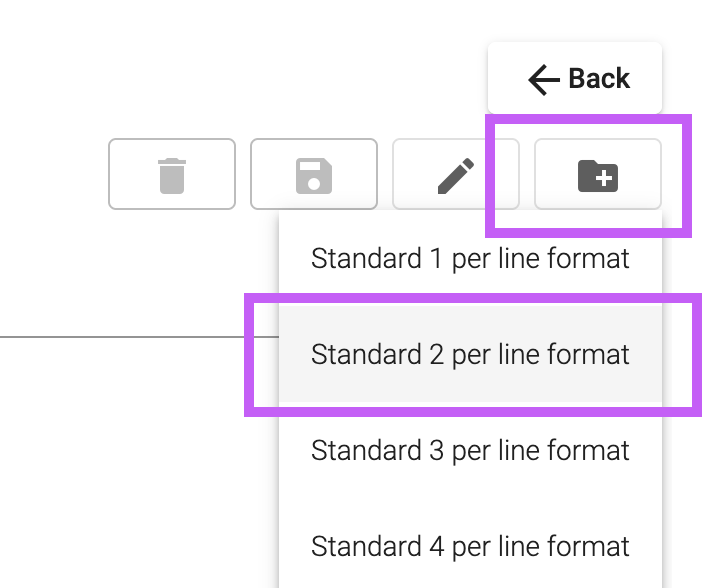
A screenshot of a computer

Description automatically generatedThis part does *not* require Letter Administrator access, but you do need administrative permissions on the Printing Multiple Slips Per Page cloud app. It only has to be done once per Alma institution zone.

1. Click the “Cloud App Center” icon and then click “Printing Multiple Slips Per Page” to open the app.
2. Click the two arrows to expand the app to full screen.  
   A screenshot of a phone

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3. Click the ellipsis to get access to settings.   
   A white square with black and blue symbols

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4. Click the wrench to get access to Admin Configuration.  
   A screenshot of a computer

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5. Click the folder icon, and choose any existing template (ours is closest to “Standard 2 per line format”) to create a new template.  
   
6. Call the new template “Print for our labels” (or call it something else, but then you’ll want to change the directions in printing\_pull\_slips.docx before sharing them).  
   A screenshot of a computer

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7. Paste in the contents of the file **template\_for\_two\_column\_print\_alma.css**.
8. Click the “save” icon.  
    A computer with a floppy disk

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