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
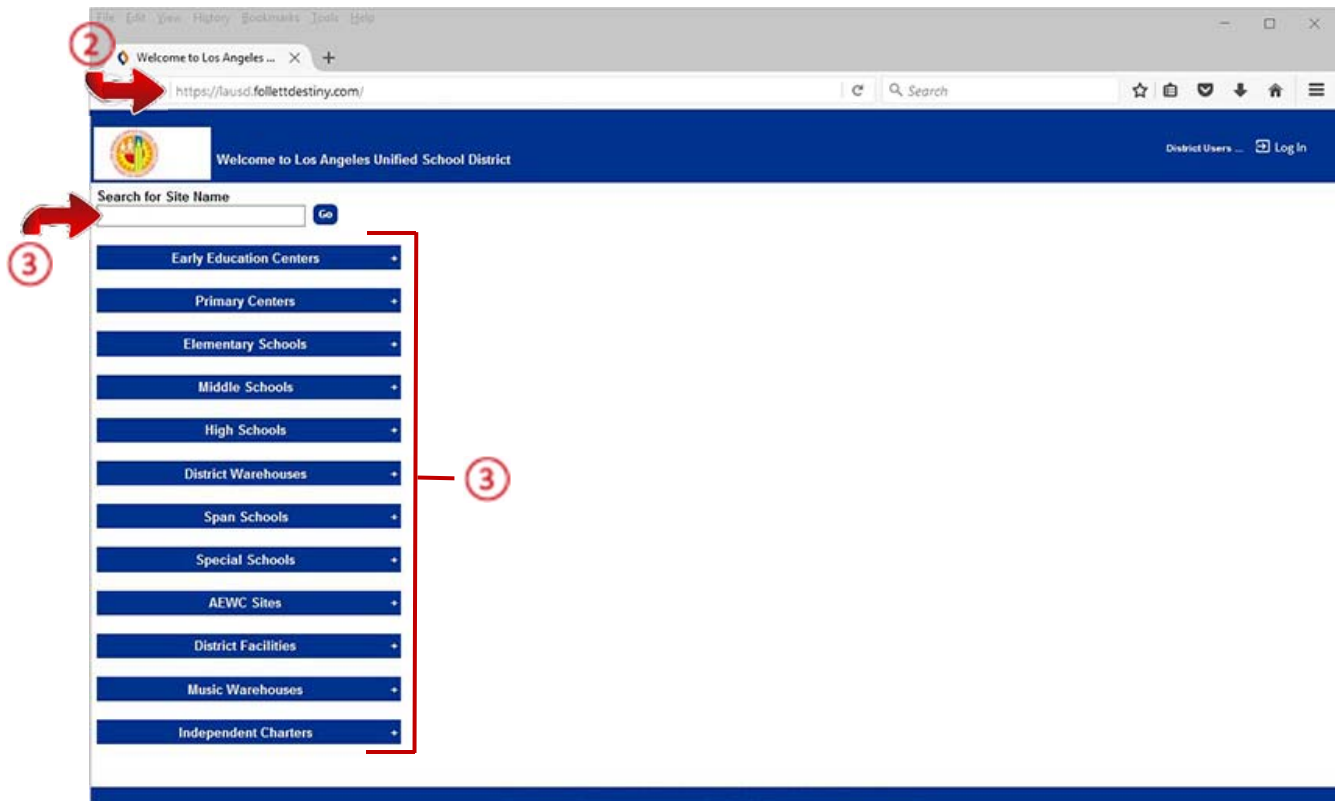- Print spine labels

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

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

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

4. To print an existing barcode, click on the "**Used**" sub tab or to print a new barcode, click on the "**Unused**" sub tab

5. Fill in the required fields

6. On the "**Use label stock**" drop-down menu, select **Avery white address labels (style 5160)** from the list

7. Click on the "**Run Report**" button

8. On the reports screen, click on the "**Refresh List**" to view the completed report

9. Once the report has completed, click on the "**View**" link

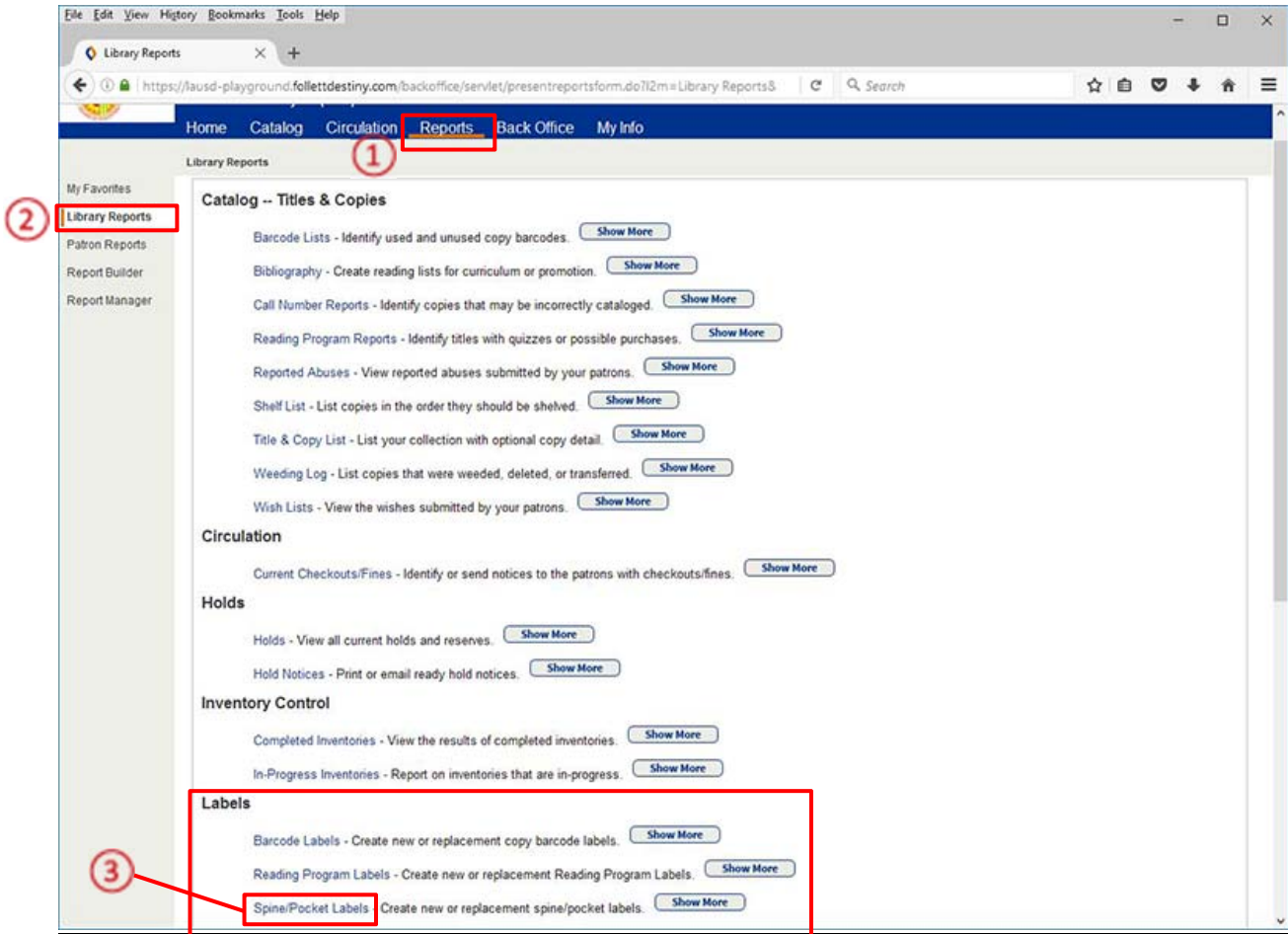10. Download the file on to your desktop

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

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

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

9. Download the file on to your desktop

<u>STEP 2:</u> PRINT BARCODE/SPINE LABELS

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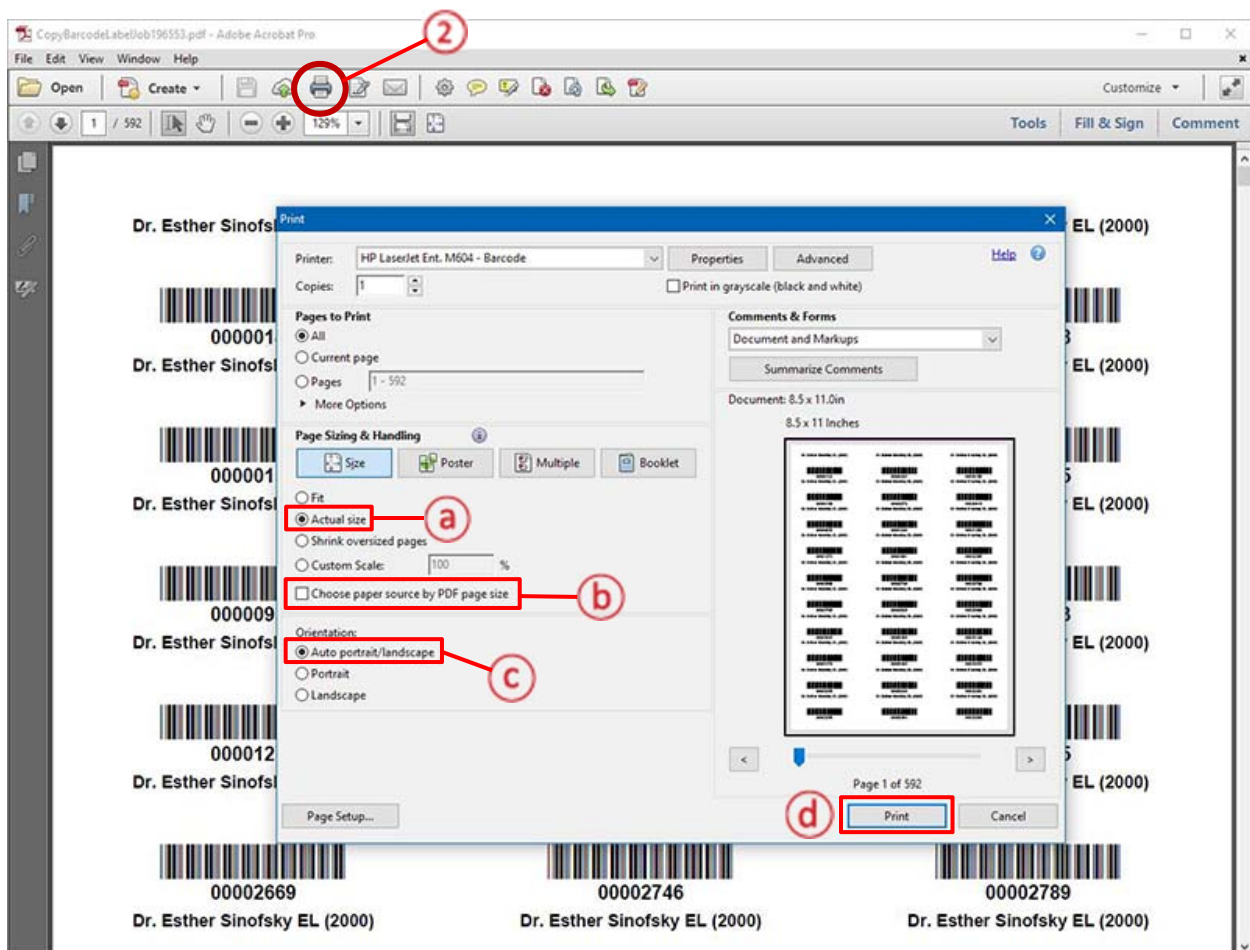
NOTE: *If the label alignment issue still persists, please contact or open a Destiny Helpdesk ticket for further assistance.*