

Designing Bar Code Labels with DYMO Software & Windows 7

These instructions are for the following supported printers:

Dymo LabelWriter 400, 450, and DYMO LabelWriter Twin Turbo

1. Open DYMO Label software.
2. Select the correct label size.
 - A. Select *Multipurpose Labels* from drop down menu on left-hand side.
 - B. Scroll down until you see Square 1" x 1" and select it.
 - C. A 1-inch by 1-inch label appears.
 - D. Choose the picture with the barcode and price on it.
 - i. This label now appears in the design window on the right-hand side.
3. Design a bar code.
 - A. Double click on the barcode.
 - i. A window will open.
 - B. Select the symbology (usually UPC E).
 - i. UPC A barcode types are too big for 1" x 1" stock.
 1. A message will appear on the label stating the barcode is too long.
 - C. Enter in the desired SKU for the data under barcode data.
 - D. Select if you want Human-readable text to appear and where.
 - E. Choose small for bar code size and click *OK*.
4. Position bar code.
 - A. Position the bar code by clicking and dragging.
5. Text on the barcode label.
 - A. Click on the price above the barcode.
 - B. Highlight the text and type in your desired 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 green print button in the lower left of the screen.
 - B. For the DYMO LabelWriter Twin Turbo
 - i. Your printer appears on the bottom of the screen.
 1. Select the side your labels are loaded on from the drop down menu.
 - ii. Click on the green print button in the lower left of the screen.

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