

INSTRUCTIONS FOR LABELING MAGAZINES

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STEP 1: PRINT LABEL

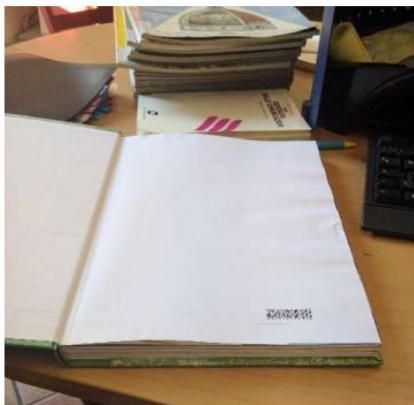
- Open the “Stampa etichette” link on the desktop
- Enter the barcode
- Press **ENTER**
- Open the “Collegamento a Dewey” file in the “Stampa etichette” folder on the desktop
- Press **PRINT**

STEP 2: LABEL THE MAGAZINE

- Stick the **ADHESIVE BARCODE** on the **FIRST PAGE (a)**
- Stick the **SQUARE ADHESIVE CHIP** on the **BACK COVER AT THE BOTTOM** (N.B.: The chip does NOT need to be programmed) **(b)**

ATTENTION:

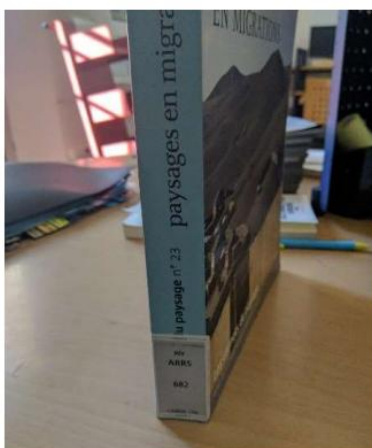
- If the magazine is a **SINGLE ISSUE**, stick the **ADHESIVE LABEL** on the **SPINE (c)**
- If the magazine is **BINDED**, stick the **ADHESIVE LABEL** on the **BACK COVER INSIDE (d)**



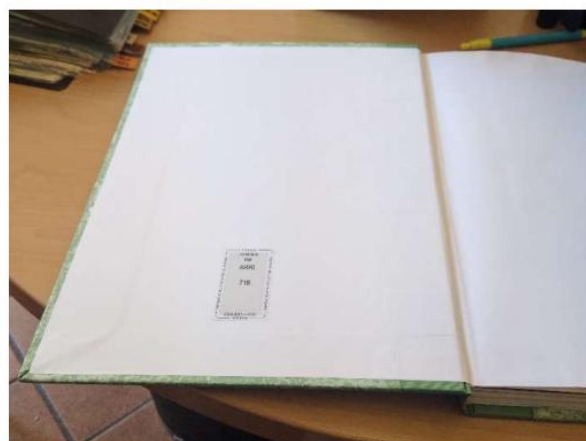
(a)



(b)



(c)



(d)