

Create a Barcode List to Upload

There are many circumstances when you may want a list of barcode numbers to upload into Destiny to make changes to the copy information. Here are the steps to create such a list.

Using Microsoft Word

1. Open up Microsoft Word.
2. Scan each barcode you would like in the list. It will put in an automatic return after each barcode you scan.
3. Click on **File**, then **Save As** .
4. Choose **Desktop**, under Save As Type select **Plain Text (*.txt)**, **Name the file**, click **Save**.
5. Now in Destiny, whenever you select an option based on a **Barcode List**, you can click on **Choose File** and upload this file.

Using Microsoft Excel

1. Run a **Shelf List** for a specific portion of your collection. Be sure that you select Excel as you output choice.
2. Open the Excel file.
3. Delete all unnecessary columns and rows. You should only have a list of your barcodes remaining. [Click here](#) to see step-by-step instructions. (Follow only pages 1-3).
4. Click on **File**, then **Save As** .
5. Choose **Desktop**, under Save As Type select **Plain Text (.txt)**, **Name the file**, click **Save**.
6. Now in Destiny, when ever you select an option based on a **Barcode List**, you can click on **Choose File** and upload this file.

When might you use such a list:

- To create a Resource List
- To change Call Numbers in a Batch Update
- Re-print Spine Labels
- Re-print barcodes
- Add a category
- To change the circulation type