

Reprinting Spine Labels by Sections

This will provide you step-by-step instructions for printing off entire sections of new spine labels. This is a great benefit if you have spine labels that are not readable, faded, or hand-written.

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**.

Generate a shelf list showing...

Include Call Numbers All ranges and prefixes in the collection
 From fic aaa To fic zzz

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Count Circulations to

Include circulations from in-library use

Show Price
 Publication Year

Output as: Microsoft Excel

Run Report

Step 2: Using the Excel file that was created.

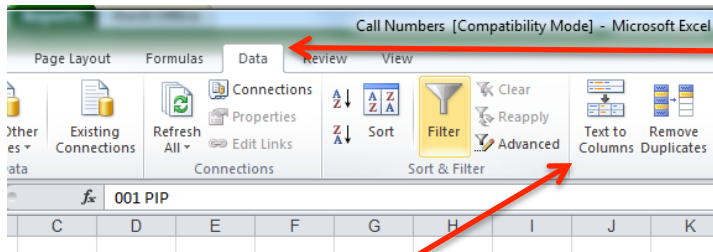
Under Report Manager select **View** next to the Shelf List Report that was run. That will give you the option to open up the file in Excel.

	A	B	C
1	Call Number		
2	KIN/EL AKP		
3	KIN/EL AKP		
4	KIN/EL AKP		
5	KIN/EL AKP		
6	KIN/EL AKP		
7	KIN/EL AKP		
8	KIN/EL ALB		
9	KIN/EL ALB		
10	KIN/EL ALB		
11	KIN/EL ALB		
12	KIN/EL ALB		
13	KIN/EL ALB		
14	KIN/EL ALC		
15	KIN/EL ALC		
16	KIN/EL ALC		

- 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 the **Call Number** column. You will only have the Call Number column left.

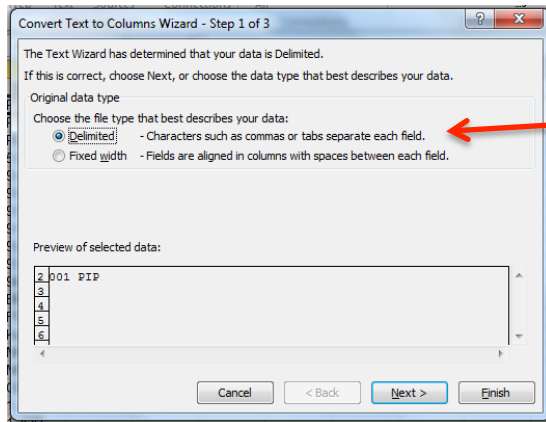
- Make any necessary changes to the call numbers that may need to be corrected. Change all letters to be all Caps, fix spacing issues, and make sure all call numbers follow district guidelines.

	A	B	C	D	E
1	Call Num	Author	Title	Barcode	Price (\$ U S)
2	FIC Aar	Aaron, Chr	Gideon : a T	9678	
3	FIC Abb	Abbott, To	City in the T	6432	10.00
4	FIC Abb	Abbott, To	The colled T	10629	10.00
5	FIC Abb	Abbott, To	Dream thie T	10627	10.00
6	FIC Abb	Abbott, To	Flight of th T	10631	10.00
7	FIC Abb	Abbott, To	The Golde T	5588	11.00
8	FIC Abb	Abbott, To	The great i T	5593	10.00
9	FIC Abb	Abbott, To	The hawk i T	10001	10.00
10	FIC Abb	Abbott, To	The Hidd T	5589	10.00
11	FIC Abb	Abbott, To	In the ice c T	10630	10.00
12	FIC Abb	Abbott, To	Into the La T	5592	10.00
13	FIC Abb	Abbott, To	The Isle of T	10632	10.00
14	FIC Abb	Abbott, To	Journey to T	5590	11.00

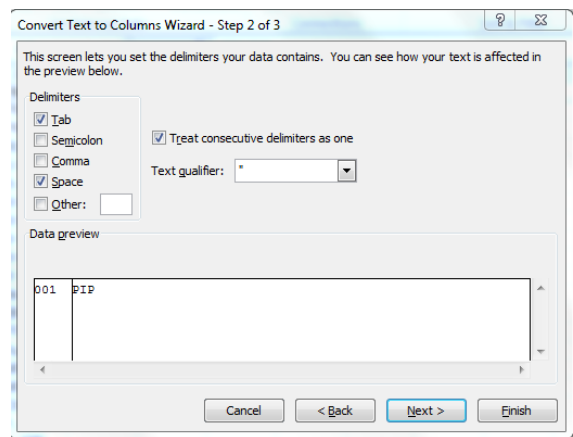


- Next you need to separate the Call Number pre-fix (FIC, E, etc.) from the author's initials. To do this you will first click on the tab for the **Data Ribbon**.
- Click at the top of Column **A** so that the entire column is highlighted.

- Click on the **Text to Columns** button in the ribbon.

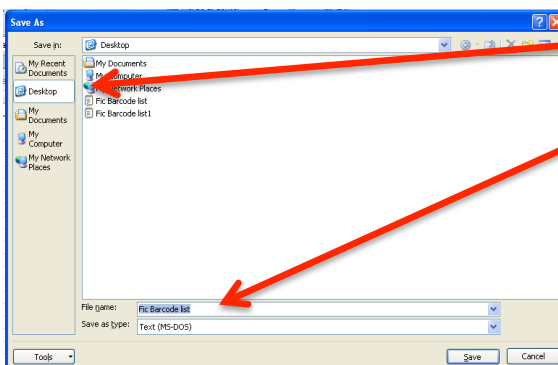


- Step 1: you will just make sure that the button next to **delimited** is selected. Click **Next**.

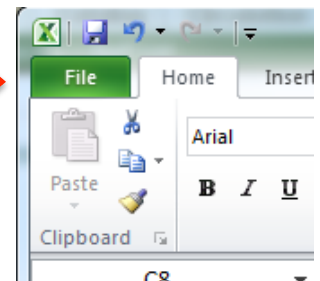


- Step 2: Make sure that there is a check in the box next to **Tab** and **Space**. Click **Next**.
- Step 3: Leave all defaults and click **Finish**.
- Note: if you are printing non-fiction labels you will have to add your "0's" on again to numbers like **001.5**. When you Delimit it will remove the zeroes. (Sorry I have found no way to stop it from happening.)
- Now you will have two separate columns, one titled Call and one titled number.

- Now click on the **File Tab** in the top left-hand corner of Excel.
- Select **Save As**.

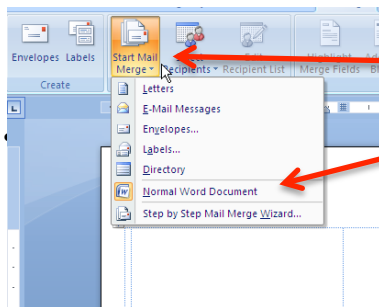
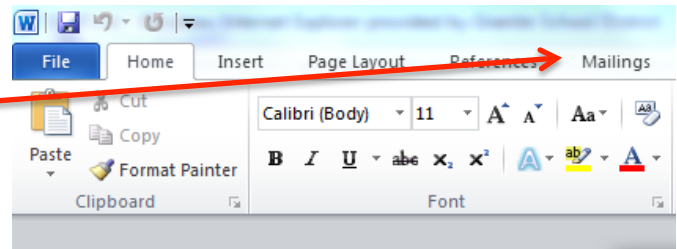


- Save in: **Desktop**
- File Name: put in the name **Call Number**.
- Click **Save**.

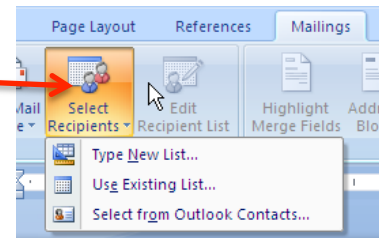


Step 3: Creating your Labels in Microsoft Word

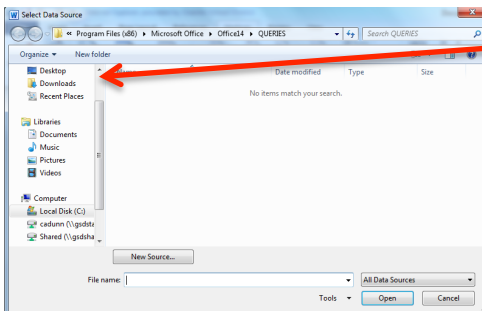
- First you will open the Spine Label template (it is the one that is found at granitemedia.org).
- Click on **Librarian Resources**, then Click on **Cataloging and Processing**, the select **Spine Label Template (MS Word Document)**.
- If you do not see the lines that separate each of the labels, Click on the **File** tab. Click **Options**, Click **Advanced**, Scroll down to the **Show Document Content**, click on the box next to **Show Text Borders**.
- Now, Click on the **Mailings** tab in the top of the ribbon.



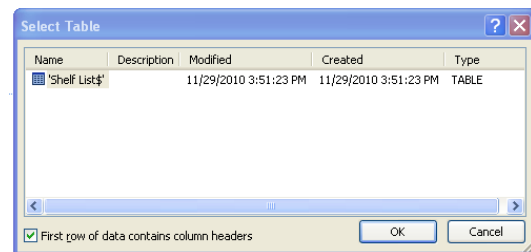
- Click on **Start Mail Merge**, from the drop down menu choose **Normal Word Document**.



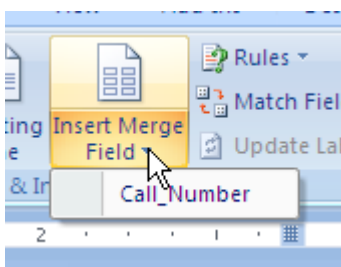
- Next click on the **Select Recipient** button in the ribbon, from the drop down menu choose **Use Existing List**.



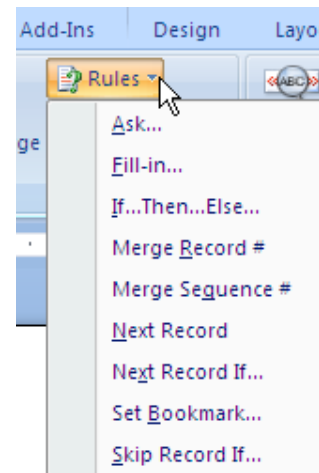
- Click on **Desktop** in the menu on the left of the screen.
- Select the file title **Call Number**, click **Open**.



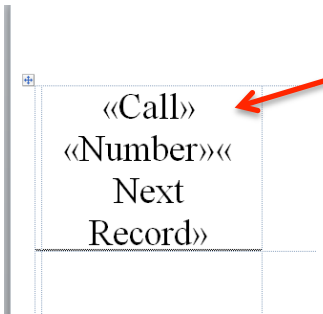
- A new window will pop-up that is titled **Select Table**. Click on '**Shelf List\$**', then click **OK**.



- Click on **Insert Merge Field**, select **Call** from the drop down. Repeat the above step and select **Number**.
- Move the cursor Between <<Call>>|<<Number>>.
- Now hold down the shift key and hit **Enter**.
- Next move the cursor to the end of the bracket that follow <<Number>> .

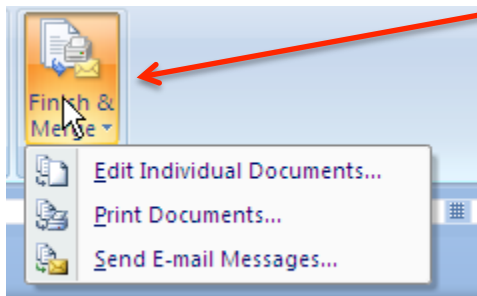


- Next, click on **Rules**, from the drop down menu that will appear you will select **Next Record**.



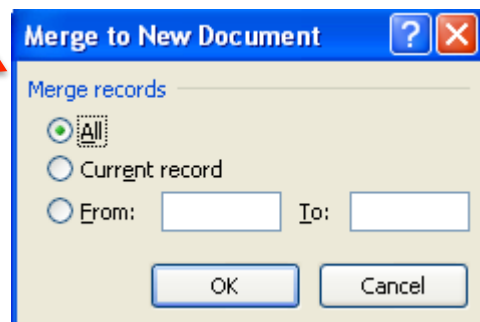
- This is an example of the text that will appear in your first spine label.
 - **Center** all of your cells by **Right clicking**, select **Cell Alignment** from the menu, and then select the **Center box**.
 - **Highlight** the text on the label, change your font and font size to what ever you have chosen to use at your school. I recommend using Arial and 14 pt. It makes the label very easy to read.

- Next Highlight everything in the first cell again. **Right** click on the highlighted text, click **Copy**.
- **Highlight** all of the other spine labels on the sheet, right click and select **Paste**. This should make all of the spine labels look exactly the same.



- Click on **Finish & Merge**, from the drop down menu select **Edit Individual Document**.

- A box that looks like this will pop-up, click **OK**.



- Now you just need to fix your labels. Check for capitalization and spelling errors.
- Print your labels. You will want to use Avery 5160 Labels or something similar.
- Close and do not save.

Now you can cut these apart and place the new labels on the spine of your books.