iLTSS supports schools circulating materials in Destiny Limited Access mode to add books and create District approved library material labels for the library collection.

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
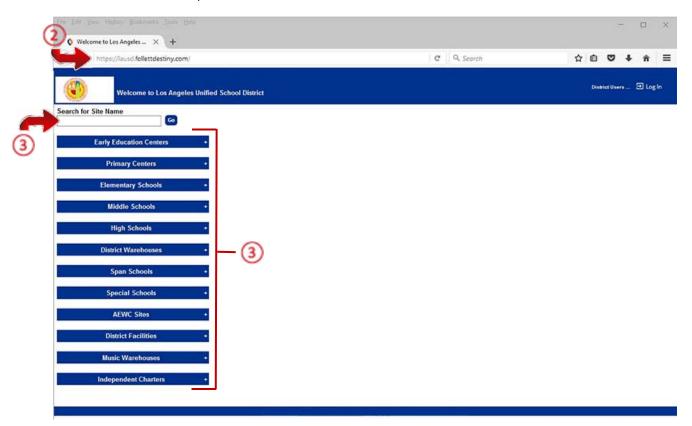 - Internet Explorer
  - *Mozilla* Firefox
  - Safari

- An Internet connection
- Adobe Acrobat Reader 11.0 or later
- A LaserJet Printer
- Avery 5160 address labels
- DEMCO – 14216170 spine labels
- LAUSD email accessibility

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.

4. 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: PRINT BARCODE/SPINE LABELS

Prior to printing barcode labels, be sure to update "**Adobe Reader"** to the latest version (*ex. Adobe Reader DC*).

To update Acrobat Reader:

1. Go to http://www.adobe.com.
2. Towards the bottom-right of the screen, click the "**Adobe Reader DC**" link
3. Un-check all on the "**Optional Offer**" column
4. Click on the "**Install now**" button
5. Follow the on-screen instructions

Print the 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**"*
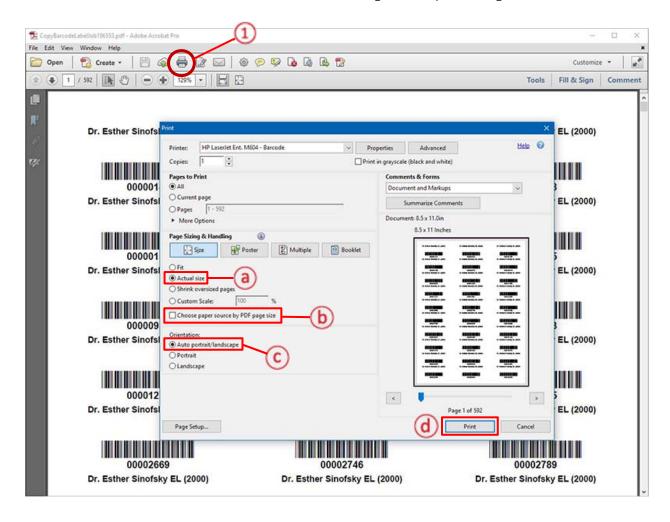
BARCODE/SPINE LABELS: PRINTING YOUR SCHOOL'S BARCODE LABELS

1. Open the email sent to you by iLTSS Destiny Help Desk titled "**Cataloging Processing**"
2. Download the attachment "**Barcode Labels**"
3. Double-click or right-click on the file and from the menu click "**Save As**"
4. On the Save As window, double-click on the destination folder "**Documents**" and click the "**Save**" button

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

5. Go to the "**Documents**" folder and double-click on the file you just saved to open it in Adobe Reader and click the "**Print**" button

6. 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.*