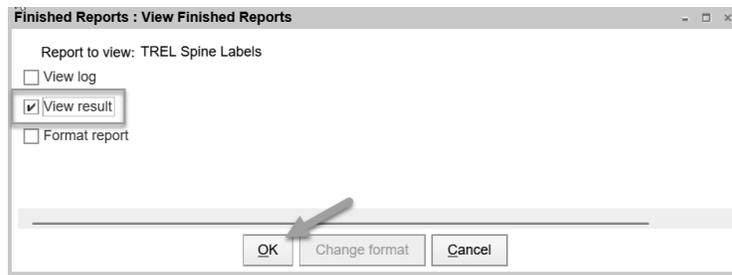
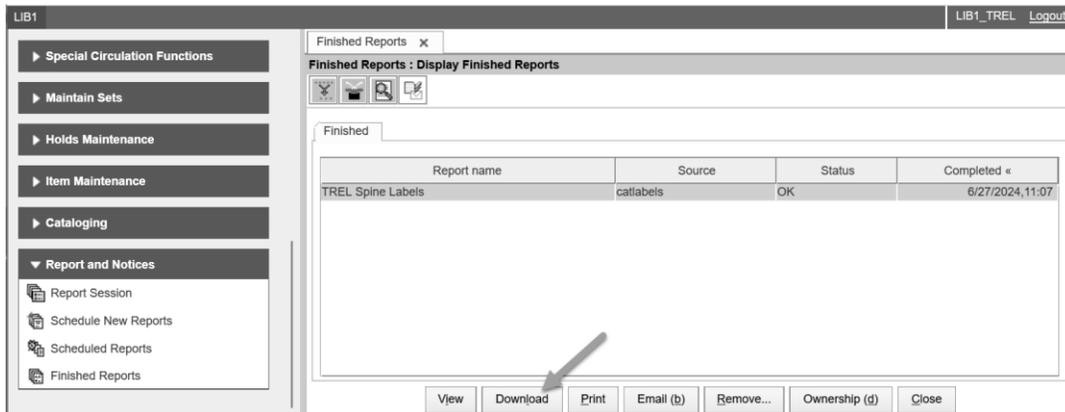


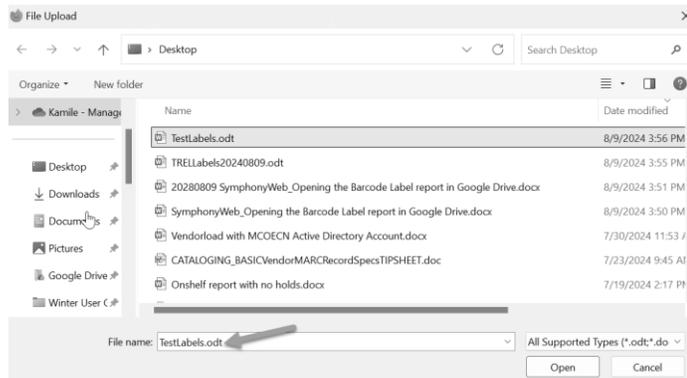
Opening the Spine Label Report in Google Drive

The document will cover opening the spine label 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.

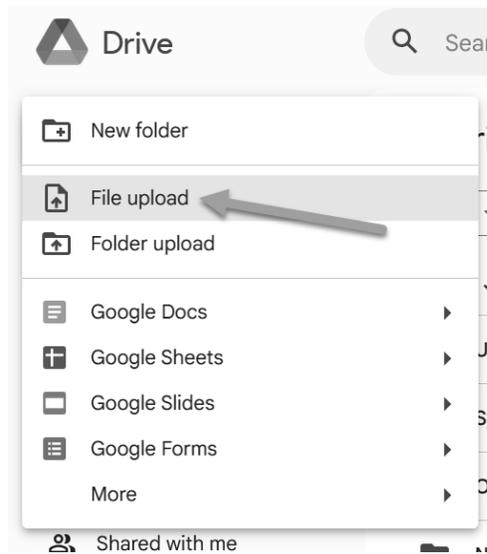
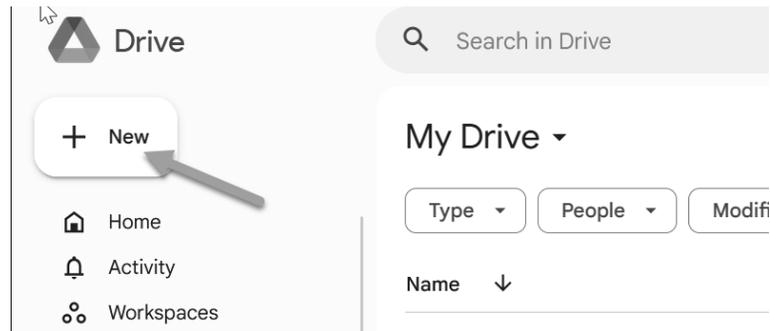
1. After running the LBL – Item Labels report for spine labels go to Finished Reports. Select the report and select **Download**. Select **View result** and click **OK**.



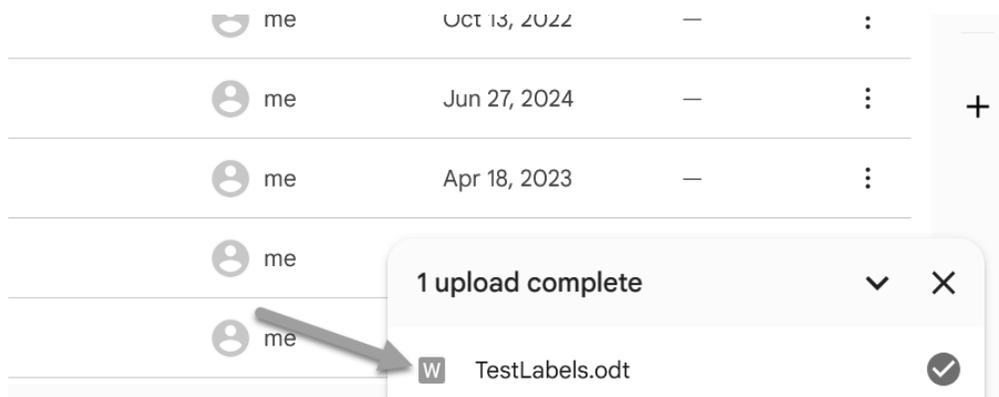
1. Save to a local drive on your computer, save as a .odt (Open Document Text) file.



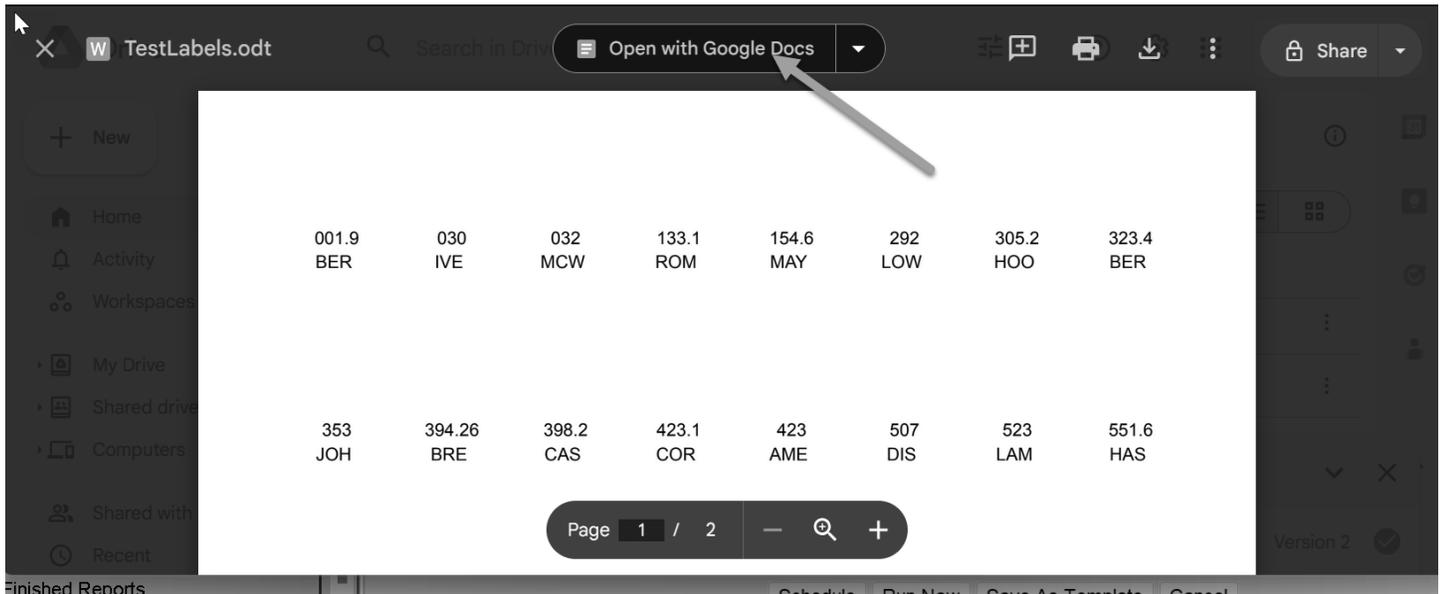
2. Open Google Drive and click **New**. Select **File upload** to search your local drive for the file.



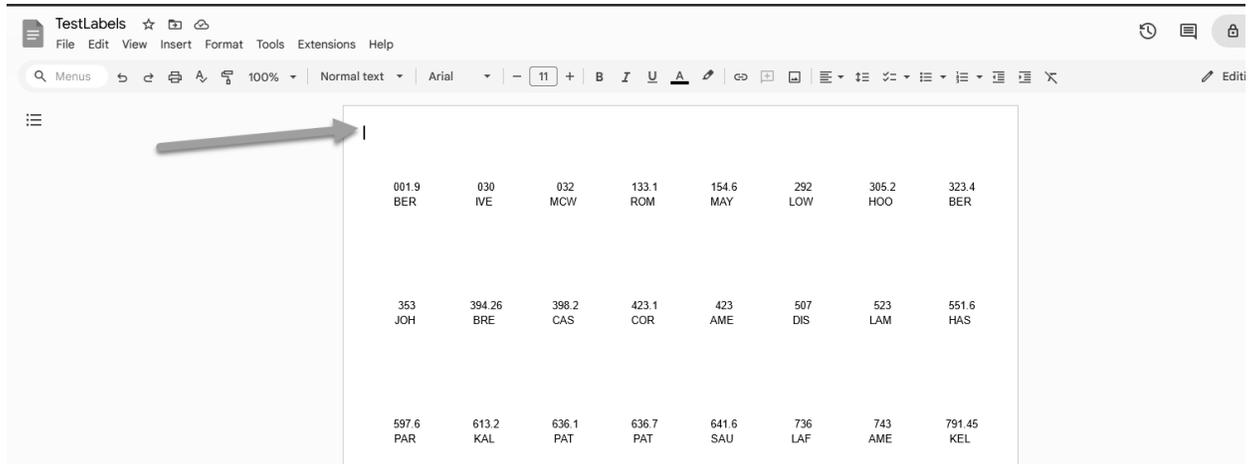
3. Click the uploaded file to open.



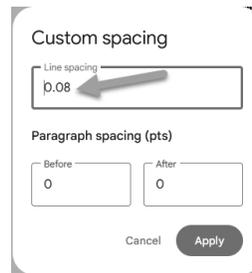
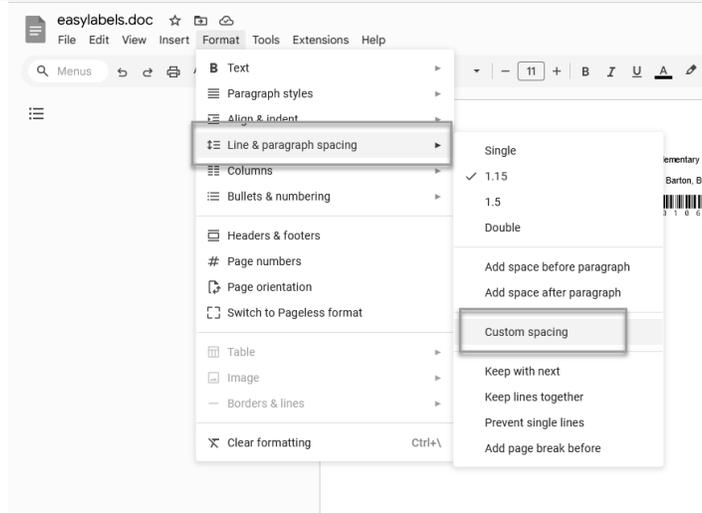
2. Click **Open with Google Docs** to open the report with Google Docs.



4. 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**.



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

