







Destiny Library Manager™ allows full access users to create and print barcodes and spine labels.

In this tutorial you will learn how to:





- ** Print barcode labels
- ** Print spine labels

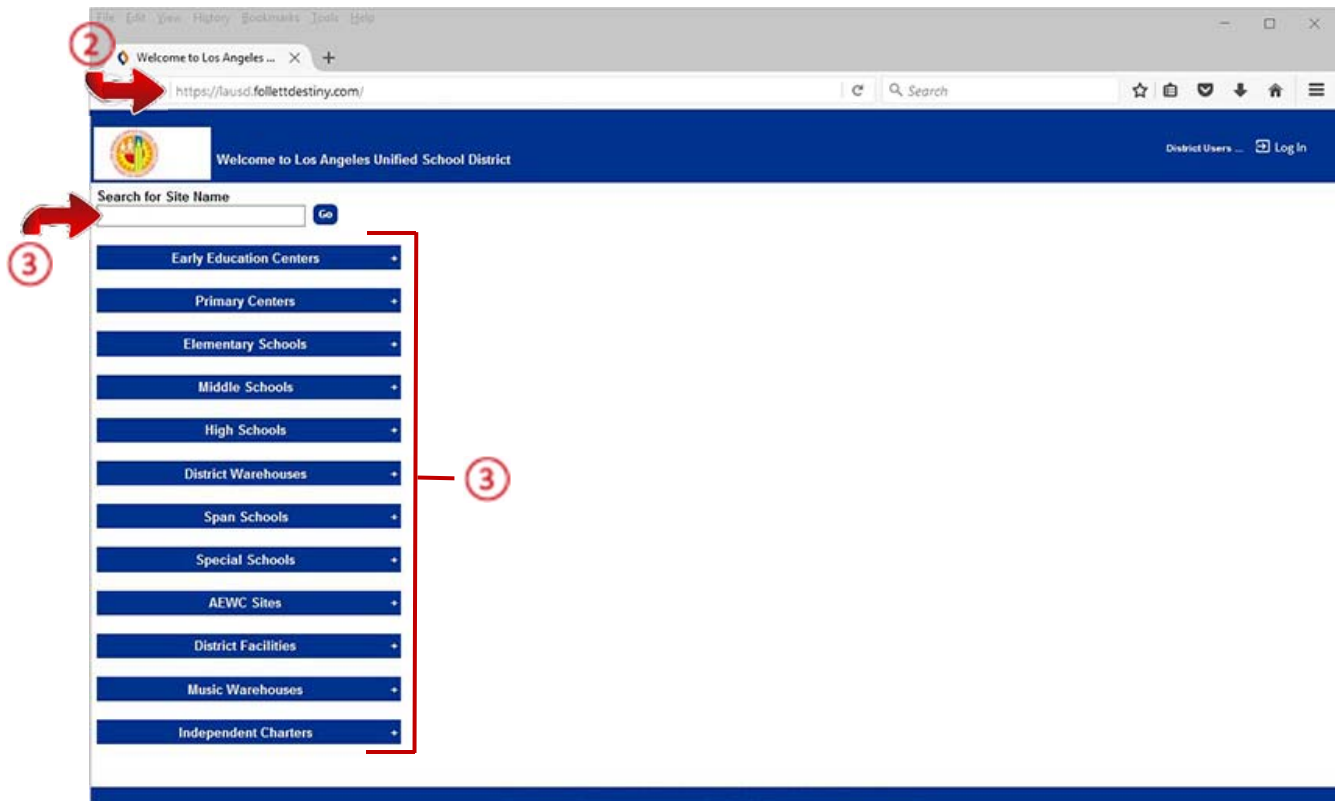
Requirements:

- ** PC or MAC
- ** A web browser such as:
 - *Google* Chrome 
 - Internet Explorer 
 - *Mozilla* Firefox 
 - Safari 
- ** An Internet connection
- ** Adobe Acrobat Reader 11.0 or later
- ** A LaserJet Printer
- ** Avery 5160 address labels
- ** DEMCO – 14216170 spine labels
- ** An LAUSD Single-Sign On

FULL ACCESS: ALIGN & PRINT LIBRARY BARCODE LABELS IN DESTINY

STEP 1: LOGIN TO DESTINY

1. Open a web browser
 - Google Chrome 
 - Internet Explorer 
 - Mozilla Firefox 
 - Safari 
2. In the address bar, type the following URL and press the “Enter” key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. There are two (2) ways to find your school:
 - a. In the “Search for Site Name” field, type in the name or location code of your school. Press the “Enter” key on the keyboard or click on the “Go!” button OR
 - b. Click on the “Blue Bar” associated to your school group (e.g. Middle School). Then, find and click on your school’s link.



On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login

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STEP 2: BARCODE/SPINE LABELS REPORT

Prior to printing barcode labels, be sure to update “**Adobe Reader**” to the latest version (ex. *Adobe Reader DC*) and print barcode labels on a LaserJet Printer **NOT** an inkjet printer. The recommended labels to use in Destiny are:

- Avery 5160 – Address Labels
- (DEMCO) 14216170 Spine Labels

NOTE: *Compatibility issues may occur with off-name brand labels. Example: Staples, Office Depot, etc. Other stock label options can be found under the heading “Use label stock”*

BARCODE LABELS

1. Click on the “**Reports**” tab located on the top navigation
2. Click on the “**Library Reports**” option located on the left side of the screen
3. Scroll down a bit and under the “**Labels**” section click on the “**Barcode Labels**” link

The screenshot shows a web browser window displaying the Destiny Library Reports page. The browser address bar shows the URL: <https://ausd-playground.follettdestiny.com/backoffice/servlet/presentreportsform.do?i2m=Library Reports&>. The page header includes the user name "Dr. Esther Sinofsky EL (2000)" and navigation links: Home, Catalog, Circulation, Reports, Back Office, My Info. The "Reports" tab is highlighted with a red box and a circled "1". On the left sidebar, "Library Reports" is highlighted with a red box and a circled "2". The main content area is titled "Catalog -- Titles & Copies" and lists various report categories with "Show More" buttons. The "Labels" section at the bottom is highlighted with a red box and a circled "3", containing "Barcode Labels" and "Reading Program Labels" links, both with "Show More" buttons.

FULL ACCESS: ALIGN & PRINT LIBRARY BARCODE LABELS IN DESTINY

- To print an existing barcode, click on the “Used” sub tab or to print a new barcode, click on the “Unused” sub tab
- Fill in the required fields
- On the “Use label stock” drop-down menu, select **Avery white address labels (style 5160)** from the list
- Click on the “Run Report” button

Print unused library copy barcodes...

Labels for each barcode: 1

*Number of Barcodes: 1

*Starting Barcode: 31113X0000001 [Follett Classic]

Include: Site Name on each label

Use label stock: Avery white address labels (style 5160)

Start on label: Demco 14218050

Printer offset: Sagebrush Laser 0370-0000001
University 9-62450-16

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

[Run Report](#)

- On the reports screen, click on the “Refresh List” to view the completed report
- Once the report has completed, click on the “View” link

Jobs: 1 - 1 of 1

Job	Status
Unused Library Copy Barcode Labels	Completed (10/21/2018 2:58 PM)

Jobs: 1 - 1 of 1

[Refresh List](#)

[View](#)

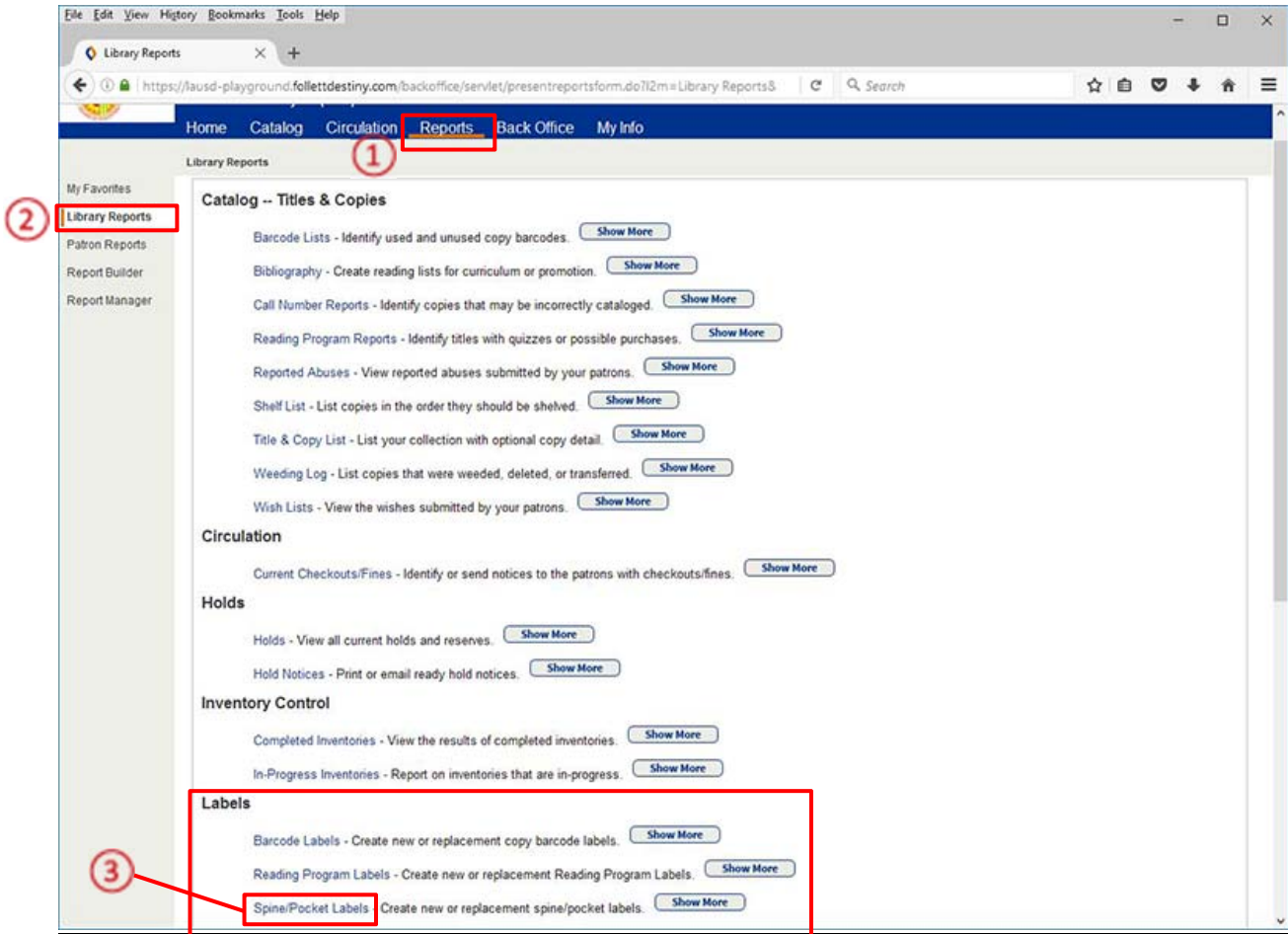
[Delete Jobs...](#)

[Delete](#)

- Download the file on to your desktop

SPINE LABELS

1. Click on the “Reports” tab located on the top navigation
2. Click on the “Library Reports” option located on the left side of the screen
3. Scroll down a bit and under the “Labels” section click on the “Spine/Pocket Labels” link



FULL ACCESS: ALIGN & PRINT LIBRARY BARCODE LABELS IN DESTINY

4. Fill in the required fields
5. On the “Use label stock” drop-down menu, select **DEMCO 5 by 11 – 14216170 (spine)** from the list
6. Click on the “Run Report” button

Dr. Esther Sinofsky EL (2000)

Home Catalog Circulation **Reports** Back Office My Info

Library Reports > Create Spine/Pocket Labels

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

How do I...?

Create spine/pocket labels...

Sort by: Coll Number

Based on: List Selected List: Follett eBooks

View List

Example times: 8:00 AM, 4:00 PM

Copies Added From date: [] time: [] To date: [] time: []

Use label stock: Demco 5 by 11 - 14216170 (spine)

Start on label: Demco 2 by 6 - 14971370 (spine/pocket)

Printer offset: Demco 5 by 10 - 14942270 (spine)

Demco 5 by 10 - 14942270 (spine-vertical)

Call number font size: Demco 5 by 11 - 14216170 (spine)

Spine Labels: Demco 5 by 11 - 14216170 (spine-vertical)

In addition to adjusting you For: Demco 7 by 14 - 14217210 (spine)

Demco 7 by 14 - 14217210 (spine-vertical)

Demco 7 by 14 - 14942230 (spine)

Demco 7 by 14 - 14942230 (spine-vertical)

Demco 8 by 6 - 14218030 (spine)

Demco 8 by 6 - 14218030 (spine-vertical)

Demco 8 by 7 - 14218020 (spine)

Demco OCLC 4 - 14216850 (spine/pocket BCPS Custom)

Demco OCLC 4 - 14216850 (spine/pocket)

Demco Three Across - 14216180 (spine/pocket)

Sagebrush Laser 6 by 5 - 0370-0000009 (spine)

University 8 by 6 - 9-62450-12 (spine)

University 8 by 6 - 9-62450-12 (spine-vertical)

University OCLC 4 - 342-SL4L (spine/pocket)

so that your labels are properly aligned. See Troubleshooting

7. On the reports screen, click on the “Refresh List” to view the completed report
8. Once the report has completed, click on the “View” link

Dr. Esther Sinofsky EL (2000)

Home Catalog Circulation **Reports** Back Office My Info

Library Reports > Create Spine/Pocket Labels > Report Manager

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

Jobs: 1 - 2 of 2

Job	Status	View
<input checked="" type="checkbox"/> Spine/Pocket Labels	Completed (10/25/2016 10:18 AM)	8 View
<input type="checkbox"/> Unused Library Copy Barcode Labels	Completed (10/21/2016 2:58 PM)	View

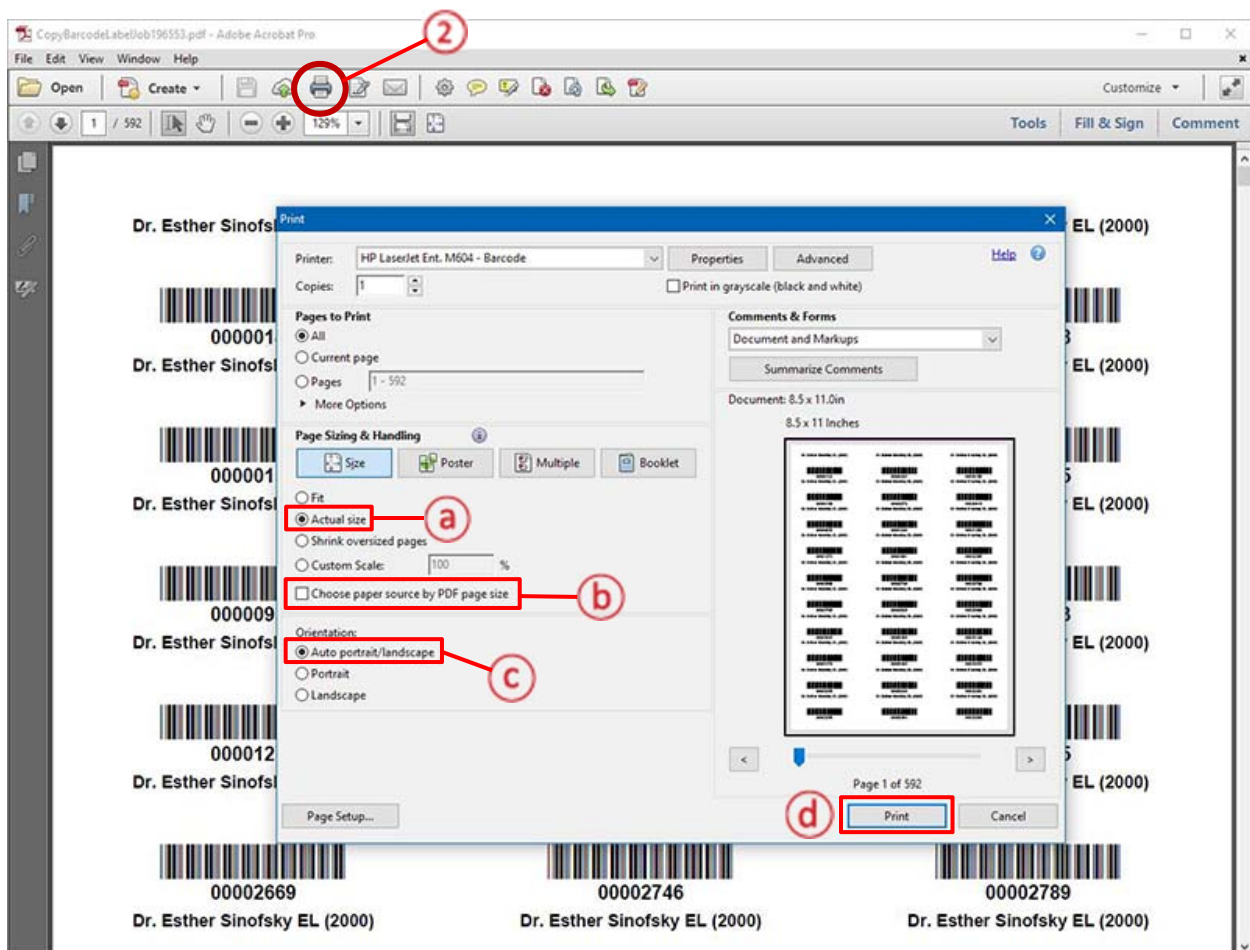
9. Download the file on to your desktop

STEP 2: PRINT BARCODE/SPINE LABELS

FULL ACCESS: ALIGN & PRINT LIBRARY BARCODE LABELS IN DESTINY

To insure proper label alignment, disable the page handling options on the Print dialog of Adobe Reader:

1. Double-click on the file to open it in Adobe Reader
2. Click the “Print” button
3. On the Print dialog box, change the following settings:
 - a. Set “Page Scaling” to None or Actual Size.
 - b. Clear the “Choose Paper Source by PDF page size” check box.
 - c. Insure “Orientation” is on Auto Portrait/landscape.
 - d. Click on the “Print” button at the bottom-right of the print dialog box.



NOTE: If the label alignment issue still persists, please contact or open a Destiny Helpdesk ticket for further assistance.