When you need to make a new supply of unused item barcodes, go to:

**Report** tab > **Library Reports** > **Labels** > **Barcode Labels**

On the far right, click on the **Unused** tab and fill in as follows:

- **Print 1** label for each barcode
- The number of barcodes should be a multiple of **30** since Avery 5160 has 30 labels per page
- When entering the starting barcode, you do not have to enter the alpha acronym. That should be configured already. Just put the 6-digit number.
- Do **NOT** check Include Site Name
- Use Avery 5160 and start on label **1**
- **CHANGE** the Vertical printer offset to **-10 (minus 10)**
- **RUN** the report
Destiny will open the Report Manager screen. Refresh the screen until the report is completed. Once completed, click on the View link.

**DO NOT SKIP THESE NEXT STEPS** as they are critical to barcodes lining up correctly on the labels:

After you click View, the report will open in a PDF format. Click print and **when the print dialog box opens, you must change page scaling to None and uncheck Auto-Rotate and Center.**

Put your labels in the printer and print. *(You should always test print one sheet on blank paper and once printed hold it up behind a blank label sheet to be sure everything has lined up correctly.)*

If you wish to print your library name above the barcode, make these changes to the instructions:

Check **Include Site Name** and change the Vertical Printer Offset to **3 (positive 3)**

Unfortunately, there will be a large space between your library name and the barcode, which cannot be adjusted. It is there because that is where the Title and Author would go if you were printing used barcodes.

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