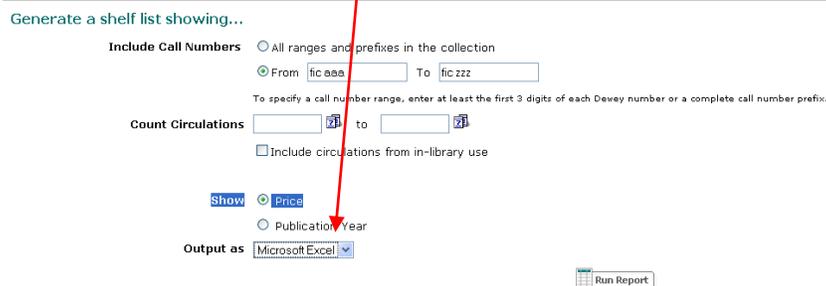


# Reprinting Barcodes by Sections

This will provide you step-by-step instructions for printing off entire sections of new barcode labels. This is a great benefit if you have barcodes that are not readable, or if you need to change the placement of your current barcodes.

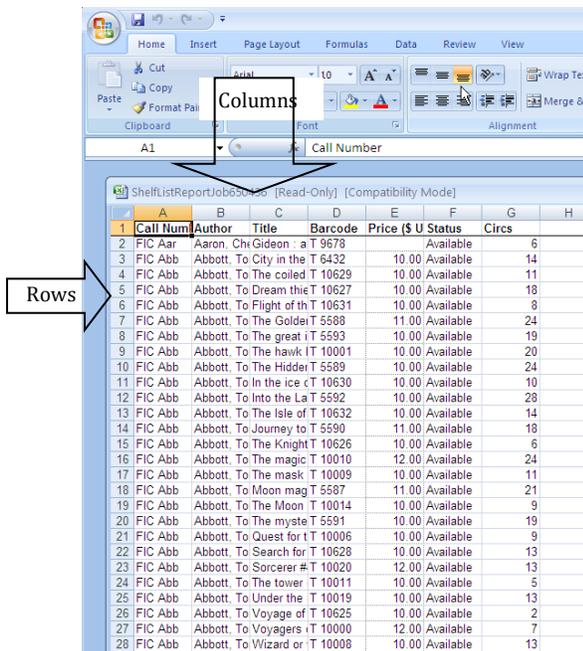
## Step 1: You will need to run a Shelf List for the section for which you would like to print new barcodes.

- Click on the “Reports” tab in Destiny.
- Select “Library” on the left-hand side of the screen.
- Select “Shelf List” from the list of report options.
- Under Include Call Numbers you will type the call numbers you would like included.
- Output as: Select “Microsoft Excel”
- Click “Run”.

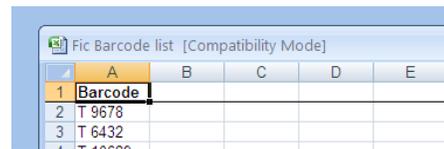


## Step 2: Using the Excel file that was created.

- Under Report Manager select “View” next to the Shelf List Report that was run. That will give you the option to open up the file in Excel.



- Right click at the top of each of the columns that you do not need and select “Delete”. You will delete all columns except for barcode column. You will only have the barcode column left.

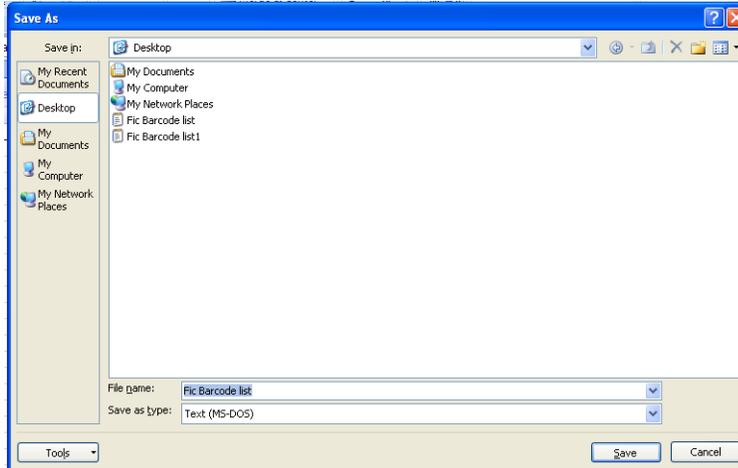


- Right click on Row 1 and select “Delete” to delete the word Barcode.

- Click on the Windows circle in the top left-hand corner of Excel.



- Select “Save As”.



- Save in: Desktop
- File Name: put in the name of the section you are redoing.
- Save as type: Select Text (MS-Dos). You will need to save it as this file type in order to import it into Destiny.

**Step 3: Importing into Destiny to print labels.**

- Go back into Destiny. Click on “Reports” tab.
- Select “Library” on the left. Then select “Barcode Labels”. Make sure that you are on the “Used” tab on the upper left hand corner.

Print  label(s) for each barcode

Sort by

Select by

Create a barcode list  Add

Remove

OR...

Select a barcode file  Browse...

Material Type

Circulation Types  Update

Include temporary copies

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Include the following on each

Site Name

Title

Author

Call Number

Use label stock

Start on label

Printer offset Horizontal:  Vertical:

- Print: Select “1”.
- Sort by: select “Call Number/Author”
- Select by: “Barcode List
- You will want to choose the option to upload a file. Click on “Browse” and select the Excel file you saved to your Desktop.
- Be sure to select Site Name and Title. You will want to select Title so that you can make sure the barcode is being placed on the correct book.
- Set your Printer Offset to you normal print settings.
- Click “Run Report”.