# Printing Patron Barcode Labels

Use Report Tool

Printing barcode labels for patrons is pretty much the same as printing nearly any other report using the Report Tool. There are, however, some considerations to think about first:

1. You will need Avery 5160 (or compatible) labels – 3 across, 10 down, so 30 on a sheet. Divide however many students you expect to have by 30 to find how many sheets you'll need. You may have to round up - so if you have a student population of 500, you'll need 16.67 sheets, or 17.

2. Look in your "Cards & Labels" folder in Report Tool and decide what report you want to use.
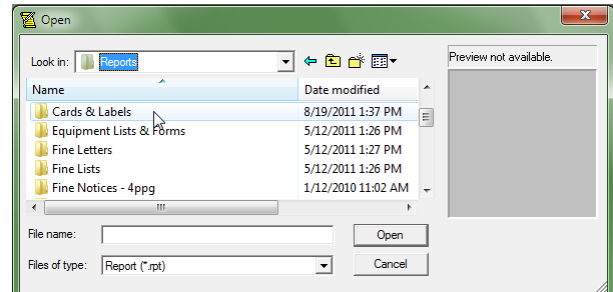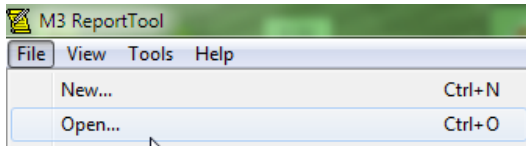
Check out the ones that start with "Label-BC" – those are the ones you want if you're printing on labels. (You can, of course, choose to print directly on Rolodex or index cards if you prefer!) If you've had your labels printed by the SLS in the past, check to see if there's a report that starts out with your 4-letter school code.
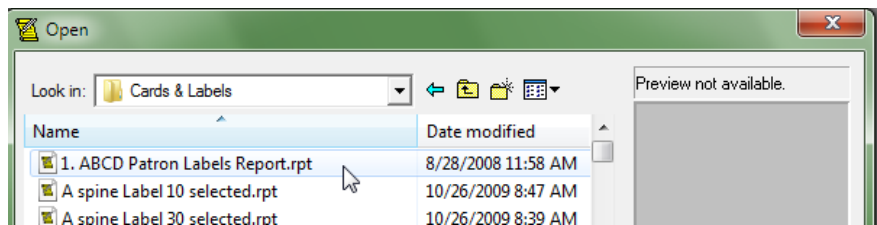
If there is, that report will use the same parameters that you've had in the past – it will have the information on that you want, it will be sorted the way you prefer. If there isn't one there, check with Sue K. or Sue T. and see if that report can be put into your folder or sent to you. It is also possible to customize reports for you.

3. Once you've selected your report, you can run it the same way as you'd run any other report. A word of caution, though:

<u>ALWAYS</u> PREVIEW BEFORE YOU PRINT.
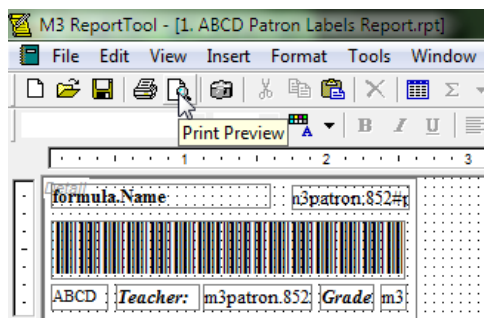
You may find that there are records that print that you don't need – deleted patrons, ILL patrons, Faculty – and you don't want to waste labels!!

4. Once you're convinced that the report you've chosen is what you want, load the labels into your printer and print away.