

## PRINTING REPLACEMENT TITLE BARCODES

For new books, use preprinted barcodes on purchased sheets.

To replace barcodes on existing books, follow this path:

Reports

Password: Printit

Cataloging Reports

Copy Barcode Labels

Select: Used barcodes by barcode list

Edit List

Scan barcodes into list

Close

Starting label

**Check box to include: Call Number/Title/Author**

Print

Both new and replacement barcodes are placed on the front cover in the upper left corner, reading from bottom to top. If this is a replacement barcode you may leave the old barcode on the back cover.

If you have long (13 digit barcodes) please use a new barcode from the purchased sheets and change the barcode in copy editor. In this case, remove or black-out the 13 digit barcode.