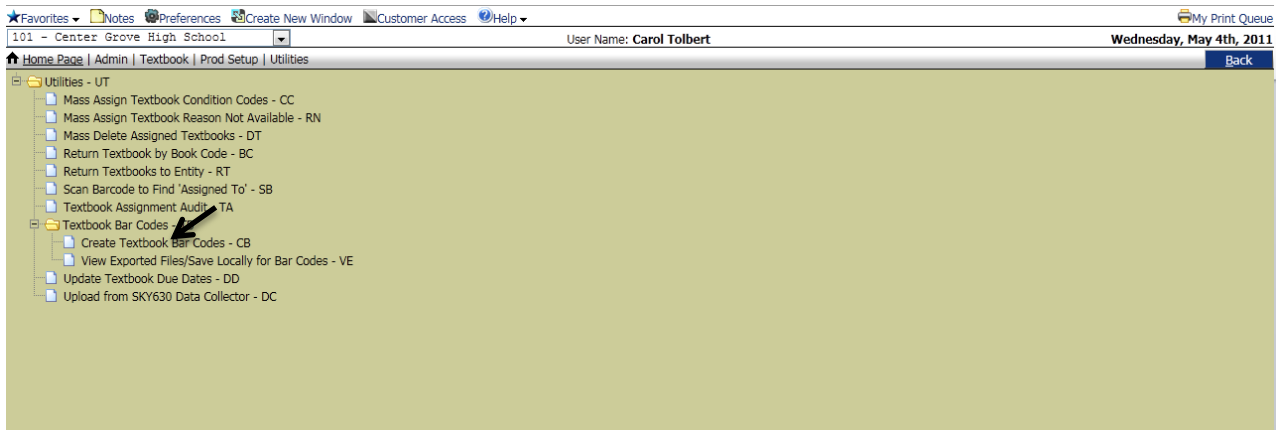


Printing Textbook Barcodes on the Web

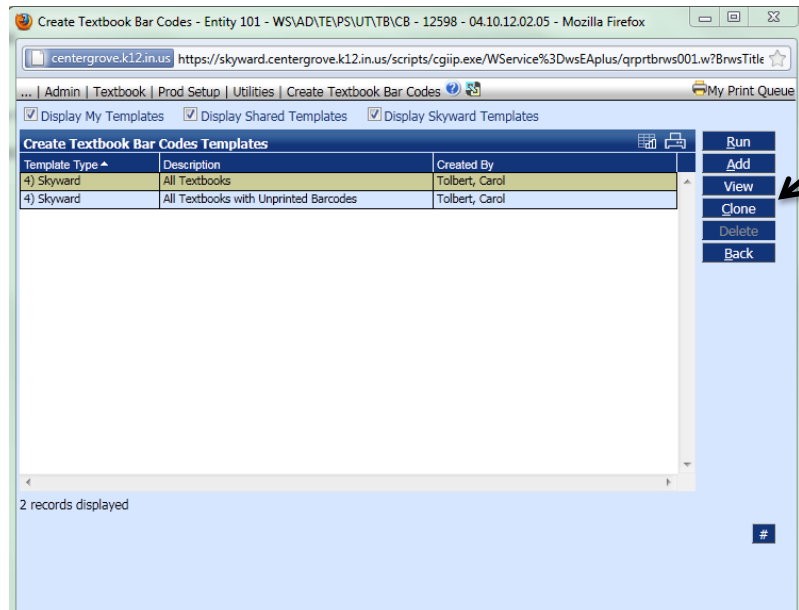
1. Access the following menu path: AD/TE/PS/UT



2. Select Create Textbook Bar Codes



3. Clone the "All Textbooks" Skyward template to edit the settings



4. Name your new template. You can choose to print barcodes for ranges of textbooks of individual textbooks. Once you make this choice, click either the “Range” or “Individual” button to select your book(s). From the Template Settings screen, you can select how many labels you wish to print. Also, be sure the File Format is “Barcode Report.” You will only be able to print Avery 5160 (or 5960) labels. If using larger labels, you may have to cut them in half. There are Advanced Print Options you can utilize to adjust the settings to match your printer (some printers have differing margins). After making your selections, click “Save and Run.” Your barcode report will process and you will then be able to view and print. Like other reports on the Web, you can access this report from your Print Queue for the next two days.

Template Settings

* Template Description:

Share this template with other users in entity 101

Report Type

Range Individual **Ranges**

Bar Code File Options

Print Report:

Page Break when Book Changes:

Number of Labels for each Book:

Form Options

File Format:

Labels Used: Avery 5160 or Compatible

Advanced Print Options

Left Margin Offset:

Top Margin Offset:

Vertical Spacing:

Addtl Horizontal Spacing:

Asterisk (*) denotes a required field

Book Titles in Entity

Book Code	Title	Edition	Inventory	Available	Assigned	Dept	Aisle	Bin	Shelf
1WORD2WOR	ONE WORD, TWO WORDS	0	25	16	9				
8COMEDIES	EIGHT GREAT COMEDIES	0	32	32	0				
8TRAGEDIES	EIGHT GREAT TRAGEDIES	0	32	31	1				
ACCESS	MS ACCESS 2007	0	60	60	0				
AFTERLIFE	THE AFTERLIFE	0	20	20	0				
ALGEBRA 1 FS	ALGEBRA 1 FOUNDATIONS	2011	110	16	94				
ALGEBRA 1 IN	Prentice Hall ALGEBRA 1 IN	2011	560	17	543				
ALGEBRA 2 IN	Prentice Hall ALGEBRA 2 IN	2011	530	70	460				
ALGEBRA BEG	BEGINNING ALGEBRA	2009	100	33	67				

170 records displayed

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Books

Book Number	Condition	Purchased Date	Purchase Price	Available	Reason Not Available
1	NEW	07/31/2008	12.95	No	101
2	NEW	07/31/2008	12.95	No	101
3	NEW	07/31/2008	12.95	No	101
4	NEW	07/31/2008	12.95	No	101
5	LST	07/31/2008	12.95	No	101
6	NEW	07/31/2008	12.95	No	101
7	NEW	07/31/2008	12.95	No	101
8	NEW	07/31/2008	12.95	No	101
9	NEW	07/31/2008	12.95	No	101

25 records displayed

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Book Number:

For Selected Books

Add All Copies

Add All Unprinted Copies

Rmw All Copies

Remove Remove All