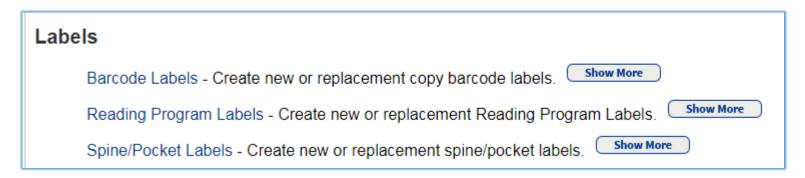
How do I print a barcode range that I can keep on hand and apply to materials as I catalog them?

Go to Reports, under Labels select Barcode labels



In the right hand corner of the screen select unused tab



- 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 <u>unused</u> library copy barcodes
Labels for each barcode 1
*Number of Barcodes
*Starting Barcode [Generic Code 39, 14
Include ☐ Site Name ▼ on each label
■ Use label stock Avery white address labels (style 5160) ▼
Start on label 1
Printer offset Horizontal: 0 Vertical: 0
○ Export to Excel®
In addition to adjusting your printer offsets, you must also of For assistance configuring Adobe Read
Tor assistance comigaring Adobe Read

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,

- 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.
- Enter the quantity of labels needed.
- 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.
- 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.