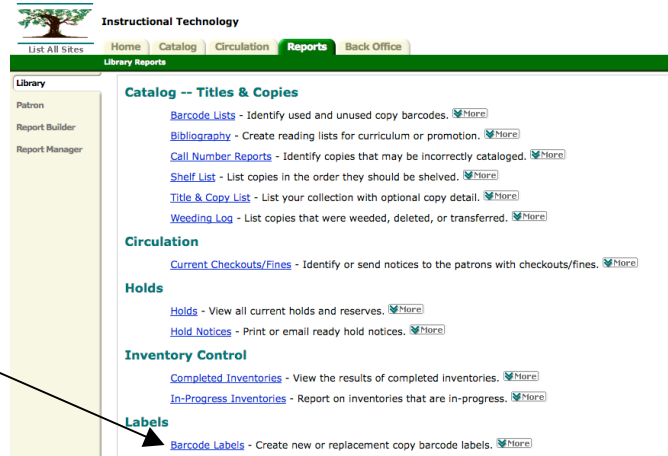


Printing Unused Barcode Labels

1. Go to the **Reports** tab, and choose **Library** from the left menu.

2. Click on **Barcode Labels**

3. Click on the **Unused** tab on the right hand side of the screen.



How do I... ?

Use **Unused**

Print unused library copy barcodes...

Print label(s) for each barcode

*Number of Barcodes

*Starting Barcode

Include on each label

Use label stock

Start on label

Printer offset Horizontal: Vertical:

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.
For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

Required Field

Print Settings
Page Scaling: None
Auto-rotate and Center:
 No or Unchecked

If your barcodes still do not align with the labels, try adjusting the Printer settings. Example:
Horizontal 0 Vertical 3

Labels are printed in groups of 30.

Important: Most schools have ranges of barcode numbers for different vendors. Keep track of vendor assigned numbers to avoid duplication.