Creating Spine Labels
Go to Destiny

- [http://library.nycenet.edu](http://library.nycenet.edu)
- Scroll down to your school
- Click on the link
- Login
Step 1.

- Pull about 50 books to barcode
- In Destiny, click on Reports
- Click on Library Reports
- Spine/Pocket Labels
Step 2: Setting up the Report

- Click based on **Barcode List**
- **Scan in all the books to be added**
- Choose Label Stock Demco 5 by 10
- Choose Font Size 10 or 12
Copy this setup

Create spine/pocket labels...

Sort by  Call Number  
Based on  List  -- Select a List --  

View List

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

Copies Added  From date:  time:  
To date:  time:  

Use label stock  Demco 5 by 10 - 14942270 (spine)  
Start on label  

Printer offset  Horizontal:  18  Vertical:  0  

Call number font size  12 pt  
Spine Labels  Start a new line at every space

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
Step 3: Adjust your printer settings to look like this:
Step 4: Printing Labels

• Click on Report Manager
• Click View to see Report
• Click on Print

• Adjust the Specs Outlined in the Troubleshooting Document (you only have to do this once)

• Print out labels on paper first to test out, then print on the labels.