



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:

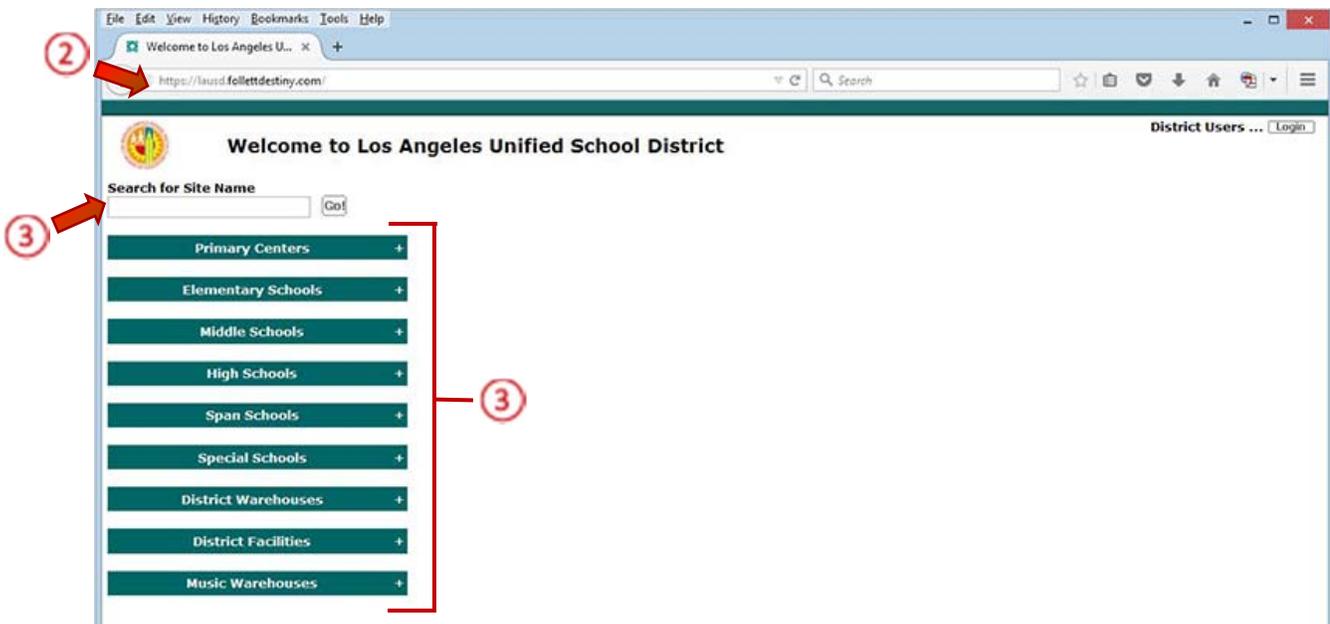
- \*\* PC or MAC
- \*\* A web browser such as:
  - *Google* Chrome 
  - Internet Explorer 
  - *Mozilla* Firefox 
  - Safari 
- \*\* An Internet connection
- \*\* Adobe Acrobat Reader 12.0 or later
- \*\* A LaserJet Printer
- \*\* Avery 5160 address labels
- \*\* DEMCO – 14216170 spine labels
- \*\* LAUSD email accessibility

## LIMITED ACCESS: ALIGNING LIBRARY BARCODE LABELS ON DESTINY

### 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 “Green Bar” associated to your school group (e.g. Middle School)

Then, find and click on your school’s link. Click the “Login” button located on the upper-right corner. Enter your LAUSD Single-Sign On (SSO) to login.



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### STEP 2: PRINT BARCODE LABELS

Prior to printing barcode labels, be sure to:

- Update “**Adobe Reader**” to the latest version (ex. Adobe Reader v12.0)
- Print barcode labels on a LaserJet Printer **NOT** an inkjet printer

Integrated Library & Textbook Support Services [iLTSS] recommends the following labels be used with Destiny:

- Avery 5160 – Address Labels
- (Demco) 14216170 Spine Labels

Keep in mind compatibility issues may occur with off-name brand labels. Example: Staples, Office Depot, etc.

### BARCODE LABELS

To print your school’s barcode labels, begin by opening the “**Cataloging Processing**” email sent to you from the iLTSS Destiny Help Desk.

- To open the “**Barcode Labels**” attachment:
  - a. Double-click on the file or
  - b. Right-click on the file and on the drop-down menu select “**Save As**”

### SPINE LABELS

To print your school’s spine labels, open the “**Cataloging Processing**” email sent to you from the iLTSS Destiny Help Desk.

- To open the “**Spine Labels**” attachment:
  - a. Double-click on the file or
  - b. Right-click on the file and on the drop-down menu select “**Save As**”

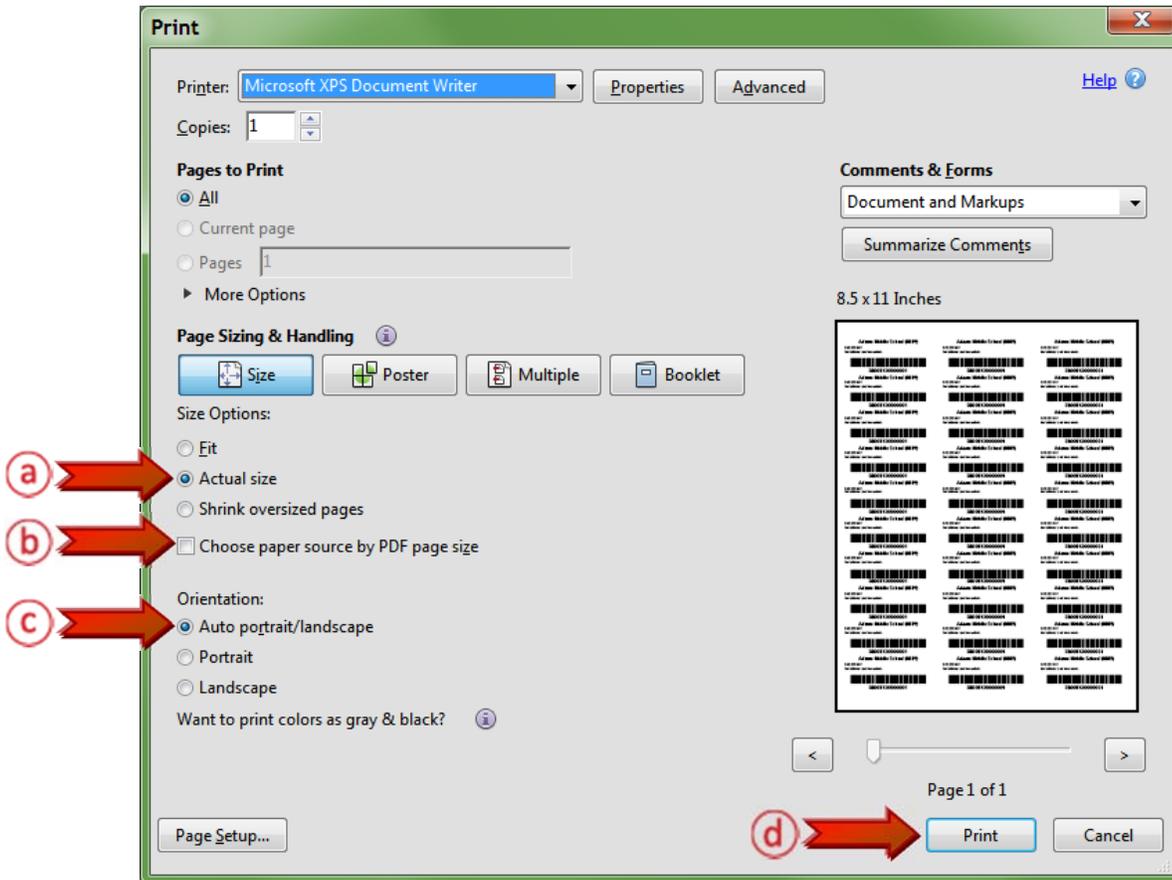
To insure proper label alignment, disable the page handling options on the Print dialog of Adobe Reader:

1. Open the label report in Adobe Reader, and click the “**Print**” button.



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2. On the Print dialog box that opens, 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.

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