

Opening the Barcode Report in Google Drive

To learn more about running spine labels visit the Library Services Handbook, the [LBL - Item Labels](#) documentation located under the REPORTS section.

1. After running the LBL – Item Labels report for spine labels go to Finished Reports. Select the report and select **Download**. Select **View result** and click **OK**.

LIB1 LIB1_TREL Logout

Schedule New Reports x

Schedule New Reports : Display Finished Reports

Finished

Report name	Source	Status	Completed «
Easy Item Labels	catlabels	OK	6/27/2024,8:51

View Download Print Email (b) Remove... Ownership (d) Close

Schedule New Reports : View Finished Reports

Report to view: Easy Item Labels

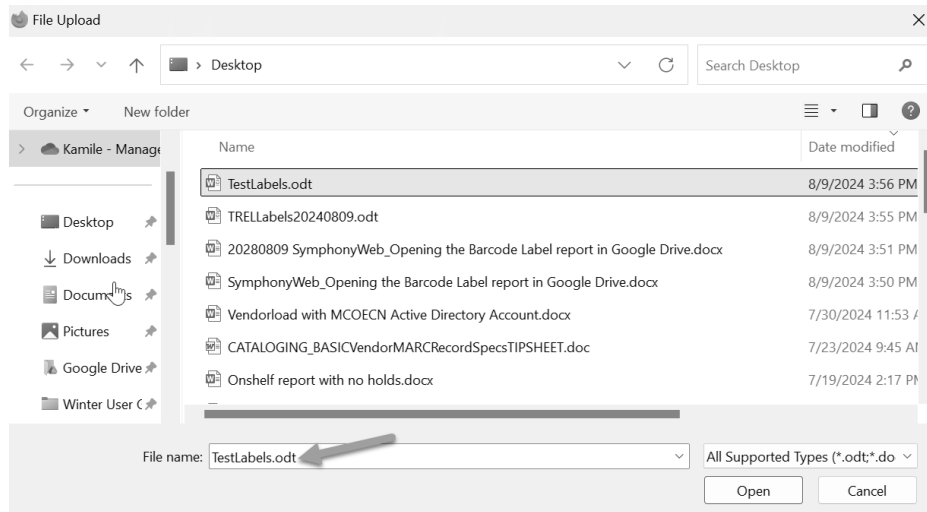
View log

View result

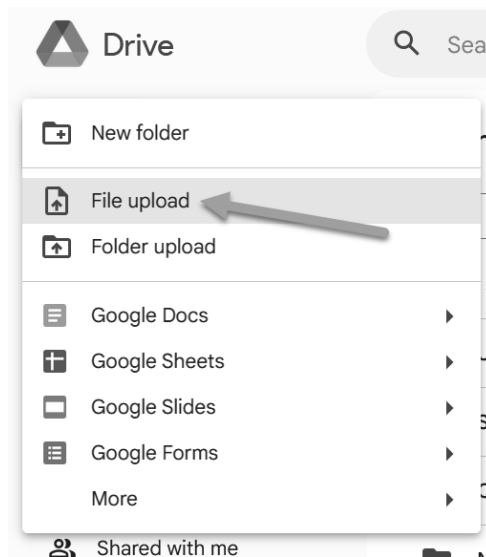
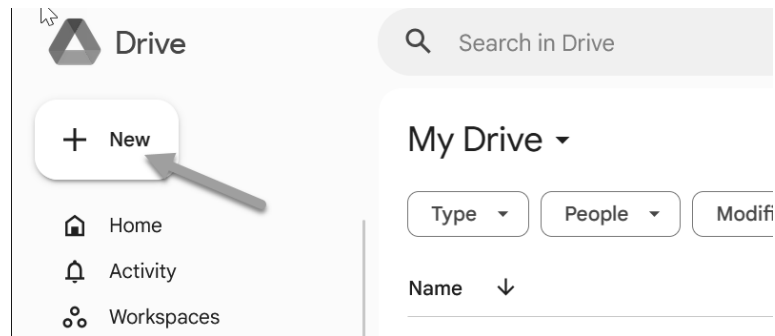
Format report

OK Change format Cancel

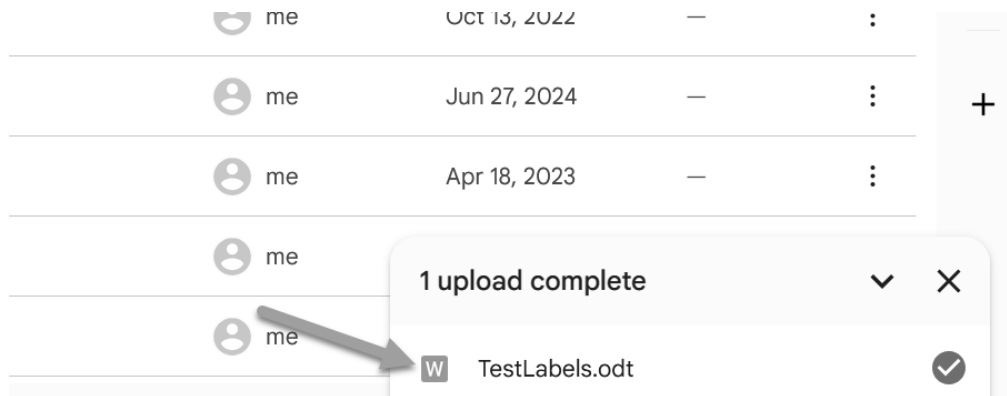
2. Save to a local drive on your computer, save as a .odt (Open Document Text) file.



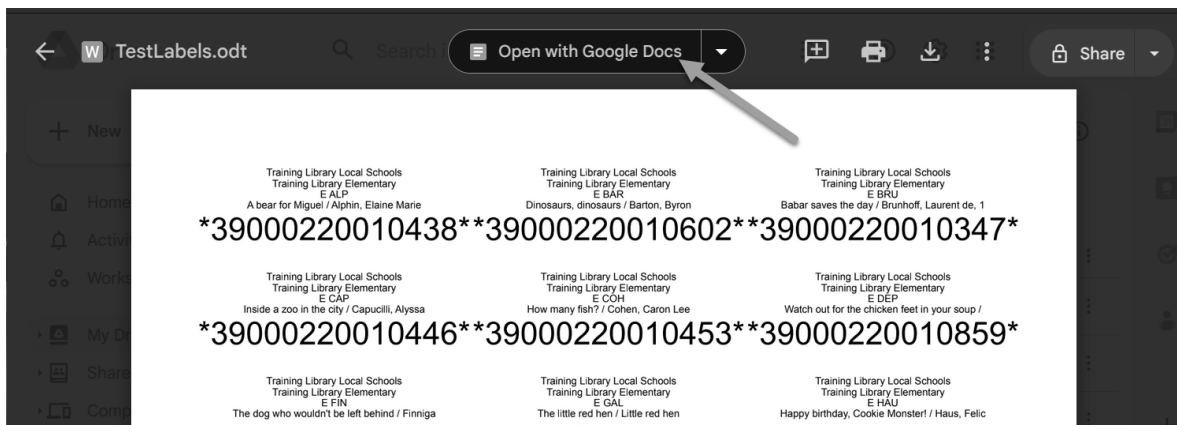
3. Open Google Drive and click **New**. Select **File upload** to search your local drive for the file.



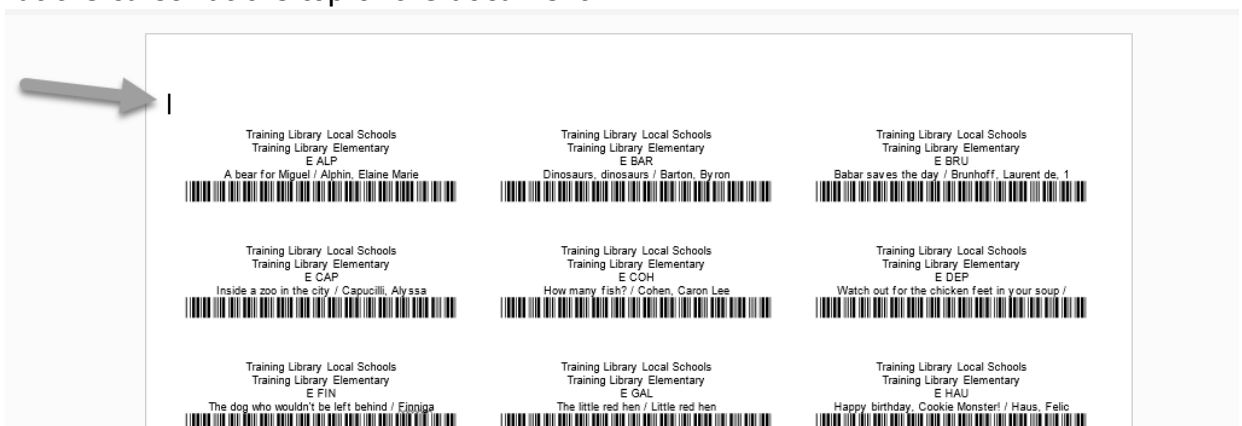
4. Click the uploaded file to open.



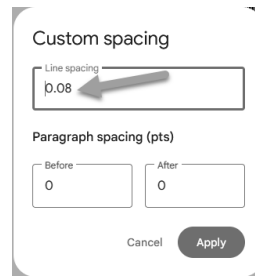
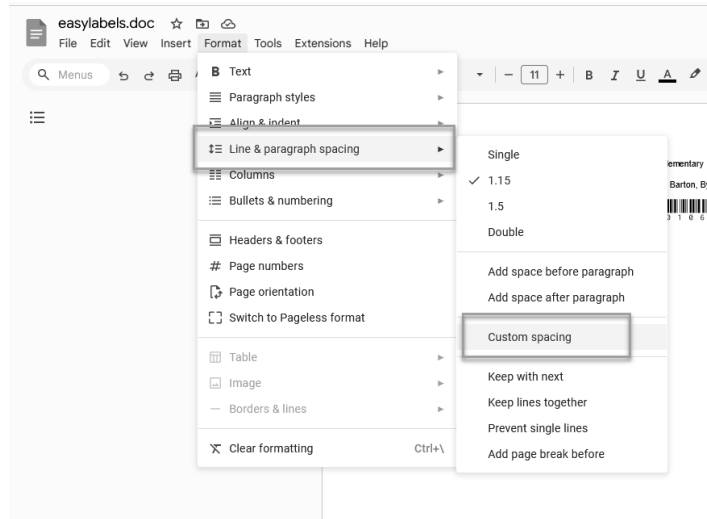
5. Click Open with Google Docs.



6. Adjust the line spacing of the document by doing the following:
a. Put the cursor at the top of the document.



- b. Select **Format** and then **Line & paragraph spacing**. Click **Custom Spacing** and set spacing to **0.08**. Click **Apply**.



7. To print the labels, go to the **File** menu and click **Print**. A screen will open to print or download the labels.

