Customize Your Library Materials

Heather Swift - Old Trail School
Databases &
Login info on Back

Library Access Card
Place holds, renew, check due dates in CAT and check out Follett eBooks with your Alt/User ID 0002 and PIN 44210.

Moby

eBook Site
tinyurl.com/otsebooks
Meyo Library

Donated by
Diane Nixon

"Because we love reading!"

September, 2013
Thank you London!  

Thank you Neha!  

Thank you Riley!  

Thank you Tyler!  
Tyler Kuchar gifted a book to the Meyo Library Sept. 21, 2015.
OTHER IDEAS

- Name Tags
- Personalized Notices
- Reading Lists
- Stickers
- Reading Certificates
- Invitations
- Invite teachers
Gather your own.

Create your own

CUSTOM MATERIALS
HANDS ON Library Card Demo IN THE LAB
GATHER DATA

Work Flows, Reports, Schedule New Report, ITC Custom, Student List Excel
1. User Selection
2. Output Options
3. Sorting (now or later)
4. Run Report
5. Print to Excel
1. New Word doc
2. Mailings, Labels
3. Label Vendor
   OnlineLabels.com
4. Product #
   OL225 for
   9 book plates,
   OL712 for
   8 library cards
5. Or make your own by
   inserting a table
1. Start Mail Merge Step by Step Wizard
2. Skip to Step 3 in wizard
3. Select Recipients – Browse for your data file
4. Edit Recipient List, sort & select
5. Design Label with text & graphics
6. Insert <<Merge Fields>>
7. Add * before & after barcodes
8. Change barcode font to free3of9
9. Tweak Fonts, Colors, Size
10. Update All Labels
11. Preview, Rearrange, Update; repeat; repeat
12. Complete the Merge, Edit Individual Labels (All)
Microsoft Office Label Instructions
https://support.office.com/en-au/article/Type-a-sheet-of-different-labels-270575f1-0722-4270-b4af-a80bb852f023

Online Labels .com
http://www.onlinelabels.com/

Demco Label Templates
http://www.demco.com/goto?LABELTEMPLATES

CAISLN Reading List created with mail merge
http://caisln.weebly.com/reading-list.html
Thank you

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What will your child do in a day?
Only everything.