

Creating Bar Code Price Tags with DYMO Software.

Requires DYMO 30332, 1" x 1" labels (available from OLSON & IVES). These instructions are for the following supported DYMO printers:

DYMO LabelWriter 400 and DYMO LabelWriter Twin Turbo

1. Open DYMO Label software.
2. Select the correct label size.
 - A. Click on File > New
 - B. Select small 1 in x 1 in label (30332) and click OK.
 - C. A 1-inch by 1-inch label appears.
3. Design a bar code.
 - A. Click on the bar code button located above the ruler.
 - B. A message appears in the label stating that the bar code is too long.
 - C. Double-click on the message.
 - i. The bar code settings page opens.
 - D. Enter in your desired SKU for the data.
 - E. Select the symbology (usually UPC A).
 - F. Select if you want text with the bar code.
 - G. Choose small for bar code size and click OK.
4. Expand and position bar code.
 - A. Click on the corner of the bar code and drag until desired size is reached.
 - B. Position the bar code by clicking and dragging.
5. Add text to a bar code label.
 - A. Click on the Ab icon above the ruler.
 - i. A blank box appears in the label.
 - B. Type in the text.
 - C. Position text box by clicking and dragging box to desired position.
6. Print the label.
 - A. For the DYMO LabelWriter 400
 - i. Click on the print icon in the upper left of the screen.
 - B. For the DYMO LabelWriter Twin Turbo
 - i. Select the roll where the tags are loaded in upper right hand corner of the screen.
 - ii. Click on the print icon in the upper left of the screen.

Call OLSON & IVES for further assistance, 800-205-0650