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

STEP 2: 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.