

## *Loading Records from Baker & Taylor into Spectrum*

1. Open Spectrum
2. Insert Floppy disk from B&T into floppy disk drive
3. In Spectrum, click on the MATERIALS pull down menu to IMPORT. Click on IMPORT.
4. You must identify the file to load. Click on the ADD button that is in the upper right area of the dialog box. This opens a window that allows you to search for and select the A: drive. At the top of this window is the phrase 'LOOK IN'. The box next to this has a pull down arrow on the right side. Pull down on this arrow and locate the 3 ½ Floppy (A:).
5. Once you've located the 3 ½ Floppy (A:), the next window will display the contents of the A: drive. You want to double click on the file called MICROLIF.001. This identifies the file to Spectrum and takes you back to the IMPORT window. Click IMPORT on the lower right hand side of the window.
6. Spectrum keeps a log of all import transactions. You can add to this file or overwrite it. We recommend over writing it so that it doesn't get too large and take up too much space on the server. Choose OVERWRITE.
7. After a few minutes, the import process will begin. You will see a progress count of the number of records added and the number of records that were not added. When the process is finished, close the IMPORT dialog box.

**As part of the import process, you should always look at the records you've just added to be sure that the call numbers and material type numbers assigned are correct. To do this:**

8. Click on the MATERIALS pull down menu and click on EDIT. The easiest way to view your records is to start at the last record in the catalog and work backwards. This is only true if you are adding records to the end of your database and not filling in 'holes' in the database where records have been deleted.
9. To move to the last record of the database, click on the very last button on the right. It's a red circle with an arrow pointing right in it.
10. When you are at the last record, look at the cataloging information and if you wish to add anything to it, such as accelerated reader information, do so in this window.
11. When you have finished adding information to the catalog record, click on the SHOW HOLDINGS button, which is the sixth button from the left. This takes you to the window that shows your local call number and the material type number assigned to the

item. Make sure that both the call number and the material type number are correct. If you have made any changes, click on the SAVE RECORD button (third button from the left).

12. You will now work backwards in your catalog to review the rest of the records imported. To move backwards, click on the green button with the left-pointing arrow (10<sup>th</sup> button from the left).

Repeat steps 10, 11, and 12 for each record you imported.

### **Printing Barcodes**

There are several ways to print barcodes depending on whether you are printing a sequence of numbers or random numbers.

#### **To print a sequence of numbers follow the instructions below:**

1. Open Spectrum
2. Go to REPORTS, LABELS, MATERIAL BARCODES.
3. This opens up a window that displays the entire range of material barcodes currently in your catalog. If you know the first number in the sequence you want to print, you can enter it in the box labeled START AT. If you don't know the first number of the sequence, go to step 4.
4. If you don't know the first number of the sequence you want to print, click on the button labeled OPTIONS in the lower left hand corner of the window. This opens a window where you choose the different options for printing your barcodes. In the middle of this window is a box labeled RANGE. Click in the box labeled "INCLUDE HOLDINGS ADDED ON OR AFTER START DATE". Then, in the box labeled STARTING DATE, type in the date of the day you imported the records you want to print labels for. The date must be entered in the format of 2 numbers for the month, 2 numbers for the day and 4 numbers for the year. When you have entered the date, click on OK.
5. Click on CREATE. There will be a time delay while the system creates a display file of the barcode images. When the preview document is displayed, you can zoom in to look at the barcodes before printing. The ZOOM IN button is the 5<sup>th</sup> button from the left across the top of the document. You can magnify the document 2 times.
6. Check that you have loaded label paper into your printer. Click on PRINT (first button on the left) and then click PRINT again. There will be a short delay while the computer sends the file to the printer's memory.

**If you want to print random barcodes:**

1. Open Spectrum
2. Go to REPORTS, LABELS, MATERIAL BARCODES.
3. Click on the SELECT BARCODES button that is located in the upper right side of the window.
4. You can type in the numbers you want to print. You must click on ADD NEW after each number is entered.
5. When you have finished entering the barcode numbers you want to print, click on OK.
6. In the box labeled INDEX, use the pull down menu to choose SELECTED BARCODES.
7. Click on CREATE. There will be a time delay while the system creates a display file of the barcode images. When the preview document is displayed, you can zoom in to look at the barcodes before printing. The ZOOM IN button is the 5<sup>th</sup> button from the left across the top of the document. You can magnify the document 2 times.
7. Check that you have loaded label paper into your printer. Click on PRINT (first button on the left) and then click PRINT again. There will be a short delay while the computer sends the file to the printer's memory.