Print ISBN & Accession Bar Code Labels

TIPWeb-IM prints the ISBN and the accession number on the same bar code label.

It is recommended to use a laser printer with a setting of 600 dpi (dots per inch). The label sheet size matches Avery 6578 (polyester label) or 6572 (paper label). This size includes three labels across and five down per sheet (portrait).
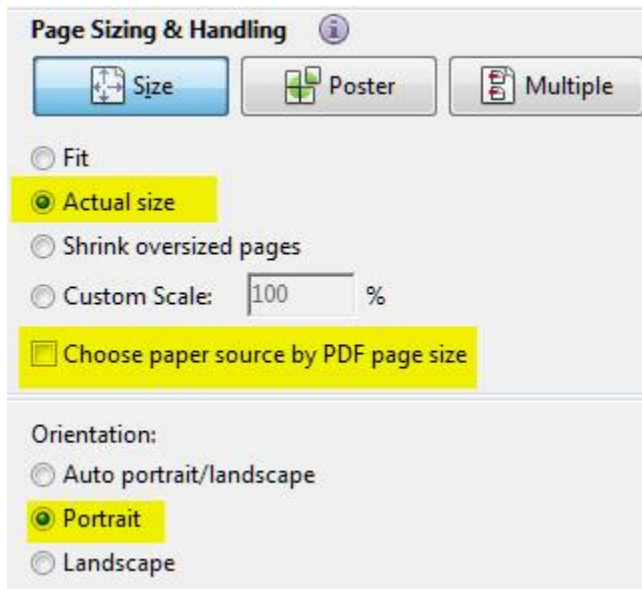
Print ISBN & Accession Bar Code Labels

1. Click on ▥**Automation**, located on the Navigation Bar.

2. Click on ▥ **Print ISBN & Accession Bar Codes**.

3. **Search** for the desired ISBN.

4. Click on the **Title** of the ISBN. The row highlights orange and the screen updates the **Book Details** section respective to the ISBN.

5. Verify and, if needed, enter the desired quantity in the **Labels to Print** field.

6. Click on 🖶**Print Bar Codes**. This opens the PDF file containing the ISBN/accession barcodes.

7. Use the PDF reader's controls to print the PDF file to the desired printer.

NOTE:

To print the labels on a partially used sheet of labels, click on ➡**Select Starting Label** to select the starting label. Do this prior to clicking on 🖶 **Print Bar Codes**.
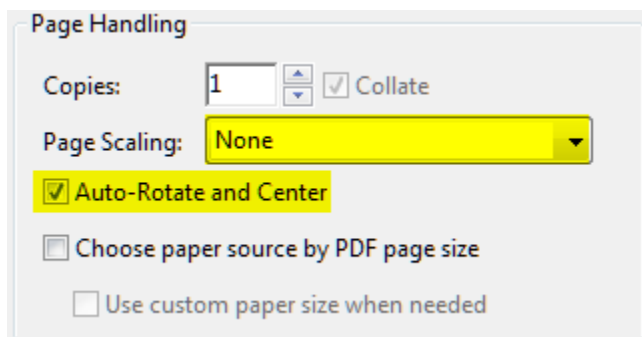
When printing **ISBN/Accession Bar Code Labels**, the computer you are using must have a PDF reader installed (such as **Adobe® Reader®**). Within the **Adobe® Reader® Print Screen**, make sure your **Page Handling** is set just like the settings in one of the images below.

- For version 10 or higher of **Adobe® Reader®**:

Size Options must be set to **Actual Size**.
Choose Paper Source by PDF Page Size is deselected.
Orientation is set to **Portrait**.

- For all other versions of **Adobe® Reader®**:

Page Scaling must be set to **None**.
Auto-Rotate and Center must be checked.