

**DYMO®**

*LabelWriter*

***DYMO Label  
Software  
User Guide***

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# Introduction

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Congratulations on purchasing the DYMO LabelWriter® printer. After just a short time, you will realize how many of your daily tasks will be simplified by using the LabelWriter printer.

Your LabelWriter printer will help you to address letters; label file folders, CD/DVDs, video cassettes, packages, and name tags; and print Internet postage. With a little imagination, you will think of hundreds of ways to use the LabelWriter printer to make your job easier and more efficient.

This User Guide provides instructions for DYMO Label Software on the Windows and Macintosh platforms. For the most part, the software operates in the same way on both platforms. Any differences in features, procedures, or commands are noted within the text.

## Software

DYMO Label Software includes many features that make it flexible and easy to use. In addition, DYMO has integrated the Label Software into Microsoft® Word allowing you to print labels quickly and easily from within Word. For Windows, the software has also been integrated with Microsoft® Outlook®, Palm™ Desktop, GoldMine®, and ACT!™ software.

## Hardware

The LabelWriter printer uses advanced *thermal* printing technology to print on specially treated labels. This means you will never have to replace toner, ink cartridges, or a ribbon to print labels.

Direct thermal printing works by transferring heat from a thermal print head to specially treated labels. The thermal print head contains a row of miniature heating elements that press against the treated label. As a heating element touches the specially treated label, a thermal reaction causes the specific point on the label to turn black.

## Labels

The only supplies you will ever need for this printer are the labels. We recommend you only use DYMO-brand labels. Using labels other than DYMO-brand labels may void your warranty.

How long your labels will last depends on how the labels are used. Thermal labels are susceptible to fading in two ways:

- Exposure to direct sunlight, to fluorescent light for an extended period of time, or to extreme heat will cause fading.
- Contact with plasticizers (for example, labels placed on plastic ring binders) will cause fading.

In its original packaging, the label shelf life is 18 months. When labels are used for short-term applications (envelopes, packages, and so on), fading is not a problem. When labels are used to label files in a file cabinet, fading is very gradual over many years. Labels applied to the edge of a notebook that is then placed on a shelf in the sun will show signs of fading within a few months.

To prolong label life when not in use, keep the labels stored in a cool, dry place and in the black bag in which they were shipped.

## Installing the LabelWriter

Your LabelWriter printer shipped with a *Quick Start Guide* in addition to this User Guide. Follow the instructions in the *Quick Start Guide* to install your printer and DYMO Label Software.

## Registering the Software

We highly recommend that you register your DYMO Label Software so that you can receive customer support and product updates.

Macintosh users can register their software by selecting **Register DYMO LabelWriter** from the **Help** menu.

Windows users can also register their software by selecting **Register** from the **Help** menu. However, the first time Windows users start DYMO Label Software, you will be asked to register. If you choose not to register the software at this time, you will be prompted the next several times you start the program.

To register the software

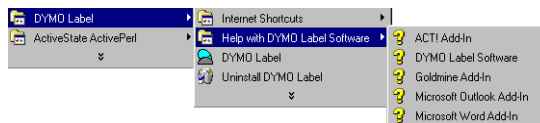
- 1 Complete all of the required fields on the registration form.
- 2 Choose to register over the Internet or print the registration form for mail or fax registration. If you register over the Internet, wait a few seconds while your information is sent to DYMO.
- 3 To register by mail or fax, print the completed registration form, and mail or fax the form to the location printed on the form.

## Getting Help

Before making labels, you should know about the various help resources available to you. DYMO Label Software includes extensive online Help. At times in this manual you will be directed to the online Help for more detail or instructions on various topics.

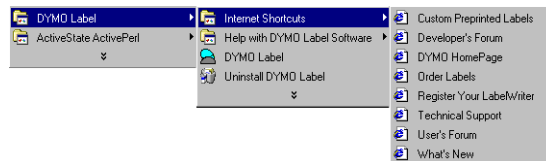
To access the online Help, do one of the following

- In DYMO Label Software, click **Help Contents** (Windows) or **LabelWriter Help** (Macintosh) from the **Help** menu.
- (Windows) Click **Start**, point to **Programs > DYMO Label**, and then click **Help with DYMO Label Software**.



- (Windows) Press **F1** in most windows and dialog boxes for context-sensitive help.

(Windows) The **DYMO Label** menu also includes **Internet Shortcuts** that access specific areas of the DYMO Web site, including label ordering, support, and more.



These shortcuts are also available from the **Help** menu in DYMO Label Software.

# Chapter 1

# Getting Started

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DYMO Label Software is a general-purpose label printing program that is specifically designed to help you get the most benefit from your LabelWriter printer. The program includes:

- Many pre-designed labels for commonly used tasks
- A built-in Designer you can use to create your own label designs (see page 11)
- A built-in Address Book that lets you save addresses or other types of lists (see page 15)
- Add-ins to print directly from the following programs:
  - Microsoft Word
  - Microsoft Outlook (Windows only)
  - Palm Desktop (Windows only)
  - ACT! and GoldMine (Windows only)

Many of DYMO's partners have also integrated label printing into their software including Corex CardScan, Sage Software's TeleMagic, and eGrabber.

- A Smart Paste function allowing you to automatically print multiple labels by copying text from other applications directly into the current label (see page 19)
- Database connectivity allowing you to print from an Access, Paradox, dBase, or Excel database (see page 26) (Windows only)
- Integration with Stamps.com for printing Internet postage (Windows only)


## DYMO Label Window

This section introduces some basic features available in DYMO Label Software.

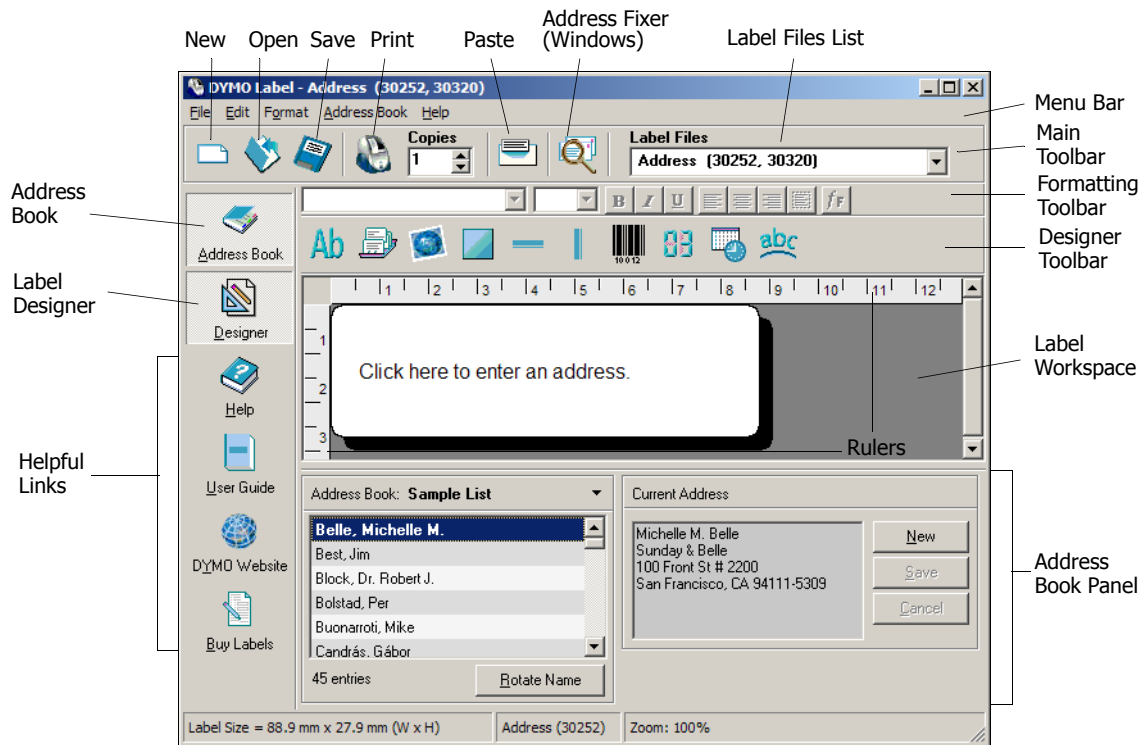
To start the software in Windows

- Click **Start**, point to **Programs > DYMO Label**, and then click **DYMO Label**.

To start the software in Mac OS X

- Open the **DYMO Label** folder and double-click .

The DYMO Label Software window appears containing a blank label.



For Windows users, the first time you open DYMO Label Software, you are prompted to register the software. See "Registering the Software" on page 2. All users are also asked to enter your return address and select a default logo.

## Creating a New Label

This tutorial guides you through the steps necessary to create, print, and save a customized label. The best way to start is to learn how to modify one of the pre-designed labels included with the software. In this tutorial, you will customize a shipping label with a graphic.

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**NOTE** You can only print the shipping label on the LabelWriter EL60, Turbo, 320, 330, and 330 Turbo printers. If you have a LabelWriter EL40, 300, 310, or 315 printer, select this shipping label and follow the tutorial anyway. This tutorial will give you valuable information on how to access the various text and design objects, and change their attributes.

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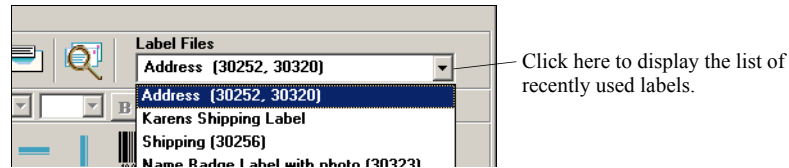


## Choosing a Label File

The first step is to choose a label file as the basis for your new label.

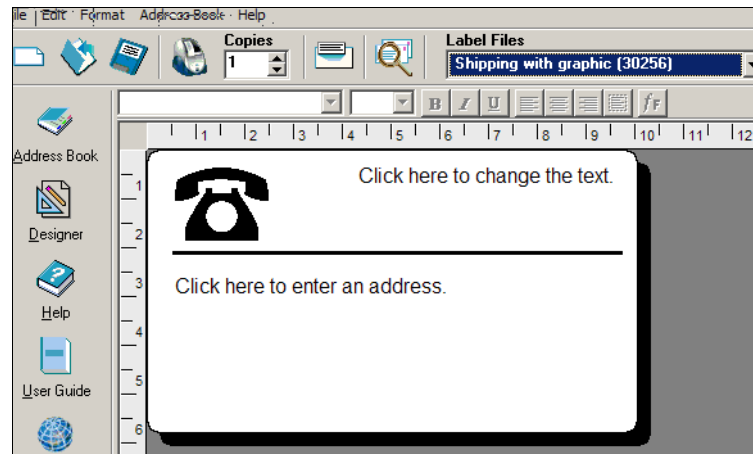
To choose a label file

- 1 Select the arrow next to the Label Files drop-down list.  
A list of the most recently used label files appears.



If necessary, click **More** to access all the pre-designed labels. Notice that all label files are listed with the label type first, then any important objects on the label, and finally the part number of the label.

- 2 Select the **Shipping with graphic (30256)** label.  
The **Shipping with graphic** label appears in the main window.

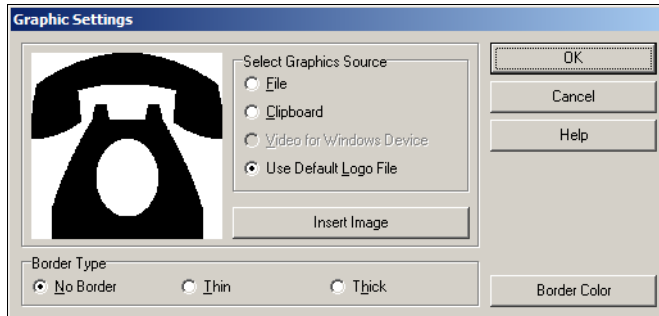


## Changing the Graphic

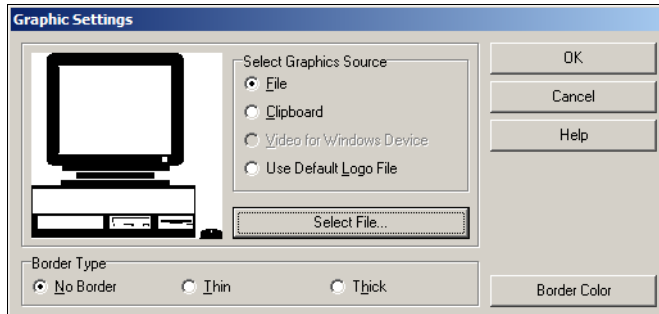
The next step is to customize the graphic. As you will see in this step, each piece of information on a label is an object (for example, the return address, the recipient address, the line, and so on). When you double-click an object, a Settings dialog box appears where you can change the object's attributes.

To change the graphic

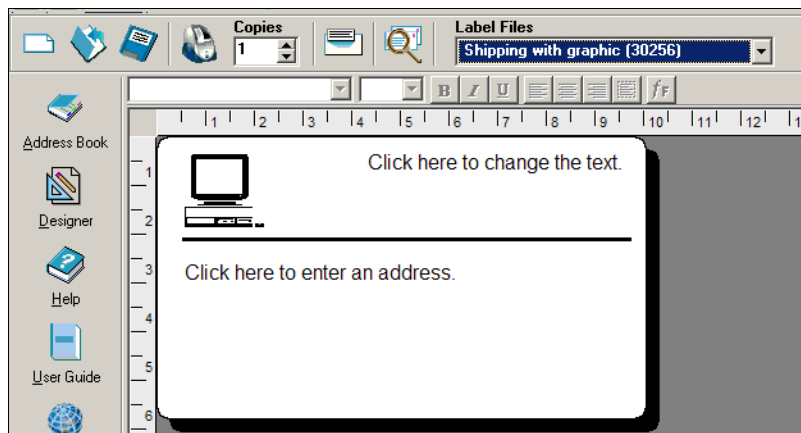
- 1 Double-click the graphic that appears on the label.  
The **Graphic Settings** dialog box appears.



- 2 Select **File** under **Select Graphics Source**.  
The **Insert Image** button changes to read **Select File**.
- 3 Click **Select File**.  
The File open dialog box appears listing the contents of the default Clipart folder.
- 4 Select the **Miscellaneous** folder and click **Open**. The contents of the Miscellaneous folder appear.
- 5 Select **Comput1.bmp** from the Miscellaneous folder.  
A preview showing the contents of the Comput1.bmp graphic file appears in the dialog box.
- 6 Click **Open**.  
The Comput1.bmp graphic appears in the **Graphic Settings** dialog box.



- 7 Click **OK**.  
The computer graphic is placed on the label replacing the telephone graphic.

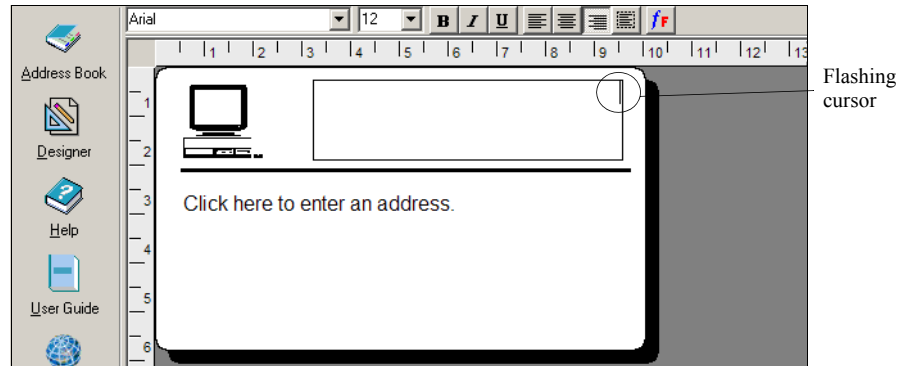


## Changing the Return Address

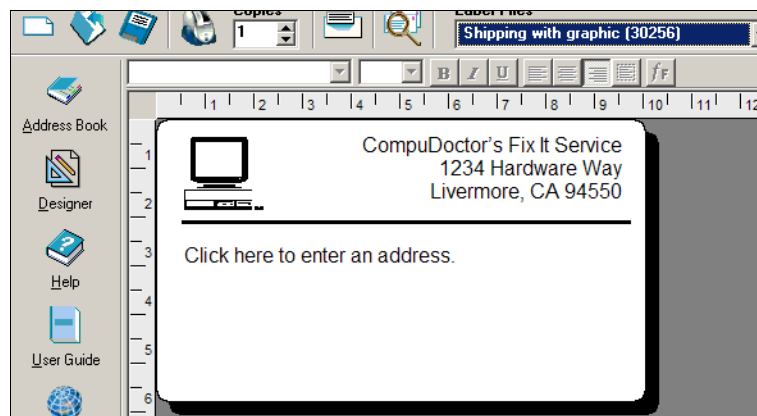
Next, you change the return address.

To enter a return address

- 1 Click the text in the label's upper-right corner.  
The flashing cursor appears where the default text had been.



- 2 Enter the following text:  
CompuDoctor's Fix It Service  
1234 Hardware Way  
Livermore, CA 94550
- 3 Click anywhere outside the text object.  
The new return address appears on the label.



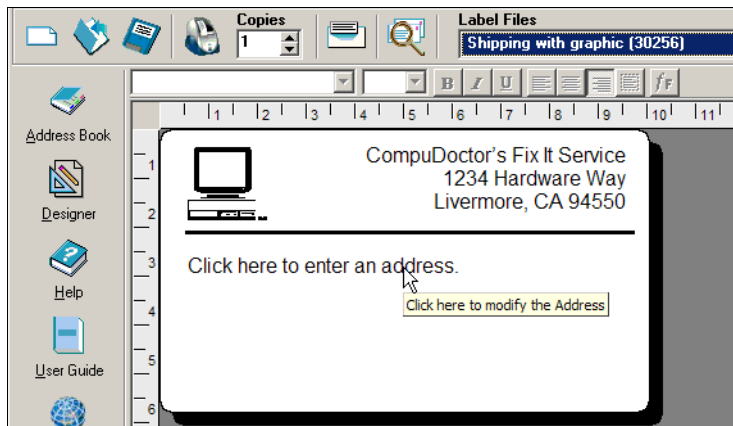
## Changing the Recipient Address

Next, you enter a recipient's address.

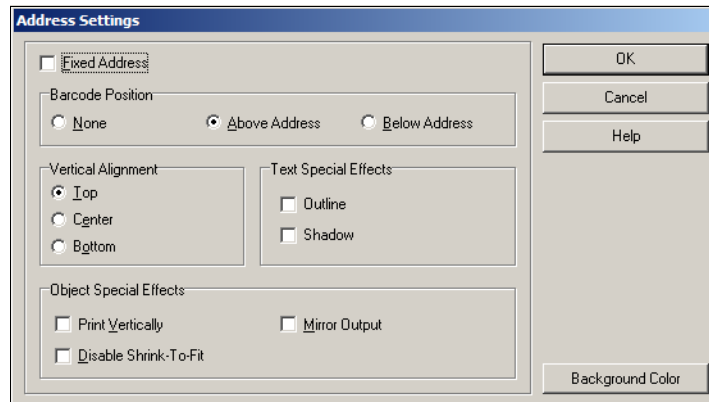
To enter the recipient's address

- 1 Click once on the address object in the middle of the label. The flashing cursor appears where the default text had been.

(Windows) To help identify objects, a hint appears when you move the pointer over an object.



- 2 Enter the following address.  
DYMO Corporation  
44 Commerce Road  
Stamford, CT 06902-4561
- 3 Double-click the address object.  
The **Address Settings** dialog box appears.



- 4 Select **Below Address** under **Barcode Position** and then click **OK**.  
DYMO's address now appears as the recipient's address on the label with a postal barcode beneath the city, state, and ZIP code.

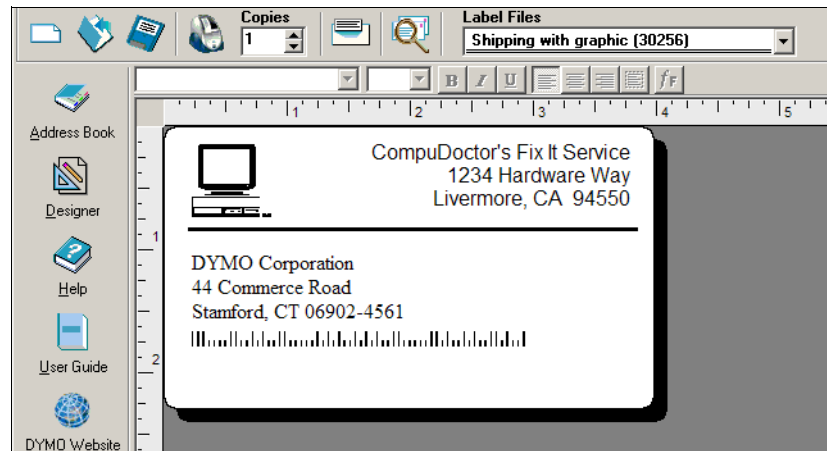
## Changing the Font

You may want to modify the font used for the recipient address or return address.

To change the font

- 1 Click the recipient address object. The address text is highlighted.
- 2 Select **Times New Roman** from the Font drop-down list.
- 3 Select **B** from the **Formatting** toolbar.

The recipient address appears in the new font and style.



## Printing the Label

Now that you have customized the label, you are ready to print.

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**NOTE** You can only print this shipping label on EL60, Turbo, 320, 330, and 330 Turbo printers. If you have an EL40, 300, 310, or 315 printer, review this section even though you will not be able to print the label.

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Before you print the label, make sure:

- The LabelWriter printer is connected to your computer and turned on.
- You have properly loaded shipping labels in the printer. If necessary, see the *Quick Start Guide* for information on how to set up your printer and load the labels.


To print the label

- 1 Enter the number of copies of this label to print in the **Copies** field on the Main toolbar.
- 2 Click  on the Main toolbar.

## Saving the Label

Now that you have created your shipping label, you can save it as a label file. Saved labels will automatically appear in the **Label Files** drop-down list.

To save the label

- 1 Click  on the Main toolbar. The **Save File** dialog box appears.
- 2 Enter **DYMOShip** as the new name for the file and click **Save**.

Notice that your new label file, DYMOShip, is added to the top of the **Label Files** drop-down list as the most recently used label and also alphabetically in the list of labels below.

To use a label file you created, choose it from the **Label Files** drop-down list.

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**NOTE** To access your label files from the Label Files list, you must store them in the Label Files folder. A default Label Files folder is created for you, under the DYMO Label installation folder, when you first install the software.

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Now that you can open, edit, print, and save a shipping label, you are ready to modify and use most other label files.

# Chapter 2

## Using the Label Designer

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DYMO Label Software allows you to easily design labels for your specific needs using a simple-to-use Label Designer. You can also modify any of the pre-designed label files included with the software.

The Designer allows you to change the appearance and content of labels. You can add or modify text (including addresses), barcodes, sequential numbers, date-time stamps, lines, rectangles, and circles or ellipses (Macintosh). The following figures are examples of custom label designs.




### Starting the Designer

When the Designer is active, the Designer toolbar appears below the Formatting toolbar.



To start the Label Designer, do one of the following

- Create a new label file. See "Creating a New Label" on page 4. The Designer toolbar automatically appears.
- With a label file open, click .

### Design Objects

A label created in DYMO Label Software can contain various text and design objects. Each object has certain attributes, such as size, position, font, and so on. You can select the attributes that you want in the object's Settings dialog box. For more information on modifying object attributes, see the online Help.

This section describes each of the objects available on the Designer toolbar.

#### Text



The text object is useful for displaying information that remains unchanged every time you print a new label (for example, "Hello my name is" on name badges or your return address on shipping labels).

Text objects can also be used for *variable* text (text that changes from label to label). This is useful for part numbers, book titles, and many other non-address items you might save as a list in the Address Book. For more information on variable text, see the online Help.

## Address



The address object is similar to the text object, but is designed to print information that changes with each label printed, such as names and addresses. Address objects can also display POSTNET barcodes. You can change the font settings (font, size, style, and so on) for text in address objects and control the text's position. You can also apply special effects to the text.

Address objects are by default variable text objects. Address objects can also be fixed text objects. Address text is saved as part of the label in fixed text objects. The address is not saved with the label in variable text address objects. (See "How the Address Book Works" on page 15 for more information.)

## Graphic



The graphic object allows you to add your company logo and other favorite graphics to labels. You can import many popular graphic formats, position them anywhere on the label, resize them, and even specify one as the default graphic. You can also copy a graphic from a graphics application (such as Microsoft Paint or CorelDRAW), and then paste it onto a label. You can import a graphic directly from a file or (Windows only) capture an image from a video device connected to your computer.

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**NOTE** If you defined a default logo file, the graphic file you specified is automatically displayed in any new graphic objects you add. See the online Help for information about defining a default logo file.

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## Lines



You can use the horizontal and vertical line objects to improve a label's appearance. Horizontal lines also function well as visual dividers on labels (for example, between the sender and recipient's address on shipping labels). You can specify the thickness of the lines, and you can also hide lines that appear on labels.

## Rectangle



The rectangle object, like the line objects, is primarily used as a design element to enhance a label's appearance. A rectangle can be used to create a border around other objects. You can specify shades of gray to fill the rectangle. You can also specify the thickness of the rectangle border.

## Ellipse



(Macintosh) The ellipse object, like the line objects, is primarily used as a design element to enhance a label's appearance. An ellipse can be used to create a border around other objects. You can specify shades of gray to fill the ellipse. You can also specify the thickness of the border.

## Barcode



The barcode object displays and prints a barcode on your label. You can use a barcode object to display fixed information that you enter or variable information obtained from another object. When you link a barcode object to another object, the barcode object encodes the information contained in the linked object. Furthermore, if you change the information in the linked object, the barcode object automatically encodes the new information.

For example, you may want to link the barcode object to a part number text object on a label. When you update the part number in the linked text object, the barcode object is automatically updated as well.



You can choose from many standard barcode symbologies, including Code 39, Code 128, Codabar, UPC A/E, EAN 8/13, ITF-14, POSTNET, PLANET, and Interleaved 2 of 5 barcodes. You can choose to include or exclude human-readable text (alphanumeric information) and specify the font settings for the text. You can also select the barcode size and position. See the online Help for more information about the barcode symbologies supported.

## Counter



The counter object automatically numbers a series of labels. For example, you could use a counter object to automatically serialize a bunch of raffle tickets. You can specify text you want to appear before and after the counter (for example, “Disk # of ten”), as well as the starting number and the increments for counting (1, 10, 100, and so on). You can also specify the font settings for the counter information, as well as other attributes.

## Date-Time



The date-time object stamps the current date and/or time on labels using any one of several of pre-defined formats. As with counter objects, you can specify the text you want to appear in front of and behind the date-time (for example, “Today’s date is”). You can choose from a variety of date formats, including European formats. You can include or exclude the time and use the 24-hour time format (13:00, 22:00, and so on). You can control the font settings and other attributes for the date-time information.

## Curved Text




The curved text object is similar to the text object, but allows you to place the text along a curve. This object can be used for placing text around the perimeter of a round CD label or for simply adding text in an arc on any label. You can choose to display the text as a full circle or as a semi-circle along the top or bottom of the label. You can also choose to mirror the text. As with the text object, the curved text object can be used as a variable text object and you can control the font settings and object position.

## Creating a New Label File

DYMO Label Software includes a blank label file for every type of label available. When you create a new label, you select one of these blank labels as a starting point.

To create a new label

- 1 Click . The **New Label** dialog box appears.
- 2 Select a label that most closely matches the type of label you wish to create and click **OK**. The blank label opens in the label workspace and the Designer toolbar appears.

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**TIP** You can filter the number of labels displayed by selecting **Portrait** or **Landscape** in the New Label dialog box.

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## Opening an Existing Label File

To use a label file you have saved to disk, you simply open it. You can then print the label as is, or modify it to suit your needs. For convenience, the most recently saved label files appear at the top of the Label Files drop-down list.

To open an existing label file

- 1 Click . The **Open File** dialog box appears.

- 2 Select the file you wish to open and click **Open**.  
The label opens in the label workspace.

## Adding an Object

When you place a new object on a label, the new object displays certain default settings. For example, new address and text objects display text describing how to modify the objects.

Although the various types of objects are different, the steps for placing the objects on a label are nearly identical. The only difference is the tool button you select from the Designer toolbar to place the desired object.

To add an object

- 1 Click the object that you wish to add on the Designer toolbar. The new object appears in the upper-left corner of the label.
- 2 Resize and move the object where you want it on the label using the cursor.

---

**NOTE** If you defined a default logo file, the graphic file you specified appears in all new graphic objects you place. See the online Help for information about defining a default logo file.

---

## Deleting Objects

When you delete an object, the object's contents (text, graphics, barcode, and so on) are also deleted.

To delete an object

- 1 Select the object.
- 2 Select **Cut** from the **Edit** menu.

# Chapter 3

## Working with Lists

---

DYMO Label Software includes a built-in Address Book that allows you to maintain lists of addresses routinely used to generate labels.

You can also use the Address Book to store information other than addresses. This information (for example, a list of product numbers or video titles) can be linked to a variable text object or barcode object (for example, to print a barcode label for all your product numbers).

This chapter describes how to use the Address Book to create, edit, and print entries on labels. Refer to the online Help for more detailed information on using the Address Book.

### Using the Address Book

The Address Book allows you to create address or data list files. Address list entries are automatically sorted using the first line of the address. If this line is a person's name, the entry is listed and sorted by the last name. However, if the first line is a company name, the entry is sorted by the company name. Data lists are sorted by the first few characters of each entry's first line.

#### How the Address Book Works

The Address Book allows you to easily use one or more list items to print labels. The Address Book items can be used with address and variable text objects.


Address objects are by default variable text objects and the currently selected Address Book entry is displayed in the object. This means that the actual content that prints in an address object is not necessarily the same each time the label is printed. For example, if you select ten entries from the Address Book and then click print with an address label open, ten address labels will print, one for each selected entry in the Address Book. When you save an address label, only the formatting is saved, not a specific address. When that address label is opened the next time, the then currently selected Address Book entry appears in the address object.

You can, however, define an address object as a *fixed* address object, meaning that the actual address that is currently in the object is saved as part of the label when you save and close the label. The next time you open the label, the object contains the same address. The Fixed Address setting allows you to create labels for a recipient that you use frequently, but still be able to print a POSTNET barcode and check the address with Address Fixer.

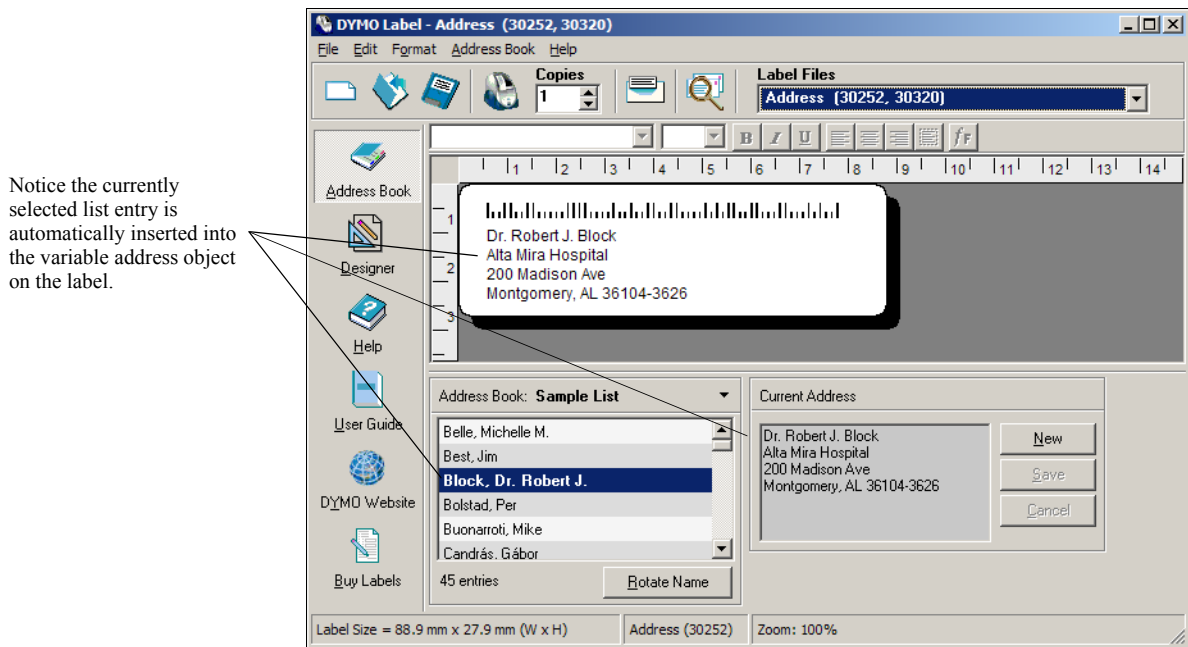
A text object normally contains static text (text that is the same each time the label prints), but it can become a variable text object by selecting the Function as Variable Text object setting. A variable text object behaves in much the same manner as an address object, but without the Address Fixer and barcode features. A variable text object can be used to print labels from list entries. For example, you can print price tags from a parts list or name tags from an attendance list.

When you open a label with a variable address object or variable text object, the currently selected Address Book entry is automatically displayed. As you select different Address Book entries, each newly selected entry is automatically displayed in the object. If you then decide you want to print the currently selected address on a different label, just open the new label and the same address appears in that label's format (as long as the new label contains an address or variable text object). The formatting from the previous label is not copied to the new label, only the text which takes on the formatting of the new label.

To display the Address Book

- Click  or select **Open** from the **Address Book** menu.

The last list file that was opened appears in the Address Book panel of the Main window. The first time you open the Address Book, the **Sample List** entries appear.

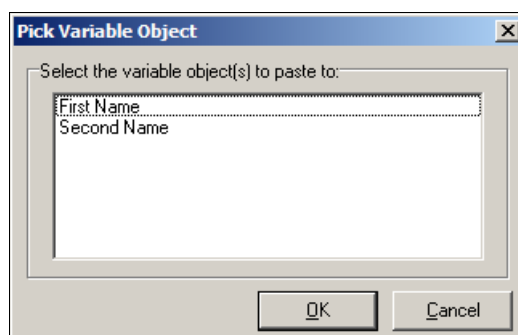


## Using Lists with Multiple Variable Objects

You can use the Address Book to enter information into variable objects (address, variable text, or barcode) on the current label. If the current label contains more than one variable object, you need to select the object into which you want the selected Address Book entry to appear.

To insert address data into a label with multiple variable objects

- 1 Select the list entries you wish to print.  
The Pick Variable Object dialog box appears listing the objects available on the current label.



- 2 Select the object you want to link to the Address Book and then click **OK**.

If the current label does not contain a variable object (address, variable text, or barcode), you are prompted to open a label that does contain one of these objects. This prompt appears because the program automatically links Address Book entries to these types of objects. You can still work in Address Book without a variable object on the current label, but Address Book will not link to the current label.

## Rotating Names in Address Lists

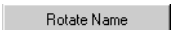
The Address Book automatically sorts addresses by the last name. For example, if you enter the following address:

Harrison Schreppel  
5040 El Cantada  
Berkeley, CA 94720-3828

The Address Book displays Schreppel, Harrison in the **Entries** list.

In some cases, Address Book incorrectly identifies which name is the last name or incorrectly identifies a company name as a person's name. This is easily fixed using Rotate Name.

To rotate the name

- 1 Select the entries that are displayed incorrectly.
- 2 Click  to rotate the words in the entry's first line so that they display correctly.

## Creating a New List

When you create a new list file, Address Book gives you the option of importing addresses or data (for new address lists or data list files, respectively) into the new file.

A new list file is created with the specified name and stored in the default list file folder. The new file name appears at the top of the **Address Book** panel.

## Opening an Existing List

If you have more than one address or data list file, you can select the list you want to use to create labels. Also, if you want to import addresses or data into a file, you must first open the file into which you want to import the data.


For information on importing and exporting list data, see the online Help.

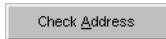
## Using Address Fixer (Windows)

Address Fixer allows you to check a recipient's address against a database of US addresses, correct any mistakes, and automatically add the complete nine-digit ZIP+4 code. Address Fixer corrects a single address at a time, so you can only use it when printing a label for the current contact.

Address Fixer cannot check addresses when you print labels for multiple contacts. Address Fixer is a separate utility available from DYMO and is included on your DYMO Label Software CD-ROM.

To check your address, do one of the following

- ▶ Click . The current address is checked.
- ▶ With a contact selected, click the **Check Address** button from the Word, Outlook, or Palm Desktop Add-in.



Visit [www.dymo.com/addressfixer](http://www.dymo.com/addressfixer) for more information about the Address Fixer utility.

## Printing Internet Postage (Windows)

The LabelWriter EL60, Turbo, 320, 330, and 330 Turbo printers are approved by the US Postal Service to print Internet postage. Currently, these printers can be used in conjunction with Stamps.com™ Internet Postage software.

To learn more about Internet Postage, visit [www.stamps.com](http://www.stamps.com). If you are already a Stamps.com user, you can print postage using the Stamps.com software from within DYMO Label Software. For more information on printing postage, refer to the online Help.

# Chapter 4

## Printing Labels Using Smart Paste

---

The Smart Paste command allows you to quickly print multiple labels from a list created in a word processing, spreadsheet, or other similar program.

The text and address objects can be used to print text from other applications. For the text object, you must select the Function as Variable Text Object setting on the Text Settings dialog box to copy text into this object. The address object is ready to use with Smart Paste by default.

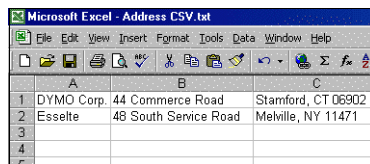
### About Smart Paste

This section describes how text from different sources can be printed on labels using the Smart Paste command.

### Spreadsheet Text

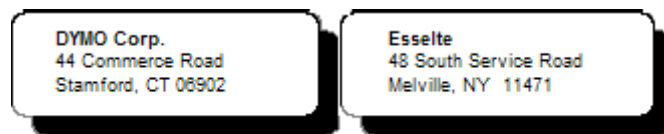
When copying and pasting rows of text from a spreadsheet program using Smart Paste, each row is treated as a separate label and each cell in the row is treated as a separate line on the label.

For example, the rows in the following spreadsheet:



	A	B	C
1	DYMO Corp.	44 Commerce Road	Stamford, CT 06902
2	Esselte	48 South Service Road	Melville, NY 11471
3			
4			
5			

will print two three-line labels: one for DYMO and one for Esselte.



### Text File

Many programs can create a text file, such as a text editing program, a database application, and so on. When you export text from a database, you usually create a delimited file with each entry separated by comma or tab characters, and a carriage return/line feed at the end of each entry.

The Smart Paste command recognizes the delimiter characters and will insert a line break on the label. When a comma is used as a delimiter, make sure the text that contains any commas that you want to print on the label is enclosed in quotation marks. The carriage return/line feed will start a new label.

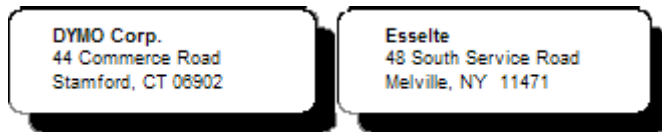
**NOTE** The separator character may be different for countries other than the United States. When using Smart Paste, the list separator character is based on the Windows list separator (or regional setting) being used.

---

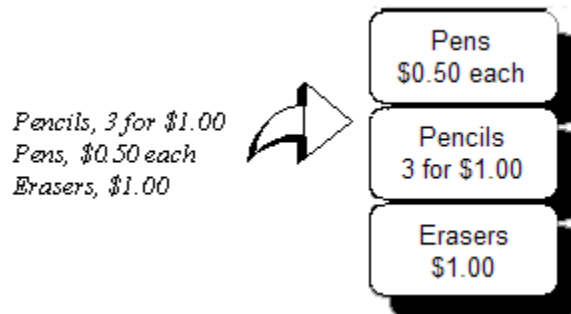
For example, the following lines of text (delimited using commas):

*DYMO Corp., 44 Commerce Road, "Stamford, CT 06902"  
Esselte, 48 South Service Road, "Melville, NY 11471"*

will print two three-line labels: one for DYMO and one for Esselte.



In another example, the following three lines of text are printed as three two-line labels:



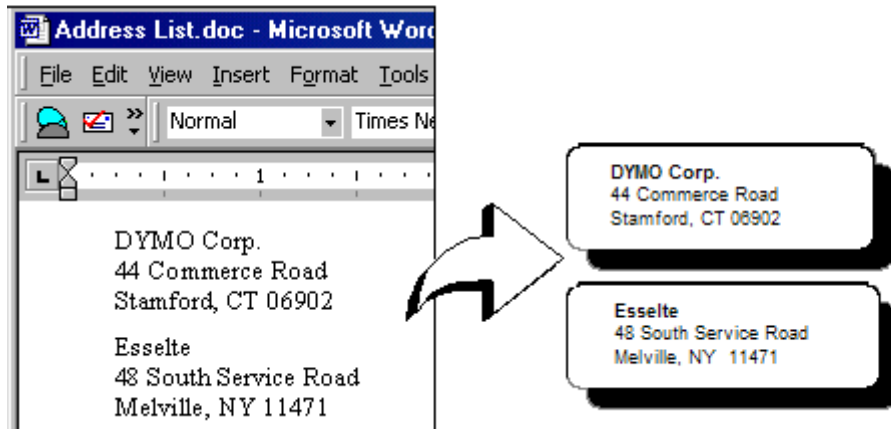
*Pencils, 3 for \$1.00  
Pens, \$0.50 each  
Erasers, \$1.00*

## Multi-Line Text from a Word Processor

When copying text from a word processor, you will typically have multi-line text. In this case, the text for each label is separated by either a single blank line or a carriage return/line feed.

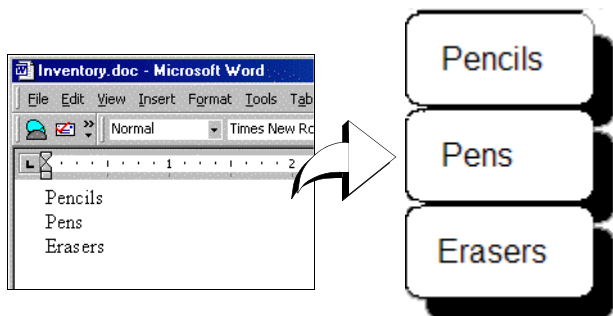
If a blank line is contained in the text, Smart Paste reads the text as multiple labels separated by a single blank line. If no blank line is found, the text is read as multiple, one-line labels.

For example, the following two addresses are separated by a single blank line and Smart Paste will print two three-line labels.





However, the following three lines of text contain no blank lines. So, Smart Paste will print three one-line labels.



## Printing Multiple Labels Using Smart Paste

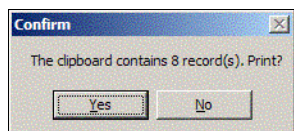
When you use Smart Paste to print multiple labels, the labels will be formatted using the font, size, and style currently selected for the text or address object receiving the text. You can use Smart Paste to print text from the clipboard or a file.

### Printing from the Clipboard

You can use Smart Paste to print labels using data copied to the clipboard.

To print multiple labels from the clipboard

- 1 Create a label as described in *Chapter 1, Getting Started*.
- 2 Make sure you have at least one text or address object on the label.  
If using a text object for the paste, select **Function as Variable Text Object** on the Text Settings dialog box.
- 3 Copy the text you wish to print as labels to the clipboard.
- 4 Select **Smart Paste**, and then **From Clipboard** from the **Edit** menu.  
A dialog box appears telling you how many labels will be printed.



- 5 Click **Yes**. The labels begin printing.

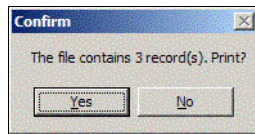
### Printing from a File

You can use Smart Paste to print data saved in a CSV or text file.

To print multiple labels from a file

- 1 Save the data you wish to print as labels as a CSV or text file.
- 2 Create a label as described in *Chapter 1, Getting Started*.
- 3 Make sure you have at least one text or address object on the label.  
If using a text object for the paste, select **Function as Variable Text Object** on the Text Settings dialog box.
- 4 Select **Smart Paste**, and then **From File** from the **Edit** menu.  
The File Open dialog box appears.
- 5 Navigate to and open the file you exported as CSV or text.

A dialog box appears telling you how many labels will be printed.



**6** Click **Yes**. The labels begin printing.

# Chapter 5

## Using the LabelWriter with Other Applications

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This chapter describes how to use your LabelWriter printer with other application programs. The chapter covers:

- Printing labels from Microsoft Word using the Word Add-In.
- Printing labels using other Add-Ins for Windows applications.
- Using Merge Print from Database for database connectivity.
- Using the LabelWriter printer driver to print labels directly from other programs.

### Add-In for Microsoft Word

DYMO Label Software includes an add-in program that enables you to quickly print mailing labels from a Microsoft Word document. The add-in works with Microsoft Word 97, 2000, and XP for Windows and Microsoft Word XP for Macintosh.

The Word Add-in is automatically installed as part of the DYMO Label Software. When properly installed, you will see a small LabelWriter printer button on the main toolbar of Microsoft Word. If you don't see this icon, you'll need to reinstall your DYMO Label Software.


Don't worry, none of your existing files will be changed. Simply reinstall DYMO Label Software from your DYMO Label Software CD-ROM.

---

**CAUTION** When you reinstall the DYMO LabelWriter Software, all of the pre-designed label files are also reinstalled. If you have made any changes to the pre-designed label files and have not saved the changes with a new file name, copy the changed label files to another location before you reinstall the software so you don't lose your changes. Then once the installation is complete, copy the label files back into the Labels folder.

---

### Using the Word Add-In


When the Word Add-in is properly installed, you will see the LabelWriter  button in the main toolbar of Microsoft Word.

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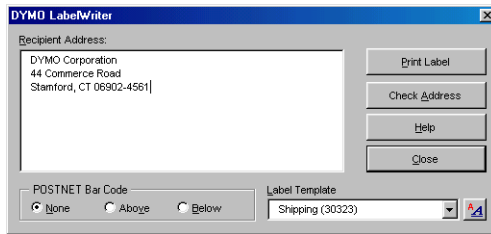
**NOTE** When you start Word the first time after you install the Word Add-In, a macro warning dialog box may appear asking if you wish to trust macros from DYMO Corporation. This dialog box is displayed because of your Macro Security setting within Word. In the warning dialog box, select the **Always trust macros from this source** check box, and then select the **Enable Macros** check box. The Word Add-In will now work properly and you will not see this warning again.


---

To start using the Word Add-in

- 1 Open Microsoft Word and type an address.
- 2 Click  on the Word toolbar or select the **DYMO LabelWriter** command from the **Tools** menu.

The **DYMO LabelWriter** dialog box appears with the address from your document automatically placed in the **Recipient Address** field.



If your document contains more than one address and you want to make sure the Word Add-In uses the correct one, select the address in your Word document before you click .

### Printing the Address

Once the **DYMO LabelWriter** dialog box appears, you can select from a number of different address and shipping label files, depending on how you want the label to look.

To print the label


- 1 Select the desired label file from the **Label Files** drop-down list.
- 2 To change the address, edit the address in the Recipient Address dialog box.
- 3 Click **Print Label** to print the label.

If you are printing a shipping label file, it will include the return address that's already been defined for the file.

## Additional Windows Application Add-Ins

In addition to the Microsoft Word Add-In, you can install add-ins for several Windows-based contact management applications. Each application is described in this section and full details for installing and using the add-ins is included in the online Help.

### About Microsoft Outlook and Palm Desktop Add-Ins

Similar to the Microsoft Word Add-In, the Microsoft Outlook and Palm Desktop Add-ins are automatically installed at the same time as DYMO Label Software. When an add-in is installed correctly, you will see a  tool button in the main toolbar of the application. Microsoft Outlook requires one additional step to enable the add-in from within Outlook. See "Enabling the Outlook Add-In" later in this section.

If you don't see this tool button, you will need to reinstall your DYMO Label Software.

**CAUTION** When you reinstall the DYMO LabelWriter Software, all of the pre-designed label files are also reinstalled. If you have made any changes to the pre-designed label files and have not saved the changes with a new file name, copy the changed label files to another location before you reinstall the software so you don't lose your changes. Then once the installation is complete, copy the label files back into the Labels folder.

---

### Enabling the Outlook Add-In

The Outlook Add-In works on Windows systems with Outlook 97, 98, 2000, and XP.

**NOTE** The Outlook Add-In does not work with Microsoft Outlook Express.

---

If the LabelWriter tool button appears in your Outlook toolbar automatically, you can begin using the Add-In. If a tool button is not present, you'll need to enable the Outlook Add-In from the Outlook Add-In Manager.

To enable the Outlook Add-In

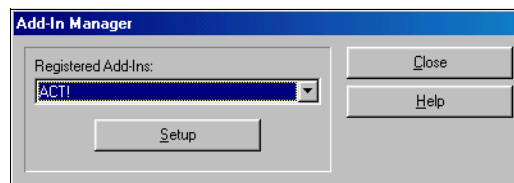
- 1 Choose the **Options** command from the **Tools** menu in Outlook.  
The **Options** dialog box appears.
- 2 Select the **Other** tab and then click **Advanced Options**.  
The **Advanced Options** dialog box appears.  
For Outlook 97, also select the **General** tab.
- 3 Click **Add-In Manager**.
- 4 Check the **DYMO LabelWriter** item in the **Add-In Manager** list (you might have to scroll down the list to display this item).  
If DYMO LabelWriter does not appear, click the **Install** button and then select from the list of files. Click **OK**.
- 5 Click **OK** in each of the dialog boxes you opened.
- 6 Exit from Outlook and then restart the program.

The Outlook Add-In automatically adds a LabelWriter printer button to the Outlook toolbar and adds the DYMO LabelWriter command to the Tools menu.

## About the ACT! and GoldMine Add-Ins

DYMO Label Software includes add-ins for ACT! and GoldMine that enable you to print contact information for your contact databases onto labels. Once you install the add-in, you can quickly print address, shipping, file folder, and other labels for the current contact, the current lookup, or for all contacts in your database.

These two Add-Ins are installed and managed through the **Add-In Manager** on the **File** menu.



Complete instructions for installing and using these add-ins is available in the online Help.

## About the Database Add-In

DYMO Label Software includes a database add-in that enables you to print information from a variety of databases onto labels. Once you install the add-in, you can quickly print address, shipping, file folder, and other labels from the data in your database.

When selected, the database add-in is automatically installed when the DYMO Label Software is installed. You access the database add-in from the **Merge Print from Database** command on the **File** menu in DYMO Label Software.

The complete instructions for using the database add-in are available in the online Help.

## Printing Directly from Other Applications

At times you may want to print labels directly from another program to your LabelWriter printer, without using DYMO Label Software or the LabelWriter add-ins. One example could be if you maintain address lists within Microsoft Word or Access and want to print them all on labels without importing the list to the DYMO Label Software Address Book.

Printing labels directly from applications like these is quite easy because the LabelWriter printers come with standard Windows and Mac OS printer drivers that work with virtually any application.

Detailed instructions on printing directly from Microsoft Word can be found in the online Help. Even if you are using a different application program than Word, reviewing the instructions in the online Help will give you an understanding of how to use the LabelWriter printer driver with your favorite program.

# Maintenance and Troubleshooting

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This chapter describes how to take care of your LabelWriter printer and offers suggestions for identifying problems that can occur when you using the printer. If you can't solve a problem, this chapter also describes how to contact DYMO for technical support.

## Caring for the LabelWriter Printer

The LabelWriter printer is designed to give you long and trouble-free service, while requiring very little maintenance. You'll get the best possible performance from your LabelWriter printer if you follow the setup instructions that appear in the *Quick Start Guide* and the procedures described in this section.

You can easily clean your LabelWriter printer using the following items:

- Lint-free cloth.
- Isopropyl alcohol, diluted dishwashing detergent, or diluted glass cleaner. (If you use glass cleaner, make sure it does not contain ammonia.)
- Small, soft brush, such as a paint brush.
- LabelWriter cleaning card. One cleaning card (part number 60622) is included in your printer package. To purchase additional cleaning cards, visit [www.dymo.com](http://www.dymo.com) or call (800) 426-7827.

To keep your LabelWriter printer working properly, you should clean it from time to time. Dusting the outside of the printer occasionally will help keep foreign matter from getting inside the printer. However, it is still a good idea to periodically perform some basic interior maintenance.

To clean the exterior and interior of your printer

- 1 Turn off the printer and disconnect the power cord.
- 2 Use the lint-free cloth to wipe the exterior of the printer. Remove dirt and smudges with one of the cleaning solutions mentioned above.
- 3 Open the top cover.
- 4 Use a small, soft brush/cotton swab to whisk away paper dust and other stray particles from the inside of the printer.
- 5 Remove the roll of labels to clean under the roll.
- 6 If you have a LabelWriter cleaning card, follow the instructions printed on its packaging and feed it through the printer mechanism.
- 7 Reconnect the power cord and turn on the printer.
- 8 Reload the roll of labels and close the top cover.

## Performing a Printer Self-Test

If you experience problems with broken characters or other print quality issues, you should perform a printer self-test. The self-test verifies that all elements of the print head are in working condition.

To perform a self test for the LabelWriter EL40, EL60, Turbo, and 300

- 1 Turn off the printer using the switch on the back.
- 2 Press and hold down the form-feed button.
- 3 Turn on the printer and then release the form-feed button.

Your LabelWriter will print vertical lines along the width of the printer. To change the test pattern being printed, press the form-feed button.

- 4 To stop the self test, turn the printer off.

To perform a self-test for LabelWriter 310, 315, and 320

- 1 Press and hold down the multi-function button on the front of the LabelWriter for 10 seconds. The LED light begins flashing red and green, and starts printing vertical lines along the width of the printer. The test pattern automatically changes every 3/4 inch (1.9 cm).
- 2 To stop the self-test, press and release the multi-function button.

To perform a self-test for the LabelWriter 330 and 330 Turbo

- 1 Press and hold down the multi-function button on the front of the printer for 10 seconds.
- 2 Release the multi-function button. The printer will begin printing vertical lines along the width of the printer. The test pattern will automatically change every 3/4 inch.
- 3 To stop the self-test, press and release the multi-function button.

## Obtaining Technical Support

If you experience problems with the set up or use of your LabelWriter printer, carefully read this manual and consult the online Help to make sure you have not missed something that is covered in the documentation.

If you cannot resolve your problem by consulting the documentation, you can obtain additional information and assistance from DYMO.

## Contacting DYMO

DYMO maintains an Internet Web site, [www.dymo.com](http://www.dymo.com), that offers support for each LabelWriter printer. DYMO's technical support department is also available by phone and fax between 9 A.M. and 8 P.M. Eastern time.

**Web site:** [www.dymo.com](http://www.dymo.com)

**Phone:** (203) 588-2500

**Fax:** (203) 588-2560 or (203) 355-7060

Visit the Support section of our Web site at [www.dymo.com](http://www.dymo.com) to contact us by e-mail.



# Appendix A

# Printer Specifications

This section gives the printer specifications for all the LabelWriter printers.

	EL40	EL60	Turbo	300	330	330 Turbo	310	315	320
Print Method	Direct Thermal								
Print Resolution	203 dots per inch (80 dots per mm)			300 dots per inch (118 dots per mm)					
Print Speed (labels/min for 4-line address label in text mode)	12	12	32	16	16	32	8	8	16
Maximum Print Width	1.57" 40 mm	2.25" 56 mm	2.25" 56 mm	1.57" 40 mm	2.25" 56 mm	2.25" 56 mm	1.57" 40 mm	1.57" 40 mm	2.25" 56 mm
Maximum Media Width	2.44" (62 mm) in all printers								
Maximum Label Length	User-definable								
Paper Handling	Maximum 300 feet (91 meters) of thermal paper; 1200" (30 meters) of labels								
Interface	USB (USB Spec 1.1 protocol); Serial (Bi-directional, RS232)						USB (USB Spec 1.1 protocol)		
Serial Printer Settings	19,200 baud, 8 data bits, no parity, hardware handshaking		115,200 baud, 8 data bits, no parity, hardware handshaking			N/A	N/A	N/A	
Dimensions	4 7/8" (12.4 cm) x 5 3/4" (14.6 cm) x 7 1/4" (18.4 cm) (WHD)								
Weight	1 1/2 pounds (0.68 kg)								
Average Print Head Life	2,000,000 linear inches (over 31 miles) 50800 linear meters								
Printer Power Requirements	100-240 V ~ 850 mA 47-63 Hz, Class II The LabelWriter printer's internal power supply allows you to use it Worldwide with an appropriate adapter.				24 VDC 1.0 A		24 VDC 0.63 A		24 VDC 1.0 A
Regulatory Approvals	CE, FCC, cTUVus, GS and C-Tick								
Warranty	One Year Limited								

## Developer and SDK Information

DYMO provides various types of information designed to help developers create products that work with the LabelWriter printers and DYMO Label Software. Below are some notes for those interested in developing products that work with LabelWriter printers.

- Keep in mind that LabelWriter printers use standard printer drivers. Therefore, printing to a LabelWriter is no different than printing on a laser printer, except that the pages are smaller.
- In cases where you want to automate printing and take advantage of the label printing power built into DYMO Label Software, a Software Developer's Kit (SDK) is included in your LabelWriter CD. The SDK provides OLE, direct DLL calls, and Dynamic Data Exchange (DDE) interfaces. For more information, visit [www.dymo.com/developers](http://www.dymo.com/developers).

You can check the Developer's forum on the DYMO Web site at [www.dymo.com/developers](http://www.dymo.com/developers) for the latest news. Also, you can join the Developer's mailing list to obtain developer-specific news and announcements.

# Declaration of Conformity

## Equipment Information

Description: Direct Thermal Printer

Models: LabelWriter 300 (90791), 310 (90794), 315, 320 (90795), 330 (90891), 330 Turbo (90884), EL40 (90644), EL60 (90645), Turbo (90737)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC (Federal Communications Committee) rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try correcting the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Use shielded cables to connect this device to computers.
- Consult the dealer or an experienced radio/TV technician for help.

---

**NOTE** Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment and void the manufacturer's warranty.

---

## Certification

This device has been tested and complies with the requirements of:

UL 1950

EN60950: Low Voltage Directive Product Safety

FCC Part 15 Class B

EN55022: Radiated and Conducted Emissions B

EN50082-1: Generic Immunity ESD, RF, and Transient Susceptibility

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## Limited Warranty

DYMO warrants the LabelWriter printer against defects in materials and workmanship for a period of one (1) year from the date of original retail purchase. If DYMO receives notice of such defects during the warranty period, DYMO will, at its option, either repair or replace printers that prove to be defective.

**CAUTION:** Because DYMO LabelWriter printers use thermal printing technology, you must use specially designed and manufactured labels. Do NOT use third-party labels. The thermal coating on these labels has a different sensitivity than DYMO-brand labels. DYMO will not support the use of labels other than those designed and manufactured by DYMO. Using labels other than DYMO-brand labels may void your warranty.

## Warranty Exclusions

This warranty does not cover customer abuse or accidental damage. DYMO's sole liability is limited to supplying the parts and labor required to restore the warranted product to its normal operating conditions. This warranty is in lieu of all other warranties, express or implied, and in no event is DYMO Corporation liable for consequential or incidental damage incurred by the user.

## Returning the LabelWriter for Service

To claim warranty coverage, a dated proof of purchase for the LabelWriter printer is required.

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**NOTE** *Please DO NOT send products to DYMO without first obtaining a Return Authorization (RA) number. Packages shipped without an RA number will be returned to you. This applies to both warranty and out-of-warranty repairs.*

---

## Obtaining an RA Number from DYMO

Contact DYMO's technical support department at (203) 588-2500 between 9 A.M. and 8 P.M. Eastern time. A technical support specialist will ask you to describe the problem and provide the product's serial number. Upon confirmation of the defect, the service representative will fax a Return Authorization (RA) form to you to complete. Once the completed RA form is received by DYMO, an RA number will be issued to you.

## Shipping the Printer to DYMO

The RA number must be clearly written on the side of the shipping container in which you return the LabelWriter. DYMO will not accept any return without an RA# marked on the outside of the box. The product must be sent freight prepaid to the following repair center.

**DYMO Service Center**  
RA#xxxxx (place your RA# here)  
83 Harvard Avenue  
Stamford, CT 06902-5506

DYMO will repair the defects covered under warranty at no charge in approximately three working days. DYMO will return the repaired product to you using an equivalent shipping method.

The original warranty on the printer remains – it does not restart from the repair date.

## Out-of-Warranty Repairs

Repairs to out-of-warranty printers are billable and will only be made after your authorization.

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