

How do I print a barcode range that I can keep on hand and apply to materials as I catalog them?

Go to Reports, under Labels select Barcode labels

Labels

[Barcode Labels](#) - Create new or replacement copy barcode labels. [Show More](#)

[Reading Program Labels](#) - Create new or replacement Reading Program Labels. [Show More](#)

[Spine/Pocket Labels](#) - Create new or replacement spine/pocket labels. [Show More](#)

In the right hand corner of the screen select unused tab

How do I... ?

Used	Unused
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- Labels for each barcode: 1 barcode per label
- Number of barcode: Enter Number of barcodes the number of labels you wish to print, for example if I wanted to print 50 numbers I would choose 50
- Starting Barcode: enter the barcode number for the first barcode in the sequence
- Include: If you want to include the District name or your building name checkmark the box "include" then select district or site
- Use label stock: select the appropriate label size
- Printer offset: allows you to set horizontally and vertically on the label where the printing should start
- Export to Excel: select if you want to export the barcode data to Excel format and then you would use the label function in Excel to create and print your labels

Print unused library copy barcodes...

Labels for each barcode

*Number of Barcodes

*Starting Barcode [Generic Code 39, 14]

Include on each label

Use label stock

Start on label

Printer offset Horizontal: Vertical:

Export to Excel®

In addition to adjusting your printer offsets, you must also c

For assistance configuring Adobe Reader

Print unused copy barcode labels

Change to Library View > select Reports > Library Reports > Barcode Labels

To print unused copy barcodes

NOTE Catalogers can print copy barcode labels in numeric order to facilitate distribution of barcodes. To do so, in the *Sort by* list select **Barcode**.

1. Follow the steps in the blue bar above, and then click the **Unused** tab.
2. If you are a district cataloger or reporter, select a single library from the *For* list.
3. If you want more than one barcode label for each copy, change the number adjacent to *Print*.
4. Enter the quantity of labels needed.
5. Enter the starting barcode number.
You can enter your highest barcode number, or, if you would like to fill gaps in your number sequence, enter a lower number. Destiny prints only barcode numbers that are not in use; it skips any barcode numbers that are used or part of a defined vendor barcode range.

To discover (and copy, if desired) your next available barcode number, click the symbology name in brackets.

If the barcode number you enter is more than 7 characters, it must match the symbology that appears in brackets. If it does not, you will need to change the symbology in Site Configuration before generating the barcodes.

6. Select the **Include** check box to print your library name on the label.
7. Select your label stock and the starting label.
8. Click **Run Report**.
9. When the *Report Manager* opens, click **View** to open the label report.
10. After positioning your label stock in the printer, use Adobe Reader's toolbar button to print the labels.

Label contents Unused labels contain the copy's scannable barcode, the eye-readable number, and, if selected, the site name.

Print order Unused labels are printed in barcode number order.