

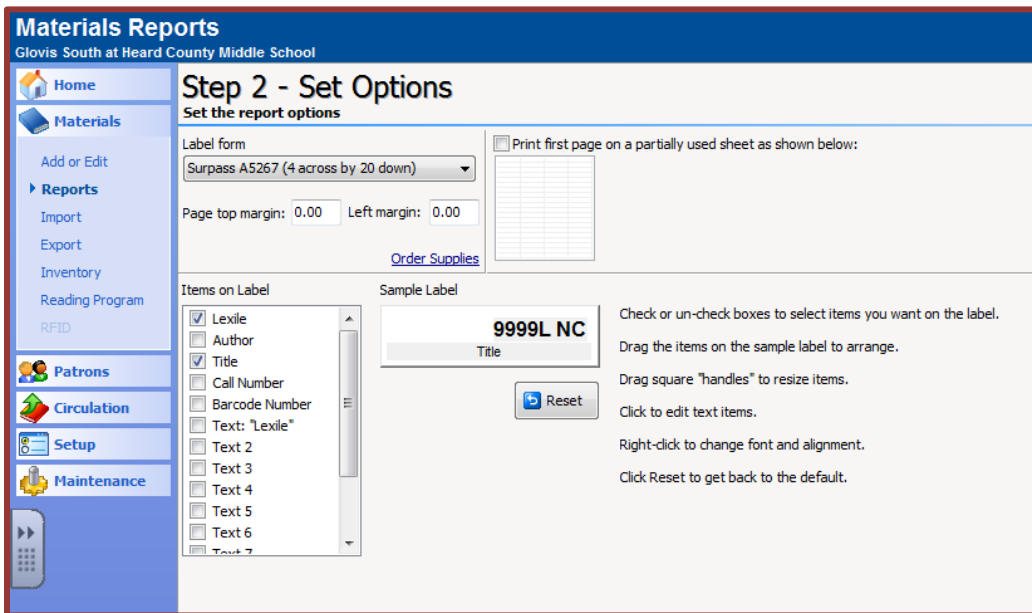
Lexile Label : Surpass Safari

To create a label for Lexiled books in Surpass Safari, go to

- Materials Reports
- Choose Lexile
- Customize
- Set Options

Using **General Purpose Laser General Purpose Label LZ130100 (09920W0130PPC)**, set the width at **4 across by 20 down** : **Surpass A5267**.

- Select **Lexile** and **Title**
- Right Click on the Lexile example and **select Font and Size** (*I use Arial and Bold*; then pick **Right** for orientation).
- Right click on the title example. (**Orient Right**). (*This is to keep the label neat and consistent*).



It's easier to get this task done by scanning books on the cart after they've been checked in.

- In Surpass Safari, go to **Step 3** and select **“Materials with these barcodes...”**
- **Print.**
- Attach codes to the top of the book spine.
- Use protective tape to cover.

For books that are not yet Lexiled, I am placing a blank white label at the top of the spine. (To be sure I check all books...)

