

DYMO LabelWriter Add-In

for Use with QuickBooks®

The DYMO LabelWriter Add-In enables you to quickly print mailing labels to the DYMO LabelWriter printer from within Intuit's QuickBooks® software.

DYMO LabelWriter Add-In allows you to print:

- a single label for the current customer or vendor from within the Invoice, Sales Receipt, and Purchase Order functions. (All versions of QuickBooks 2002 and 2003)
- multiple mailing labels using company lists, such as employee, vendor, customer and so on. (QuickBooks Pro 2002 and 2003, and QuickBooks Premier 2003)
- one or more mailing labels for letters you create using the Write Letters feature. (QuickBooks Pro 2002 and 2003, and QuickBooks Premier 2003)

Enabling the Add-In

You must enable DYMO LabelWriter Add-In within each company file to allow the application access to your QuickBooks data.

The first time you select the LabelWriter printer icon on the QuickBooks toolbar within each of your company files, you will see a dialog box asking you to allow the DYMO LabelWriter Add-In to access your data files. Allowing this access enables printing to the LabelWriter printer using data from that company.

To allow DYMO LabelWriter Add-In to access your company data


- At the Security dialog box, click **Yes, Always** and then **Yes** again in the next dialog box to allow access to your company data.

Printing a Label for the Current Record

You can print a single label for the current customer or vendor from within the QuickBooks Invoice, Sales Receipt, and Purchase Order functions. You can also print a single label from the Print Multiple Labels dialog box by selecting only one name to print.

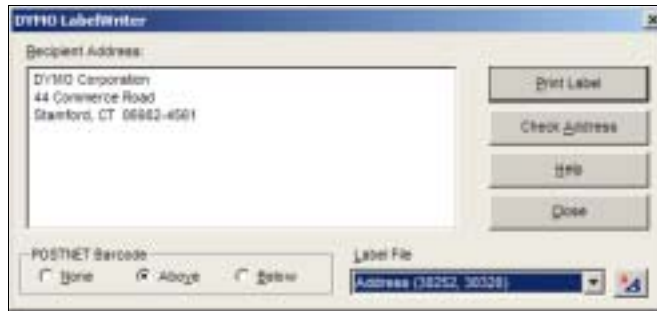
NOTE With QuickBooks Pro and Premier 2002 and 2003 you can also print multiple labels. See "Selecting Multiple Records to Print" on page 2.

To print a label for the current record

- 1 From Invoices, Sales Receipts, or Purchase Orders, click the  icon on the toolbar. A drop-down list appears.


- 2 Choose **Print Single Label** from the drop-down list.

The DYMO LabelWriter dialog box is displayed with the address from the QuickBooks document placed in the Recipient Address field.



- 3 Edit the recipient address if necessary.
- 4 Select **Check Address** to check the address and ZIP code with **Address Fixer**.

NOTE Address Fixer is a utility that is installed with your DYMO Label Software. Only U.S. addresses can be checked with Address Fixer and you must be connected to the Internet.

- 5 Choose to print a **POSTNET Barcode** above or below the address on the label. Or, choose not to print a barcode.
- 6 Select the type of label you are using from the **Label File** drop-down list.
Or, click  to start DYMO Label Software where you can select a different LabelWriter printer, edit the format and layout of the label, and so on. Refer to the *DYMO Label Software User Guide*.
- 7 Select **Print Label** to print the label.

If you are using a shipping label file, it will include the return address that's already been defined for the file in DYMO Label Software.

Selecting Multiple Records to Print

You can print multiple labels from within QuickBooks independent of your current activity. Printing multiple labels using DYMO LabelWriter Add-In is very similar to printing mailing labels directly from QuickBooks to your local printer; the main difference is that you can print pre-formatted labels to the LabelWriter printer instead.


You can choose to print labels using the following selection criteria:

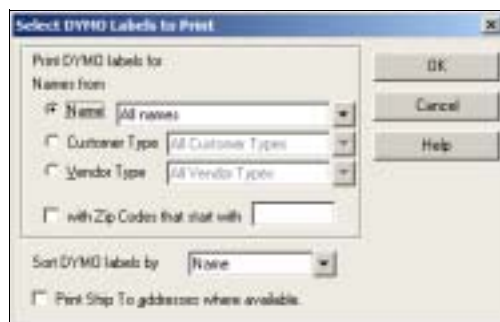
- All or selected names
- All or selected customer types
- All or selected vendor types
- By specified ZIP code

In addition, you can choose to sort the labels by Name or Zip Code. And, you can choose to print the Ship To addresses when available.

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 select multiple records

- 1 Click the  icon on the QuickBooks toolbar.
If you are working with Invoices, Sales Receipts, or Purchase Orders, a drop-down list appears where you can choose to print a single label for the current contact or multiple labels.
- 2 Select **Print Multiple Labels** from the drop-down menu, when applicable.
The Select DYMO Labels to Print dialog box appears.



- 3 Select the name filter that will print the desired labels.
- 4 Select the sort criteria for the labels from the **Sort DYMO Labels by** drop-down list.
- 5 To print a company's shipping address instead of its main address, select the **Print Ship To addresses where available** check box.
- 6 Click **OK**.

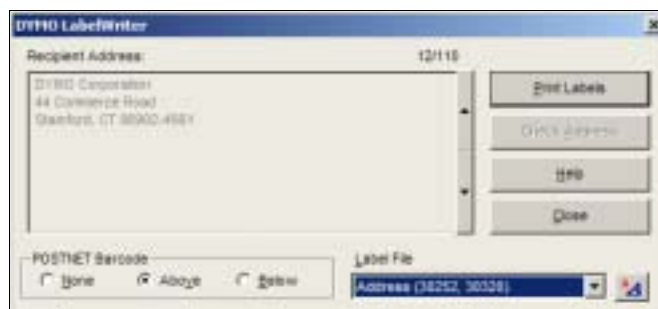
The DYMO LabelWriter dialog box is displayed with the first address from the list of addresses you selected displayed in the Recipient Address field

Printing Multiple Labels

Once you have selected your filter criteria, you can select the type of label and other formatting before printing the labels. You can also scroll through the addresses that will print to make sure they are correct.


To print multiple labels

- 1 Select the records you wish to print. (See "Selecting Multiple Records to Print" on page 2.)
The DYMO LabelWriter dialog box is displayed with the first address in the group you selected placed in the Recipient Address field.



You cannot edit the addresses when printing multiple labels but you can scroll through the addresses using the up and down arrows on the right side of the Recipient Address field.

- 2 Choose to print a **POSTNET Barcode** above or below the address on the label. Or, choose not to print a barcode.


- 3 Select the type of label you are using from the **Label File** drop-down list.
Or, click  to start DYMO Label Software where you can select a different LabelWriter printer, edit the format and layout of the label, and so on.
- 4 Select **Print Label** to print the label.

If you are using a shipping label file, the label will include the default return address that has already been defined for the file in DYMO Label Software.

Printing Labels for Letters

You can print labels for the letters you prepare using the Write Letters feature in QuickBooks Pro 2002 and 2003, and QuickBooks Premier 2003. Because the QuickBooks Write Letters feature creates the letters in Microsoft Word, you can create mailing labels for your letters using the DYMO LabelWriter Word Add-In, which was automatically installed with the DYMO Label Software.

To print labels for letters

- 1 Select **Write Letters** from the **Company** menu.
- 2 Create your letters using the **Write Letters** wizard.
- 3 When the letters are complete in Microsoft Word, click  on the Word toolbar.
The DYMO LabelWriter dialog box is displayed with the first address in the group of letters placed in the Recipient Address field
- 4 Print the labels the labels as described in "Printing Multiple Labels" on page 3.