How to create a new label

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How to create a new label

1. Open the DYMO Label™ Software
2. In the top left hand corner of the screen you will see 3 tabs
   a. Labels
   b. Insert
   c. Address Book
3. Go to the “Labels” tab and you will see a list of all available label types
4. Select your label type from the drop-down menu

5. Find the label corresponding to the label type you are using
6. Click on [Image] and a new window, containing all label layouts, will open.
7. Select a blank layout from the bottom of the list and click on it
The blank layout will now be visible in the work area in the middle of the screen.

8. Click on the insert tab and you will see a list of object you can use to create your label:
9. Double click on the object you wish to use and it will be placed on the blank label
To move the object to a different place on the label, place your cursor on one of the object’s borders. When you see 
, click with the left mouse button and while holding the button, move your mouse to the position where you want to have the object.

To resize the object, place your cursor in one of the object’s corners or in the middle of one of the borders and you will see:
- ↑ for resizing the object up and down
- ← for resizing the object left and right
- ← ↑ for resizing the objects to scale

10. After resizing and adjusting the size of your text/address objects. Add text to the object by clicking inside the object and typing in the information

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11. You can adjust the font, the font size and format from the taskbar located above the work area:

12. You can add different objects depending on the label you wish to create. (More information regarding the different objects can be found in the Object Details section of this document)

To add different objects on the label you need to double click on them and they will automatically be placed on the label you have in the work area.

13. Adjust the size and properties of the different objects you have on the label.

14. After your label has been created:
- To save the label:
  - Click on “File” and choose “Save As” from the dropdown menu
A new window will appear. In that window choose the location you wish to save your label into and enter a name for the label.

To print the label after creating it:
- Make sure your printer is selected and press the “Print” button located in the bottom right hand corner of the screen.
Object Details

Object overview:

An “Address Object” is an intelligent text box, which by default is a variable object. It can be used in combination with the DYMO Label™ Software Address Book or in combination with other objects by linking the object and using it as a source of information.

Object Properties:

- Mirror effect – Creates a mirror image of your text
- Adds an intelligent barcode to US postal addresses
- Changes the color of the background and the text
- Disables the variable function of the address object
- Aligns the text within the borders of the address
- Scales your text to fit the object size
Object overview:

A “Text Object” is a static text box, which by default is a static object. It can be used to enter text manually or in combination with other objects by linking the object and using it as a source of information.

Object Properties:

- Mirror effect – Creates a mirror image of your text
- Vertical text – Writes the text you enter vertically:
- Changes the color of the background and the text
- Changes the static text object to a variable text object (similar to the Address object)
- Aligns the text within the borders of the address
- Scales your text to fit the object size
**Object overview:**

The counter object creates an automatic counter, which changes its value with each printed label.

**Object Properties:**

- **Static text located before the counter**
- **Static text located after the counter**
- **Start value**
- **Increment**
- **Width of the counter**
  - e.g. 3 refers to 001
- **Font and color options**

![Counter Object Properties dialog box](image)
Object overview:

The “Date and Time” object prints the current date and time from the computer on a label

Object Properties:

- Format in which the date will be printed
- Adds the current time on the computer
- Sets the format of the time to 24h e.g. 18:00
- Static text located before the timer
- Static text located after the timer
- Static text located before the timer
- Static text located after the timer

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Object overview:

The “Barcode” object adds a barcode to the label

Object Properties:

- 20 available barcode types
- The information the barcode should represent
- Allows the barcode to take serialized data from another source
- If there is another object which contains the barcode data the barcode can be linked to it and use it as a source
- Determines where the barcode data will be shown
- Determines the barcode size
- Determines the location of the barcode within the object itself
- Determines where the barcode data will be shown
Object overview:

The “Shape” object adds different shapes to the label, which can be used as:

- Separators
- Boarders etc.

Object Properties:
Object overview:

The “Image” object adds a custom image from your computer, webcam, or clipboard to the label

Object Properties:

Source of the image:
- Clipboard – image that you just copied
- Take a picture with your webcam
- Default logo (phone)
- File from your computer

Determines the scale of the image

Determines additional boarders to the image and the border’s color

Determines the web camera which should be used to take a picture.

Determines the alignment of the picture within the object itself
**Object overview:**

The “Circular” object adds a text object in which the text is in the form of a circle, or an arc.

**Object Properties:**

Changes the static text object to a variable text object (similar to the Address object)

Mirror effect – Creates a mirror image of your text

Determines the alignment of the text within the object itself

Changes the style of the circular text from circle to arc
Advanced options:

The “Advanced” tab of all object “Properties” windows, contain the same options:

- Editable name of the object
- Possibility for manually setting the position and size of the object
- Possibility for rotating the object itself