DYMO®

DYMO ID™

User Guide

newell
BRANDS

Contents

This page intentionally left blank for double-sided printing.

Introduction

DYMO ID software makes it easier than ever to design and print labels and transfer files to your XTL or Rhino 6000+ label maker.

Get started by taking a tour of DYMO ID.

- Tour the Home screen
- Tour the label editor
- Tour the data grid

To jump right in, choose the type of label you want to create:

Quick Rhino Quick	General	Flag	Cable Wrap	Heat-Shrink Tube	Laminated Cable Wrap
110-Block	Patch Panel	Horizontal Breaker	Vertical Breaker	Distribution Panel	Terminal Block
Asset Tracking	Materials Management	Safety	Arc Flash	Pipe Marking	Rhino Laminated Cable Wrap

For complete information about your printer, download the appropriate user guide from the Help menu in the software.

What's New in DYMO ID

In addition to all the features you are familiar with, this topic lists the new features added to each release.

What's New in Version 1.5

- Support for the Rhino 6000+ label printer
- Addition of the Rhino Quick and Rhino Laminated Cable Wrap applications

What's New in Version 1.4

- Fixed an issue in the Cable Wrap label application

What's New in Version 1.3

- Import data directly from Fluke Network's LinkWare™ Live.
- Mark a label file as a Favorite as well as an image file.
- Resize a QR code to automatically fit the selected label size.
- Choose the number of times the text is repeated on the label with the improved Cable Wrap label application.

What's New in Version 1.2

- Support for Microsoft Windows 10
- Support for LabelWriter 4XL label printer
- Support for printing on LabelWriter Durable Labels from the General, Materials Management, and Asset Tracking label editors

What's New in Version 1.1

- Initial release of DYMO ID software

How Do I ...

- **Create multiple labels**

  You can create mulitple labels quickly in two ways:

  - Enter or import data into the data grid and then map the data to the label preview. A new label is created for each row in the data grid. See About the Data Grid for more information on working with the data grid.

  - Use ⌐A1,B2...Nn⌐ **Serialize** to create a series of labels by incrementing characters in your data. See Using Serialization for more information.

- **Create a series of labels**

  You can quickly create a series of labels by using ⌐A1,B2...Nn⌐ **Serialize** to increment one or more characters on your label. See Using Serialization for more information.

- **Reuse data**

  When you start a new label, you can reuse the data from the previous label using ⌐⌐ **Recall**. See Recalling Data for more information.

- **Import a spreadsheet file**

  You can import data into the data grid from a spreadsheet or database file. To import from a spreadsheet, you must first save the data as a .CSV file. See Importing Data for more information.

- **Change the label selection**

  Click [All-Purpose Vinyl ▾] to display the label selection dialog box. See Selecting Labels for more information.

  📌 Only those label types that are compatible with the currently selected label printer and label application will be displayed in the label selection dialog box.

- **Add a custom image**

  You can import a custom image from your computer in file types: .jpg, .gif, .png. The imported images will be stored under the Custom image category when you select 🖼 **Image** from the **Insert** toolbar. See Adding Custom Images for more information. Custom images can also be transferred to an XTL label maker.

- **Transfer templates, images, and labels to my printer**

  You can transfer custom images, saved label files, and templates to an XTL label maker from 📁 **Manage files**. You can transfer simple label files to a Rhino 6000+ label maker. See Managing Files for more information.

- **Use label objects**

  You use label objects to design your labels. Most labels already include a text box. You can then add additional text boxes, barcodes, images, and shapes from the **Insert** toolbar. See Working with Objects for more information.

  Not all label types allow additional design objects. Refer the section on each label application for what you can do to customize that type of label.

- **Create a vertical label**

  Some label applications have an Orientation property that allows you to create the label so it reads vertically. However, to create a simple label to apply to a vertical surface, use the General label application. See Create a Vertical Label for complete instructions.

Tour DYMO ID Software

In DYMO ID software, you'll be working in three basic areas:

- **Home screen** - where you can select a label application, select a label printer, select a label type, manage files, and customize the settings.
- **Label editor** - which includes an editor for creating each type of label.
- **Data grid** - which allows you to enter or import data and then map the data to text boxes or barcode objects on your label.

In addition, keyboard shortcuts and right-click menus are available to help you work more efficiently.

Touring the Home Screen

The Home screen is the main interface for DYMO ID.
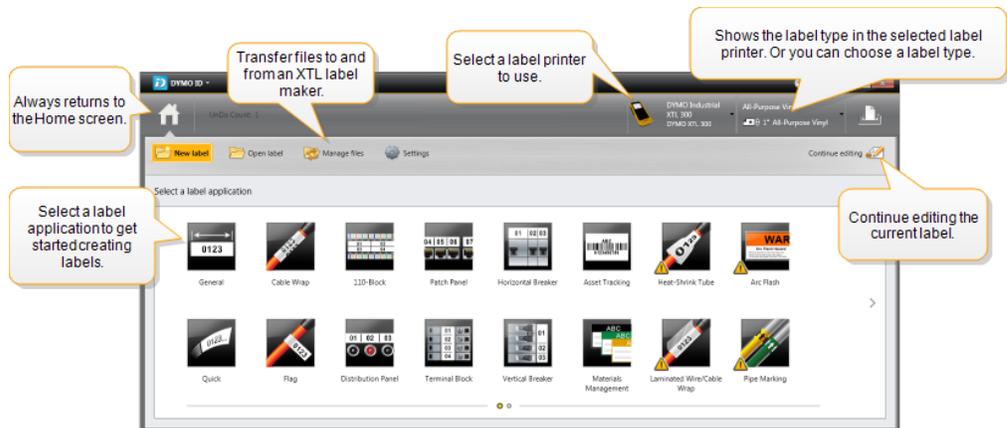
The Home screen contains the following features:

	Returns you to the Home screen from anywhere in the software. When you return to the Home screen while editing a label, your editing session is still active.
New label	Displays all the label applications for you to choose from to begin creating labels. A caution symbol appears when a label application and the selected label printer or label type are not a match.
Open label	Open a previously saved label file.
Manage files	Transfer label files or images to your XTL label maker. Update and transfer templates to your XTL label maker.
Settings	Change general, print, and label application settings.
Continue editing	Continue editing the label you were working on before returning to the Home screen.
DYMO XTL 500	Select a label printer to design and print labels.
All-Purpose Vinyl	Select a label type for designing labels.

Touring the Label Editor

Each label application has its own label editor. Most of the label editors share some of the same features shown here:
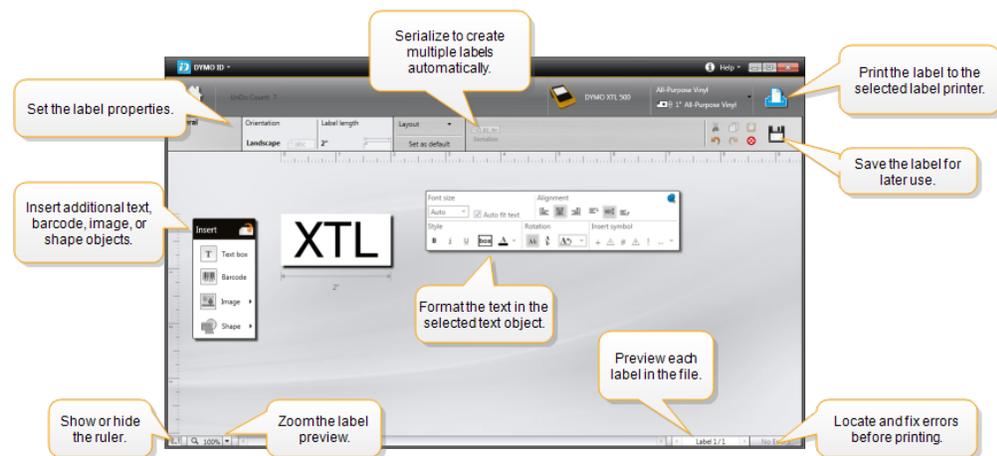
You can pin the Formatting toolbar to the label editor so it is always displayed.

The label editor has the following features:

⌐A1,B2…Nn **Serialize**	Serialize your data to automatically populate multi-cell labels or create mulitple labels. See Using Serialization.
⌐0 .1	Show or hide the ruler. You can change the units of measure from General Settings.
🔍 100% ▼	Zoom in or out on the label in the label preview.
◄ Label 1 / 5 ►	Scroll through multiple labels. Each label will display in the label preview. 💡 You can also select a label row in the data grid to display a label.
⌐⚠ 2 ▼	Find and fix any errors on the label.
🖨	Print your labels to the selected label printer.
⭐	Save the label file as a favorite.
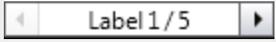
Standard editing tools are available in the label editor:

✂	Cut the selected text or object from the label.
⎘	Copy the selected text or object to the clipboard.
📋	Paste the item on the clipboard onto the label.
↩	Undo the last action.
↪	Redo the last undo action.
⊗	Clears the label of all data and formatting. Also clears multiple labels.

Touring the Data Grid

The data grid is available for most label editors where you can import data or map data to the objects on the label. For complete information about using the data grid, see About the Data Grid.

The data grid has the following features:

Import	Import data from a spreadsheet or database file. See Importing Data.
Export	Export data as a .csv file. See Exporting Data.
Recall	Populate the data grid with data from the previous label. See Recalling Data.
Change data	Change the data layout. See Changing the Data Layout.
Refresh data	Refresh the data in the data grid from the linked source file.
Automatically map columns	When you import data into a multi-cell label and the columns match the number of cells on the label, the imported data is automatically mapped to the text box in each cell. You can map the data manually by deselecting the check box and then dragging columns to text or barcode objects on the label.
Clear all mappings	Clears all data mappings to objects in the label preview.
Add	Add a column or row to the data grid.
Delete	Delete a column or row from the data grid.

About Feature Help

DYMO ID includes a Feature Help layer to give you guidance while using various features.

To turn Feature Help on or off

▶ Select **Feature Help On/Off** from the **Help** menu or press **Shift** + **F1**.

In addition, various help balloons may appear while working. For some help balloons, you can choose to not show the balloon again. You can always reset the display of help balloons by choosing **Settings** > **General**.

Keyboard Shortcuts

The following keyboard shortcuts can be used:

Command	Keystrokes
Open	**Ctrl** + **O**
Save	**Ctrl** + **S**
Save as	**Ctrl** + **Shift** + **S**
Print	**Ctrl** + **P**
Copy	**Ctrl** + **C**
Paste	**Ctrl** + **V**
Cut	**Ctrl** + **X**
Undo	**Ctrl** + **Z**
Redo	**Ctrl** + **Y**
Import Data	**Ctrl** + **I**
Serialize	**Ctrl** + **S**
Feature Help	**Shift** + **F1**

💡 Press the **Alt** key from anywhere in the application to display additional keyboard shortcuts.

Right-Click Menus

While working in the label applications, right-click menus are available depending on the editor. The features available on the right-click menus depend on what object is selected and whether more than one object is selected.

These features include:

✂ **Cut**	Cut the selected object from the label. At least one object must remain on the label.
🗐 **Copy**	Copy the selected object to the clipboard.
📋 **Paste**	Paste an object from the clipboard.
A1 **Serialize**	Serialize text in the selected text box.
Group	Group two or more selected objects together.
Ungroup	Ungroup selected objects.
Arrange	Move the selected object:
	🖳 Bring to the front of all objects on the label.
	🖳 Bring forward one object.
	🖳 Send backward one object.
	🖳 Send to back of all objects on the label.
Align	▦ Align objects horizontally and vertically on the label.
	▤ Align the two or more objects vertically or horizontally with each other.
↕ **Size**	Enter a specific size for the selected object.
ˣⱽ **Position**	Enter a specific x,y position for the selected object relative to the top left corner of the editable space on the label.

Using the Label Applications

DYMO ID software includes 17 label applications that make it easy to create a label for your specific job.

Creating a label involves:

- Selecting a label printer
- Selecting a label type
- Creating the label within the appropriate label application

The label application that you can select depends on the label printer and label type selected. Label applications appropriate for the currently selected label printer and label type will appear on the Home screen to the left of those label applications that cannot be printed on the current selections.

A caution symbol appears when a label application and the selected label printer or label type are not a match.

Select the type of label you want to create:

Quick Rhino Quick	General	Flag	Cable wrap	Heat-shrink tube	Laminated cable wrap
110-block	Patch panel	Horizontal breaker	Vertical breaker	Distribution panel	Terminal block
Asset tracking	Materials management	Safety*	Arc flash*	Pipe marking*	Rhino Laminated Cable Wrap

Label types marked with an * cannot be created when the XTL 300 label maker is selected.

Setting Default Label Properties

For most labels, you set properties each time you create a label. For labels you use frequently, you can avoid having to set the properties each time by setting default properties for that label application.

You can restore the default label properties to factory settings from **Settings** > **Label applications**.

To set default label properties

1. Select the properties that you commonly use for a label application.
2. Select **Set as default**.

The next time you select that label application, you will not have to set properties to get started. You can change the properties for an individual label at any time without affecting the default settings.

Creating Quick Labels

The quick label is a simple, one-click text label. No properties need to be set to get started. The label length is determined by the amount and size of the text added to the label.

One text box is already included on the label by default. Additional text boxes, barcodes, images, and shapes cannot be added and you cannot create multiple labels using serialization.

Formatting applies to all text on the label.

The label properties you can set are:

Show label outline	When selected, an outline is added around the outside of the label content.
	Default is no label outline.
Match leader and trailer length	When selected, prints a separator line between each port. (Default)

To create a quick label

1. Click ![home], and then click ![quick] **Quick** or ![rhino] **Rhino Quick**.
2. Under **Layout**, select any of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Match leader and trailer length** - to make the trailer and leader length the same.
3. Enter the data directly on the label.

General Labels

The general label editor has no special formatting or templates associated with it.

You can insert text boxes, barcodes, images, or shapes to create a custom label design. By default, one text box is available in the center of the label.

Formatting only applies to the currently selected object.

Use **Serialize** to automatically create a series of labels.

General labels can be printed on both XTL continuous and pre-sized labels. You can also print general labels on LabelWriter Durable Labels with the LabelWriter 4XL label printer.

The label properties you can set are:
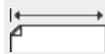
Orientation	**Landscape** (Default) abc **Portrait** abc ↓ Changing the label orientation removes any content on the label, creating a new blank label
Label length	Minimum: 1" (25.4 mm) This property is only available when using continuous label cartridges. You cannot change the label length if a pre-sized label is selected.
Show label outline	When selected, an outline is added around the outside of the label content. Default is no label outline.
Match leader and trailer length	When selected, an equal amount of blank space is added at the beginning and end of the label. (Default) When not selected, blank space is added only at the beginning of the label. This property is only available when using continuous label cartridges.
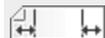
The **Label length** can be quickly adjusted using the dimension slider under the label preview.

To create a general label

1. Click , and then click **General**.

2. Under **Orientation**, select one of the following:
   - **Landscape**
   - **Portrait**

3. Under **Label length**, select or enter the length for your label.

4. Under **Layout**, select any of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Match leader and trailer length** - to make the trailer and leader length the same.

5. Add data to the label. See Entering Data.

Patch Panel Labels

The patch panel editor allows you to quickly create a label that can be applied to patch panels. Each label can contain up to 99 ports and you can divide the ports into equal groups.

One text box is automatically added for each port. Barcodes, images, and shapes cannot be added to a patch panel label.

Formatting applies to all the text boxes on the label. When **Auto fit text** is selected, the text in each port is automatically sized to fit that port. So you may see differences in text size in each port.

Patch panel labels can be printed on any type of XTL continuous labels.

Use **Serialize** to automatically populate the ports.

The label properties you can set are:

Number of ports	Maximum: 99 ports
Center to center distance	Distance from the center of one port to the center of the next port. Determines the length of each port. All ports have the same center to center distance. Minimum: 5/32" (3.8 mm); Maximum: 20" (508 mm)
In groups of	Number of ports available per group is determined by the number of ports selected so that each group is equal. If you change the number of ports the number of ports in each group will automatically be adjusted.
Group clearance	Distance between groups of ports. Required when one continuous label for all ports is selected under **Label setup**. Minimum: 1/64" (0.4 mm); Maximum: 20" (508 mm)
Label setup	**One label for all ports** - Print one continuous label. **One label per group** - Print each group of ports as a separate label. (Default)
Show label outline	When selected, an outline is added around the outside of the label content. Default is no label outline.
Separator lines	When selected, prints a separator line between each port. (Default)

The **Center to center distance** and **Group clearance** can be quickly adjusted using the dimension sliders under the label preview.

You create a patch panel label by using a pre-designed template or by entering the label properties manually.

To create a patch panel label using a template

1. Click , and then click **Patch Panel**.
2. Click **Apply template** and select a template.
3. Enter the data for each port directly on the label or in the data grid.
   Optionally, import the data from an external file. See Entering Data.

To create a patch panel label manually

1. Click ![home icon], and then click ![patch panel icon] **Patch Panel**.
2. Under **Number of ports**, select the total number of ports from the list.
3. Under **Center to center distance**, select or enter the distance between each port.
4. Under **In groups of**, select the number of ports in each group from the list.
5. Under **Group clearance**, select or enter the distance between each group of ports.
6. Under **Label setup**, select one of the following:
   - **One label for all ports** - to print all groups of ports on a single label.
   - **One label per group** - to print each group of ports on a separate label.
7. Under **Layout**, select any of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Show separator lines** - to display separator lines between ports.
8. Enter the data for each port directly on the label or in the data grid.
   Optionally, import the data from an external file. See Entering Data.

![flag label icon] Flag Labels

The flag label is one of several cable management specific labels. The flag label consists of two matching segments, that when wrapped around a cable form a flag allowing the viewer to see the same data from both sides.

![text box icons] One text box is automatically added to the label. You can add additional text boxes, images, shapes, and barcodes to a flag label.

Formatting only applies to the currently selected object.

![serialize icon] Use **Serialize** to automatically create a series of labels.

![label icon] Flag labels can be printed on any type of XTL continuous labels. A vertical dashed line will be printed in the center of the wrap part of the label to help you easily center the label on the cable.

The label properties you can set are:

Cable type	CAT 5/6, COAX, AWG: 4/0 - 2/0, AWG: 0 - 2, AWG: 3 - 5, AWG: 6+, or Custom
Cable diameter	Available when Custom is selected for Cable type. Minimum:5/32" (4 mm); Maximum: 2" (50.8 mm)
Flag length	Minimum:7/16" (11.1 mm); Maximum: 10" (254 mm)
	You can quickly adjust the flag length by using the dimension slider under the label preview.
Show label outline	When selected, an outline is added around the outside of the label content.
	Default is no label outline.

To create a flag label

1. Click 🏠, and then click ⬛ **Flag**.
2. Under **Cable type**, do one of the following:
    - To automatically enter the cable diameter, select the type of cable you are creating a label for .
    - To manually enter the cable diameter, select **Custom** and then enter the diameter of the cable under **Cable diameter**.
3. Under **Flag length**, select or enter the length for the flag portion of the label.
4. Optionally, under **Layout**, select **Show label outline** - to display the outline of the label in the edit area.
5. Add data to the label. See Entering Data.

⬛ Cable Wrap Labels

The cable wrap label is one of several cable management specific labels.

The content of the cable wrap label is repeated three times so that it can be viewed from any angle when the label is wrapped around the cable.

🄣 One text box is automatically added to the label. Additional text boxes, barcodes, images, and shapes cannot be added to a cable wrap label.

Formatting applies only to the selected text box.

⬚A1,B2...Nn Use **Serialize** to automatically create a series of labels.

▱ Cable wrap labels can be printed on any type of XTL continuous labels.

The label properties you can set are:

Cable type	CAT 5/6 COAX AWG: 4/0 - 2/0 AWG: 0 - 2 AWG: 3 - 5 AWG: 6+> Custom
Text repeat	**Auto** (default) = Number of repeats is determined by label size. Minimum 4 repeats. User selected: Minimum: 1; Maximum: 20
Cable diameter	Available when Custom is selected for Cable type. Minimum: 5/32" (4 mm); Maximum: 2" (50.8 mm)

To create a cable wrap label

1. Click , and then click **Cable Wrap**.
2. Under **Cable type**, do one of the following:
   - To automatically enter the cable diameter, select the type of cable you are creating a label for.
   - To manually enter the cable diameter, select **Custom** and then enter the diameter of the cable under **Cable diameter**.
3. Optionally, select the number of text repeats you want on the label under **Text repeat**. Auto repeat is the default.
4. Add data to the label. See Entering Data.

Heat-Shrink Tube Labels

The heat-shrink tube label is one of several cable management specific labels.

Choosing the correct label width

The following table should help in choosing the correct label width for your application.

Heat-shrink tube size	Minimum cable diameter	Maximum cable diameter	Minimum AWG	Maximum AWG
1/4"/6 mm	0.05"/1.24 mm	0.14"/3.50 mm	16	7
1/2"/12 mm	0.12"/3.00 mm	0.28"/7.20 mm	8	1
1"/24 mm	0.22"/5.5 mm	0.57"/14.50 mm	3	4/0+
2"/54 mm	0.46"/11.50 mm	1.27"/32.3 mm	3	4/0+
2 1/8"/54 mm	0.46"/11.50 mm	1.27"/32.3 mm	3	4/0+

T ⊙♦ One text box is automatically added to the label. You can add additional text
🖼 boxes, images, shapes, or barcodes.

Formatting only applies to the currently selected object.

A1,B2…Nn Use **Serialize** to automatically create a series of labels.

🗋 Heat shrink tube labels can be printed on any type of XTL continuous or pre-sized
Heat-Shrink Tube labels.

The label properties you can set are:

Orientation	**Landscape** (Default) abc
	Portrait abc↓
	📨 Changing the label orientation removes any content on the label, creating a new blank label
Label length	Minimum: 1 1/4" (31.75 mm)
	📨 This property is only available when using continuous label cartridges. You cannot change the label length if a pre-sized label is selected.
Show label outline	When selected, an outline is added around the outside of the label content.
	Default is no label outline.
Match leader and trailer length	When selected, an equal amount of blank space is added at the beginning and end of the label. (Default)
	When not selected, blank space is added only at the beginning of the label.
	📨 This property is only available when using continuous label cartridges.

To create a heat-shrink tube label

1. Click 🏠, and then click 🔖 **Heat-Shrink Tube**.
2. Under **Orientation**, select one of the following:
   - **Landscape**
   - **Portrait**
3. Under **Label length**, select or enter the length for your label.
4. Under **Layout**, select any of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Match leader and trailer length** - to make the trailer and leader length the same.
5. Add data to the label. See Entering Data.

Laminated Cable Wrap Labels

The laminated cable wrap label is one of several cable management specific labels. This label contains two segments: a segment for the label content and an adhesive-backed, transparent segment that wraps around the cable covering the printed content for durability.

One text box is automatically added to the label. You can add additional text boxes, images, shapes, and barcodes.

Formatting only applies to the currently selected object.

Use **Serialize** to automatically create a series of labels.

Laminated cable wrap labels can only be printed using XTL pre-sized laminated wire/cable wrap labels available on cartridges or sheets. See Using Sheet Labels for more information about using laminated wire/cable wrap sheet labels.

Laminated cable wrap label properties are based on the label type selected and cannot be changed.

To create a laminated cable wrap label

1. Click , and then click **Laminated Cable Wrap**.
2. Select the laminated wire/cable wrap label cartridge you wish to use to set the dimensions of the label.

   To use laminated wire/cable wrap sheet labels,

   ▪ Select **Swap** from the Laminated Cable Wrap label editor.

   See Using Sheet Labels for more information about using laminated wire/cable wrap sheet labels.
3. Add data to the label. See Entering Data.

Using Sheet Labels

Laminated cable wrap labels can be printed on your generic office laser printer using XTL Laminated Wire/Cable Wrap sheet labels. Visit the DYMO web site for information on the various size sheet labels available.

⚠ When using sheet labels, make sure the labels are appropriate for your printer and always follow the instructions included in the package.

To use sheet labels

1. From the Laminated Cable Wrap label editor, create your label.

2. Click ![icon] **Swap**.

3. Select the laminated wire/cable wrap label size you want to use.

4. Add multiples labels in one of the following ways:
   - Select a label on the sheet preview to add a copy of the label.
   - Use serialization to add multiple sequential labels.
   - Map data from the data grid to populate the labels on the sheet.

Vertical Breaker Labels

The vertical breaker label is one of two types of labels for use on a breaker panel. See Horizontal Breaker Label.

[T] One text box is automatically added for each breaker. Additional text boxes, barcodes, images, and shapes cannot be added to vertical breaker labels.

Formatting applies to all the text boxes on the label. When **Auto fit text** is selected, the text in each port is automatically sized to fit that breaker. So you may see differences in text size in each breaker.

[A1,B2...Nn] Use **Serialize** to automatically populate the breakers.

[icon] Vertical breaker labels can be printed on any type of XTL continuous labels.

The properties you can set are:

Property	Description
Number of breakers	Maximum: 99 breakers
Single breaker height	Minimum: 1/4" (6.35 mm) Maximum: 5" (127 mm)
# Poles	Number of poles for each breaker. Maximum: 3
Show label outline [icon]	When selected, an outline is added around the outside of the label content. Default is no label outline.
Separator lines [icon]	When selected, prints a separator line between each breaker. (Default)
Match leader and trailer length [icon]	When selected, an equal amount of blank space is added at the beginning and end of the label. (Default) When not selected, blank space is added only at the beginning of the label.

To create a vertical breaker label

1. Click home, and then click **Vertical Breaker**.
2. Under **Number of breakers**, select or enter the number of breakers for the label.
3. Under **Single breaker height**, select or enter the height of a single breaker.
4. Under **Layout**, select any of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Show separator lines** - to display separator lines between breakers.
   - **Match leader and trailer length** - to make the trailer and leader length the same.
5. To adjust the number of poles for each individual breaker, do the following:
   a. In the label edit area, hover over the breaker.
   b. In the Breaker dialog, select the number of poles for the breaker from the **Poles** list.
6. Add data to the label. See Entering Data.

![icon] Horizontal Breaker Labels

The horizontal breaker label is one of two types of labels for use on a breaker panel. See Vertical Breaker Label.

![T] One text box is automatically added for each breaker. Additional text boxes, barcodes, images, and shapes cannot be added to horizontal breaker labels.

Formatting applies to all the text boxes on the label. When **Auto fit text** is selected, the text in each breaker is automatically sized to fit that port. So you may see differences in text size in each breaker.

![A1,B2…Nn] Use **Serialize** to automatically populate the breakers.

![icon] Horizontal breaker labels can be printed on any type of XTL continuous labels.

The label properties you can set are:

Number of breakers	Maximum: 99 breakers
Single breaker width	Minimum: 1/4" (6.35 mm) Maximum: 5" (127 mm)
Multiplier	Multiplier for each breaker. Maximum: 4 Can be manually entered in 0.5 increments, such as 2.5, 3.5 and so on.
Show label outline	When selected, an outline is added around the outside of the label content. Default is no label outline.
Separator lines	When selected, prints a separator line between each breaker. (Default)
Match leader and trailer length	When selected, an equal amount of blank space is added at the beginning and end of the label. (Default) When not selected, blank space is added only at the beginning of the label.

To create a horizontal breaker label

1. Click , and then click **Horizontal Breaker**.
2. Under **Number of breakers**, select or enter the number of breakers for the label.
3. Under **Single breaker width**, select or enter the width of a single breaker.
4. Optionally, under **Layout**, select any of the following:
   • **Show label outline** - to display the outline of the label in the edit area.
   • **Show separator lines** - to display separator lines between breakers.
   • **Match leader and trailer length** - to make the trailer and leader length the same.
5. To adjust the size for each individual breaker, do the following:
   a. In the label edit area, hover over a breaker.
   b. In the **Breaker** dialog box, select a multiplier for the breaker from the **Multiplier** list.
6. Add data to the label. See Entering Data.

110-Block Labels

The 110-block label is one of several datacom specific labels. You enter data into one of several pre-defined block formats depending on the block type you select.

One text box is automatically added for each block. Additional text boxes, barcodes, images, and shapes cannot be added to 110-block labels.

Formatting applies to all the text boxes on the label. When **Auto fit text** is selected, the text in each block is automatically sized to fit that port. So you may see differences in text size in each block.

⌐A1,B2...Nn Use **Serialize** to automatically populate the blocks.

⌐ 110-block labels can be printed on any type of XTL continuous labels.

The label properties you can set are:

Block type	C4-4 pair - Data grade
	C4-4 pair - Voice grade
	C5-5 pair - Voice grade
Show label outline ⌐☐	When selected, an outline is added around the outside of the label content. Default is no label outline.
Separator lines ⌐||||	When selected, prints a separator line between each port. Default is no separator lines.

To create a 110-block label

1. Click 🏠, and then click ▦ **110-Block**.
2. Under **Block type**, select the type of block you are creating the label for.
3. Optionally, under **Layout**, select any of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Show separator lines** - to display separator lines between blocks.
4. Add data to the label. See Entering Data.

Arc Flash Labels

Arc flash labels are created using pre-designed templates. The list of available templates is based on the label cartridge you have selected.

T 🏷 🎨 📷 You can add, edit, or delete any text, barcode, image, or shape objects on the label.

Formatting only applies to the currently selected object.

⌐A1,B2...Nn Use **Serialize** to automatically create a series of labels.

⌐ Arc flash labels can only be printed on pre-sized labels on an XTL 500 label maker.

Because arc flash labels are created on pre-defined templates, no properties can be set.

To create an arc flash label

1. Click 🏠, and then click WAR **Arc Flash**.
2. Under **Apply template**, select the template you would like to use.
3. Add data to the label. See Entering Data.

📝 If you change the template after adding data to the label, your data will not be transferred to the new label. However, any data in the data grid will be available for mapping to the new template.

Terminal Block Labels

Terminal block labels are created by specifying the orientation (portrait or landscape), the number of blocks, and the block height.

T One text box is automatically added for each block. Additional text boxes, barcodes, images, and shapes cannot be added to terminal block labels.

Formatting applies to all the text boxes on the label. When **Auto fit text** is selected, the text in each block is automatically sized to fit that port. So you may see differences in text size in each block.

A1,B2...Nn Use **Serialize** to automatically populate the blocks.

Terminal block labels can be printed on any type of XTL continuous labels.

The properties you can set are:

Orientation	**Landscape** ▭ abc
	Portrait (Default) abc ↓
	📝 Changing the label orientation removes any content on the label, creating a new blank label
Number of blocks	Maximum: 99 blocks
Block height	Minimum: 5/32" (4 mm)
	Maximum: 20" (508 mm)
Show label outline ▭	When selected, an outline is added around the outside of the label content.
	Default is no label outline.
Separator lines ▯││││	When selected, prints a separator line between each block. (Default)
Match leader and trailer length ⏎ ↤	When selected, an equal amount of blank space is added at the beginning and end of the label.
	When not selected, blank space is added only at the beginning of the label. (Default)

To create a terminal block label

1. Click ![home icon], and then click ![terminal block icon] **Terminal Block**.
2. Under **Orientation**, select **Landscape** or **Portrait**.
3. Under **Number of blocks**, select or enter the number of blocks.
4. Under **Block height**, select or enter the height (portrait) or width (landscape) for the blocks.
5. Under **Layout**, select any of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Show separator lines** - to display separator lines between blocks.
   - **Match leader and trailer length** - to make the trailer and leader length the same.
6. Add data to the label. See Entering Data.

![asset barcode icon] Asset Tracking Labels

Asset tracking labels are created using pre-designed templates. The list of available templates is based on the label cartridge you have selected.

![objects icons] You can add, edit, or delete any text, barcode, image, or shape objects on the label.

Formatting only applies to the currently selected object.

![serialize icon] Use **Serialize** to automatically create a series of labels.

![label icons] Asset tracking labels can be printed on any type of XTL continuous labels or pre-sized labels. You can also print asset tracking labels on LabelWriter Durable Labels with the LabelWriter 4XL label printer.

The label properties you can set are:

Label length ![length icon]	Minimum: 1" (24 mm)
	![note] This property is only available when using continuous label cartridges.
Show label outline ![outline icon]	When selected, an outline is added around the outside of the label content.
	Default is no label outline.
Match leader and trailer length ![leader icon]	When selected, an equal amount of blank space is added at the beginning and end of the label. (Default)
	When not selected, blank space is added only at the beginning of the label.
	![note] This property is only available when using continuous label cartridges.

💡 The **Label length** can be quickly adjusted using the dimension slider under the label preview.

To create an asset tracking label

1. Click ![home icon], and then click ![barcode icon] **Asset Tracking**.
2. Under **Apply template**, select the template you would like to use.
3. Under **Label length**, select or enter the length for your label.
4. Under **Layout**, select any of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Match leader and trailer length** - to make the trailer and leader length the same.
5. Add data to the label. See Entering Data.

📝 If you change the template after adding data to the label, your data will not be transferred to the new label. However, any data in the data grid will be available for mapping to the new template.

![distribution panel icon] Distribution Panel Labels

Distribution panel labels are created by specifying the number of connectors and the center to center distance between each connector.

T One text box is automatically added for each connector. Additional text boxes, barcodes, images, and shapes cannot be added to distribution panel labels.

Formatting applies to all the text boxes on the label. When **Auto fit text** is selected, the text in each block is automatically sized to fit that connector. So you may see differences in text size in each connector.

![A1,B2...Nn icon] Use **Serialize** to automatically populate the connectors.

![label icon] Distribution panel labels can be printed on any type of XTL continuous labels.

The properties you can set are:

Number of connectors	Maximum: 99 connectors
Center to center distance ![connectors icon]	Distance from the center of one connector to the center of the next connector. Minimum: 5/32" (3.8 mm) Maximum: 20" (508 mm)
Show label outline ![outline icon]	When selected, an outline is added around the outside of the label content. Default is no label outline.
Separator lines ![separator icon]	When selected, prints a separator line between each connector. (Default)

To create distribution panel labels

1. Click ![home icon], and then click ![distribution panel icon] **Distribution Panel**.
2. Under **Number of connectors**, select the total number of connectors from the list.
3. Under **Center to center distance**, select or enter the connector-to-connector distance.
4. Under **Label setup**, select one of the following:
   - **Show label outline** - to display the outline of the label in the edit area.
   - **Show separator lines** - to display separator lines between connectors.
5. Add data to the label. See Entering Data.

Materials Management Labels

Materials management labels are created using pre-designed templates. The list of available templates is based on the label cartridge you have selected.

![T, barcode, image, shape icons] You can add, edit, or delete any text, barcode, image, or shape objects on the label.

Formatting only applies to the currently selected object.

![A1,B2...Nn icon] Use **Serialize** to automatically create a series of labels.

![labels icon] Materials management labels can only be printed on 3/4" (19 mm) and wider continuous or pre-sized labels. You can also print materials management labels on LabelWriter Durable Labels with the LabelWriter 4XL label printer.

The label properties you can set are:

Label length ![icon]	Minimum: 1" (25.4 mm)
	![note icon] This property is only available when using continuous label cartridges.
Show label outline ![icon]	When selected, an outline is added around the outside of the label content. Default is no label outline.
Match leader and trailer length ![icon]	When selected, an equal amount of blank space is added at the beginning and end of the label. (Default)
	When not selected, blank space is added only at the beginning of the label.
	![note icon] This property is only available when using continuous label cartridges.

![tip icon] The **Label length** can be quickly adjusted using the dimension slider under the label preview.

To create a materials management label

1. Click [home icon], and then click [ABC icon] **Materials Management**.
2. Select the template you would like to use.
3. Under **Label length**, select or enter the length for your label.
4. Under **Layout**, select any of the following:
    - **Show label outline** - to display the outline of the label in the edit area.
    - **Match leader and trailer length** - to make the trailer and leader length the same.
5. Add data to the label. See Entering Data.

[note icon] If you change the template after adding data to the label, your data will not be transferred to the new label. However, any data in the data grid will be available for mapping to the new template.

Pipe Marking Labels

Pipe marking labels are created using a set of standards that can then be customized for your application.

About Templates

Certain label templates have been designed taking into account various industrial standards and codes. Such templates have been created as an attempt to aid you in creating certain label types, but are no substitute for your knowledge of the relevant requirements.You should perform your own review and analysis of any applicable standards or codes relevant to the labels created.

DYMO makes no representation or warranty that any labels created using this device comply with any applicable legal, industry or other standard, code or regulation, and assumes no liability or responsibility for such compliance. In addition, certain of these label templates have been prepared on the basis of current standards or codes which are subject to change, and DYMO assumes no obligation to update any templates based on any changes to standards or codes or to otherwise communicate any such changes.

[T icon] One text box is automatically placed on the label. Additional text boxes, barcodes, images, and shapes cannot be added to pipe marking labels.

Formatting applies to all the text on the label.The label length is automatically determined by the text and properties set for the label.

Serialization cannot be used to create multiple pipe marking labels.

[label icon] Pipe marking labels can be printed on any continuous label cartridge on an XTL 500 label maker.

The label properties you can set are:

Label setup	ASME A13.1 01
	ASME A13.1 02
	ASME A13.1 03
	ASME A13.1 04
	Other 1
	Other 2
Flow direction	**Left** - Arrow placed to the left of the text.
	Right - Arrow placed to the right of the text.
	Both - Arrow placed on either side of the text.
Pipe diameter	Minimum: 3/4" (19 mm)
	Maximum: 10" (254 mm)

To create a pipe marking label

1. Click ![home icon], and then click ![pipe marking icon] **Pipe Marking**.
2. Under **Label setup**, select the standard label to use or select **Other**.
3. Under **Flow direction**, select the direction of the flow.
4. Under **Pipe diameter**, select or enter the diameter of the pipe.
5. Add data to the label. See Entering Data.

Safety Labels

Safety labels are created using pre-designed templates. The list of available templates is based on the label cartridge you have selected.

Each template has a pre-determined set of objects on the label. You can add, edit, or delete text, barcode, image, or shape objects on a safety label.

Formatting only applies to the currently selected object.

Use **Serialize** to automatically create a series of labels.

Safety labels can only be printed on Pre-sized with Header safety labels on an XTL 500 label maker.

Because safety labels are created on pre-defined templates, no properties can be set.

To create an safety label

1. Click ![home icon], and then click ![safety icon] **Safety**.
2. Under **Apply template**, select the template you would like to use.
3. Add data to the label. See Entering Data.

If you change the template after adding data to the label, your data will not be transferred to the new label. However, any data in the data grid will be available for mapping to the new template.

Rhino Laminated Cable Wrap Labels

Use this Rhino Laminated Cable Wrap application when the Rhino 6000+ the currently selected printer.

The Rhino laminated cable wrap label is one of several cable management specific labels. This label contains two segments: a segment for the label content and an adhesive-backed, transparent segment that wraps around the cable covering the printed content for durability.

One text box is automatically added to the label. You can add additional text boxes, images, shapes, and barcodes.

Formatting only applies to the currently selected object.

Use **Serialize** to automatically create a series of labels.

Rhino Laminated cable wrap labels can only be printed using DYMO IND Self Laminated labels.

The label properties you can set are:

Label length	Minimum: 1" (25.4 mm)

The **Label length** can be quickly adjusted using the dimension slider under the label preview.

To create a laminated cable wrap label

- Click , and then click **Rhino Laminated Cable Wrap**.
1. Select the Self Laminated label type.
2. Add data to the label. See Entering Data.

This page intentionally left blank for double-sided printing.

Editing Labels

The label applications are a great way to start creating labels. But you will probably want to add your own design to some labels.

This section describes how to:

- Add and manipulate text, barcode, image, and shape objects
- Format text
- Use favorites
- Save your labels

Working with Objects

Labels are created using several different objects:

T	⬛	▨	🖨
Text box	Barcode	Image	Shape

The label applications are pre-populated with at least one design object (usually a text box) to get you started creating your label quickly.

You insert objects from the **Insert** toolbar by dragging an object to the label or by selecting the object on the toolbar.

When multiple objects are present on a label, the **Select object** tool appears below the toolbar.

📝 Not all objects can be used in all label applications. Refer to the topic for each label application to determine which objects can be used with that label type.
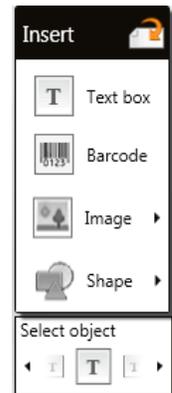
Objects can be:

- Resized
- Moved
- Arranged
- Grouped
- Deleted

⬛ Inserting a Text Box

Most label applications contain at least one blank text box to get you started.

📝 Use the text box already on the label before adding another text box to your label design.

To insert a text box

1. Select **Text** from the **Insert** toolbar.

   💡 Drag ⬚T⬚ from the **Insert** toolbar to the label to place the text box exactly where you want it to appear.

2. Enter the text you want on the label.

3. Optionally, change the following:

   - **Font size**: By default, the size is set to **Auto fit text** which will automatically size the text to fit the size of the text box. Deselect the check box to set a specific font size.
   - **Alignment**: Aligns the text within the text box. Does not align the text box on the label.
   - **Style**: **Bold**, *italics*, and underline can be applied to individual characters. Box and color apply to all characters on the label.
   - **Rotation**: Rotates the text within the text box. Does not rotate the text box on the label.

Inserting a Barcode

You can add one of the following barcode types to your label:

Code 128	Code 39	Code 39 w/Mod 43
Codabar	EAN 8	EAN 13
UPC A	PDF 417	QR code

📝 The information covered here assumes that you already understand the differences between barcode types and have a plan in place to incorporate barcodes into your organization. If you need to learn more about barcodes, many excellent how-to books are available online, at local libraries, and at book stores.

By default the barcode text appears below the barcode. You can choose to show the text above the barcode or hide the text. Showing barcode text is not available for PDF 417 and QR codes. Optionally, you can add text before and after the barcode.

The default barcode type is Code 128. You can change the default barcode under ⚙ **Settings**.

💡 Drag ⬚ from the **Insert** toolbar to the label to place the barcode exactly where you want it to appear.

To insert a barcode

1. Select **Barcode** from the **Insert** toolbar.
   The barcode toolbar appears.
2. Select the **Barcode type**.
3. Under **Barcode data**, enter the data.
4. Optionally, change the following:
   - Size
   - Rotation
   - Alignment
5. Optionally, choose to show or hide the barcode text.

Inserting an Image

You can insert an image on your label. The image can be one of the images included with DYMO ID or you can insert an image from your own library.

Image types supported are: .png, .jpeg, and .gif.

Images that you have uploaded from your computer will appear under the **Custom** category.

Images you use frequently can be tagged as ⭐ favorites and will always appear at the top of the image categories for quick insertion.

To insert an image

1. Select **Image** from the **Insert** toolbar.

   Drag ▨ from the **Insert** toolbar to the label to place the image exactly where you want it to appear.
2. Select the image you want to insert on the label.
3. Optionally, change the following:
   - **Rotation**
   - **Outline**

You can pin 🗨 the Image Formatting toolbar to the label editor so it is always displayed.

To change an image

1. Select the image.
2. From the Image Formatting toolbar, select **Change**.
3. Select the image you want to use from the list.

Inserting a Shape

A number of shapes can be added to your label.

Overlay shape objects with text and image objects to make custom designs on your labels.

To insert a shape

1. Select **Shape** from the **Insert** toolbar.

   💡 Drag ⬇ from the **Insert** toolbar to the label to place the shape exactly where you want it to appear.

2. Select the shape you want to insert on the label.
3. Move, resize, and arrange your shape object as desired.
4. Optionally, change the following:
   - **Line thickness**
   - **Line style**
   - **Fill color**: Black, white, or transparent.

Selecting Objects

You can select one or more objects on the label in several ways.

To select a single object

▸ Click the left or right directional arrows in the **Select object** tool.

The object selected is highlighted on the label.

To select multiple objects at the same time

▸ Do one of the following:
   - Shift-click on each object to select.
   - Drag the cursor over the label to select all the objects on the label.

The objects selected are highlighted on the label.

Resizing an Object

You can resize an object to better fit within your label design.

When resizing text boxes with **Auto fit text** selected, the font size will adjust with the object size. Otherwise, the font size remains a fixed point size. A warning will appear when the object is too small for the selected font size.

When resizing a barcode object, a warning will appear when the barcode becomes too small.

If you attempt to print the label, the text will be truncated as in the example below.

💡 To set a specific object size, right click the object and enter specific height and width measurements under **Size**.

To resize an object

1. Select the object.
   A blue outline and handles appears when the object is selected.
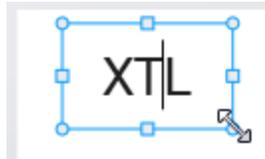
2. For text boxes, click anywhere along the blue border.
3. Do one of the following:
   - Drag from any corner to resize proportionally.
   - Drag the square handle in the middle of a side to resize that side only.

📐 Restoring Aspect Ratio

When you make changes to the label while editing, the image size can sometimes get distorted. If this happens, you can restore the original aspect ratio.

To restore the aspect ratio

1. Select the object.
2. Click 📐 in the Image Formatting toolbar.
   The image returns to the original size.

Aligning Objects

You can align one or more objects on a label.

To align objects

1. Select the object. Use **Ctrl** + click to select more than one object.
2. Right-click and select a position under **Align**.

Moving an Object

You can move an object anywhere within the printable area of the label.

When moving one object on a label that contains more than one object, guidelines will appear showing the object's relative position to the other objects on the label.

💡 To set a specific position on the label, right click the object and enter specific *x,y* coordinates under **Position**.

To move an object

1. Select the object.

2. Hover over the object until the ⊕ cursor appears.

   For text boxes, hover over the border.

3. Drag the object to a new location on the label.

   A red border will appear when the object has reached the label margins.

Arranging Objects

You can move an object forward, backward, to the front and to the back of the other objects on the label.

To arrange objects

▶ Right-click on a object and select **Arrange**.

⊞ Grouping Objects

You can group objects so they can be manipulated as one larger object.

To group objects

1. Shift+click to select multiple objects or drag the cursor across the label to select all objects.

2. Right-click and select ⊞ **Group**.

To ungroup an object

▶ Right-click and select ⊞ **Ungroup**.

Deleting an Object

To delete an object from the label

1. Select the object.
    A blue outline and handles appears when the object is selected.
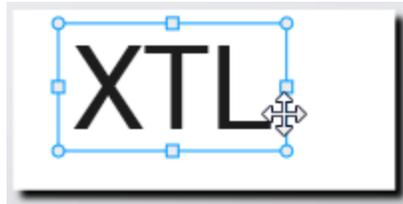
    💡 For text boxes, click anywhere along the blue outline.

2. Do one of the following:
    *   Press **Delete** on the keyboard.
    *   Click ✂ .
    *   Right-click and select **Cut**.

Formatting Text

The Formatting toolbar appears in the label editor when a text box is selected. Formatting applies to text within the selected text box only.

💡 You can pin 📌 the Formatting toolbar to the label editor so it is always displayed.

You can apply the following formats to your text:

Font size	**Auto fit text** — The font size will automatically adjust based on the length and width of the label.
	Point size — The font size will remain static regardless of the size of the label. If the font size becomes to large for the label, the text will be truncated and a ⚠ appears. You will also be warned to fix errors before printing the label.
Font style	**B** Bolds the selected text.
	i Italicizes the selected text.
	U̲ Underlines the selected text.
	box Places a box around the entire text box.
	A Text color (black or white)
Alignment	≣ Align text with the left side of the text box.
	≣ Center text horizontally within the text box.
	≣ Align text with the right side of the text box.
	≣ Align text with the top of the text box.
	≣ Center text vertically within the text box.
	≣ Align text with the bottom of the text box.
	To change the alignment of the text box on the label, see Aligning Objects.
Rotation	Ab Place text horizontally within the text box.
	ᵇ Place text vertically within the text box.
	A Rotate text within the text box.

Inserting a Symbol

Symbols differ from images because they are inserted into a text box rather than as a separate object on a label. The list of symbols includes punctuation and other special characters, as well as a subset of the images. Once a symbol is inserted in-line with text, the symbol is treated like any other character.

💡 Use symbols rather than images when you want the image to be inserted inside a text box. Not all images are available as symbols.

To insert a symbol

1. Place the cursor in a line of text where you want the symbol to appear.
2. Under **Insert Symbol** on the Text formatting toolbar, select the symbol you wish to use.

   The symbol is inserted at the cursor position.

Creating a Vertical Label

This topic describes how to create a vertically oriented General label for applications such as a binder spine, or other vertical surface.

Always set the orientation of the label first. Changing the orientation will remove all data from the label leaving you with a blank label.

To create a vertical label

1. Click [home icon], and then click [0123 icon] **General**.
2. Under **Orientation**, select **Portrait**.
3. Type some text into the text box on the label.
4. Under **Rotation** on the Text Formatting toolbar, select [rotation icon].

   The text should now be oriented vertically on the label.
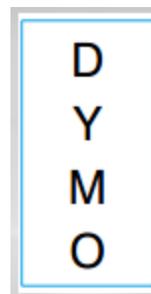
⭐ Using Favorites

A quick way to access label files and images you use frequently is to assign them to Favorites.

Favorite images will always be displayed at the top of the image selection list.

To make a label file a favorite

1. Create or open the label file you want to be a favorite.
2. Save the file, if it is a new file and not already saved.
3. Click⭐ to mark the file as a favorite.

To make an image a favorite

1. Select **Image** from the **Insert** toolbar.
2. Locate the image that you want to make a favorite.
3. Click the star in the upper left corner of the image.

The star turns yellow and the image now appears under the Favorites category at the top of the image list.

To delete a favorite

- Click ⭐ associated with a favorite label file or image to deselect it as a favorite.

Saving Labels

You can save your labels for later use or for transfer to an XTL label maker. When you save a label, the label type, and all of the data and formatting are saved as well. All the data in the data grid is saved regardless of whether it has been mapped to the label. The location of a linked file is also saved with the label.

Multiple labels are saved as one label file.

Each time you change label applications, you will be asked if you want to save the previous label if not already saved.

To save a label

1. Click .

   The Save As dialog box appears.
2. Name the label file and click **Save**.

Opening Label Files

You can open previously saved label files. When you open a label file, the label type that was selected for that label becomes the currently selected label type.

You can open the most recently saved label files by selecting **Open recent** from the **DYMO ID** menu.

To open a label file

1. From the Home screen, click **Open label**.
2. Locate the label file you wish to open and click **Open**.

Working with Data

DYMO ID offers several ways to get your data onto labels in the easiest way possible. This section covers:

- About the Data Grid
- Entering data
- Mapping data from the data grid
- Importing data
- Importing data from LinkWare Live
- Recalling data
- Changing data
- Exporting data

Entering Data

For most label types, you can enter data on the label using several methods or combination of methods:

■ **Enter data directly in a text or barcode object on the label** — Data added directly to the label will appear in the same location on all labels created in the same label file.

For example,you want to create a series of serial number labels where the first five characters are always the same in the format "9988-nnnnnn". To create this label, you type the first five characters (9988-) on the label preview, then import a list of serial numbers from a spreadsheet into the data grid and map the serial number column to the text box right after the first five characters. In the example below, six serial number labels will be automatically created and each label will have the same first five characters followed by a different serial number.

- **Enter data in the data grid** — Data entered in the data grid that is to be added to the label must be mapped to a text box or barcode object on the label. A new label will be created for each row in the data grid. The data with the gray highlight in the example above is mapped from the data grid. Refer to Mapping Data for more information.
- **Import data from an external file** — Imported data will automatically populate the data grid. You then manually map the columns to text boxes or barcode objects on the label. For some label types, when the data being imported matches the number of cells in the label exactly, the data is automatically mapped to the label. For example, patch panel, terminal block, or breaker labels. See the example below.

	Port 1	Port 2	Port 3	Port 4	Port 5	Port 6	Port 7
L1	A101	A102	A103	A104	A105	A106	A107
L2	A125	A126	A127	A128	A129	A130	A131
L3	A149	A150	A151	A152	A153	A154	A155
L4	A173	A174	A175	A176	A177	A178	A179
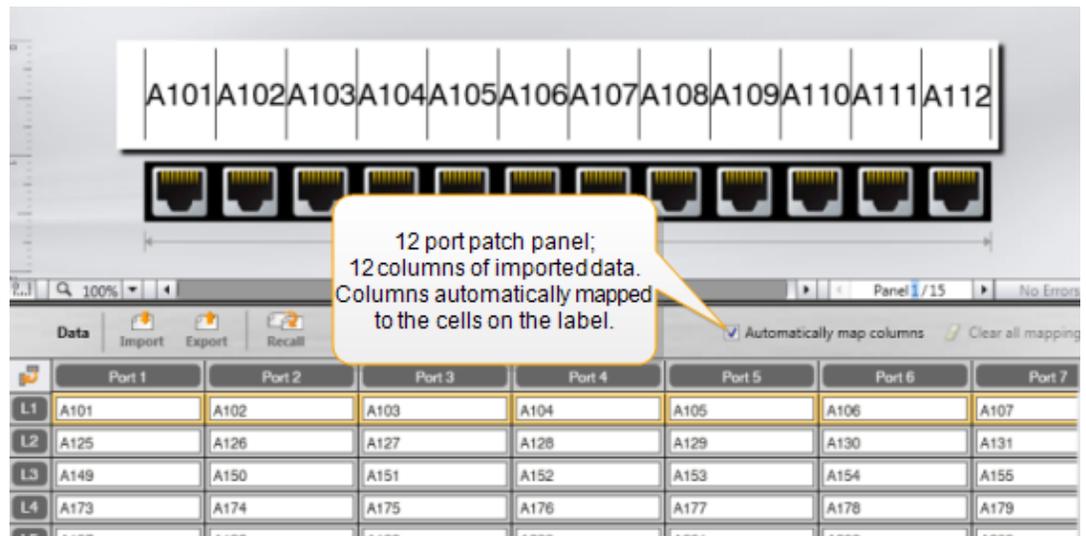
Remove the check mark next to **Automatically map columns** and click **Clear all mappings** to manually map the data.

Data used in one label editor is not automatically available if you switch label applications. In most cases, you can recall the data from the previously edited label to use on the new label. See Recalling Data.

Using Serialization

The Serialize feature is available in all the label editors except for Quick and Pipe marking.

To create a series of labels or data, you:

- Select the characters to serialize
- Set the increment: value to add each time the series repeats
- Set the count: number of times to repeat the series

You can use serialization to:

- Auto-fill multi-cell labels such as patch panel, breaker, distribution panel, 110-block, or terminal block labels. The cells are filled by each increment in the series. If necessary, additional cells are created.
- Create a series of labels by incrementing the data. A new label is created for each increment in the series.

To start serialization, the cursor must be in a text field that can be serialized or a barcode must be selected.

You can select up to five characters for serialization. And, you can choose to create the series sequentially. (A1, A2, A3, B1, B2, B3...)

Serialization creates new labels or, as in the case of a patch panel label, fills the existing cells on the label and, if necessary, creates new labels.

You will be able to view the series on the label as you are adding and changing the values. The data grid is also populated with the serialized data.

💡 To speed character selection, select the characters to be serialized before clicking **Serialize**.

To create a series

1. Place the cursor in a text field or select a barcode.

2. Click ⌐A1,B2...Nn⌐ **Serialize**.

   The Serialization tool appears

3. Select the character to serialize as follows:

   - D 1 0 1 Drag the handles to select one or more characters.

   - D 1 0 1 Click another character to add it to the sequence.

   - D 1 0 1 Click the ⊗ to delete a character from the sequence.

4. For each character, select values for **Increment by** and **Count**.

5. Select **Apply** when finished.

To create a sequential series

1. Place the cursor in a text field or select a barcode.

2. Click $\boxed{A1,B2...Nn}$ **Serialize**.

   The Serialization tool appears

3. Select the **Serialize sequentially** check box.

4. Select the character to serialize as follows:

   - D 1 0 1   Drag the handles to select one or more characters.

   - D 1 0 1   Click another character to add it to the sequence.

   - D 1 0 1   Click the ⊗ to delete a character from the sequence.

   - ◄ ✛ ►   Reorder the sequence by dragging or using the arrows at the bottom.

5. For each character, select values for **Increment by** and **Count**.

6. Select **Apply** when finished.

About the Data Grid

Most label editors have a data grid below the label preview area.Quick and Pipe marking editors do not have a data grid.

The data grid is arranged in rows and columns similar to a spreadsheet. You can enter data directly into the data grid or you can import data from an external spreadsheet or database file. See Importing Data.

Each column in the data grid can be mapped to a text box or barcode object (or both) on a label. See Mapping Data. Each row in the data grid represents a single label.

Imported data can be edited once in the data grid. However, if the imported data is linked to the source file, the data can only be edited in the source file..

Data that you enter directly into a text box or barcode object will repeat in the same location on all labels in the label file. Data from the data grid will change with each label.

When you select a row on the data grid, the corresponding label is displayed in the label editor.

The data grid has the following features:

Import	Import data from a spreadsheet or database file. See Importing Data.
Export	Export data as a .csv file. See Exporting Data.
Recall	Populate the data grid with data from the previous label. See Recalling Data.
Change data	Change the data layout. See Changing the Data Layout.
Refresh data	Refresh the data in the data grid from the linked source file.
Automatically map columns	When you import data into a multi-cell label and the columns match the number of cells on the label, the imported data is automatically mapped to the text box in each cell. You can map the data manually by deselecting the check box and then dragging columns to text or barcode objects on the label.
Clear all mappings	Clears all data mappings to objects in the label preview.
Add	Add a column or row to the data grid.
Delete	Delete a column or row from the data grid.

Importing Data

When you import data from an external file, the data is automatically added to the data grid in the same layout as the source file. For example, a 24-column spreadsheet will be imported as 24 columns in the data grid. You can then map the columns in the data grid to objects on your label.

For some label types, such as patch panel, terminal block, and other multi-cell labels, if the number of columns being imported matches the number of cells defined for the label, then the data is automatically mapped to the cells on the label. For example, if a spreadsheet with 12 columns of data is imported into a 12-port patch panel label, then the data will be automatically mapped to the cells on the label.

A101 A102 A103 A104 A105 A106 A107 A108 A109 A110 A111 A112

12 port patch panel;
12 columns of imported data.
Columns automatically mapped
to the cells on the label.

	Port 1	Port 2	Port 3	Port 4	Port 5	Port 6	Port 7
L1	A101	A102	A103	A104	A105	A106	A107
L2	A125	A126	A127	A128	A129	A130	A131
L3	A149	A150	A151	A152	A153	A154	A155
L4	A173	A174	A175	A176	A177	A178	A179
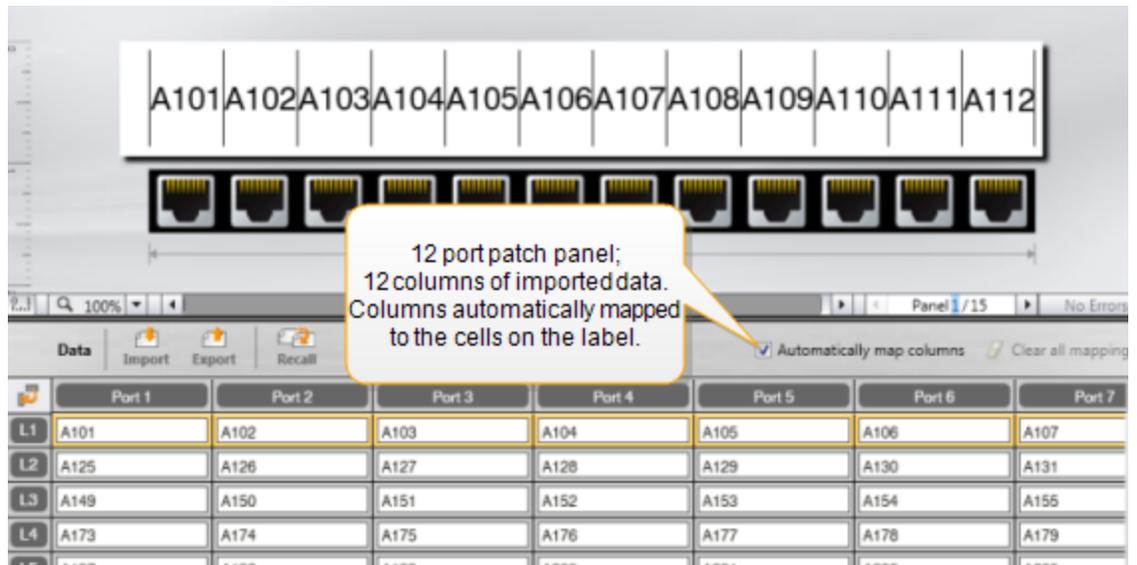
You can import data from the following types of database files:

- Microsoft Access
- Microsoft Excel
- Text - Comma Separated Values or Tab-delimited files with a *.csv or *.txt extension
- Universal Data Links - See the Microsoft documentation on Universal Data Link (*.UDL) for more information.

When you choose to link the data to the imported data file, the data is automatically updated from the file each time you open this label. Linked data cannot be edited in the data grid.

To import data

1. Click in the Data editor.

   The Data import dialog box appears.

2. If not already selected, click **From a file**.

3. Under **Select data file**, click **Browse**.

   The Open dialog box appears.

4. Select the database file to import, and click **Open**.

   The data from the selected file is displayed in the Preview area.

5. To keep the data linked to the file, select the **Keep file linked** check box.

6. If the database file you selected contains more that one sheet or table, select the sheet or table that contains the data you want to import from the **Select sheet or table** list.

7. If the first row in the database file contains column headers, select the **Use first row as column headers** check box.

8. Preview the data to import in the **Preview** area.

9. Click **Import**.

   The data is imported and displayed in the Data editor.

Import Data from LinkWare™ Live

You can import cable data from a Fluke Networks LinkWare Live. You will need to have your LinkWare Live user name and password available. You can then print labels directly from DYMO ID or transfer the labels to an XTL label maker to print in the field.

To import data

1. Click ![icon] in the Data editor.

   The Data import dialog box appears.

2. Click **From LinkWare Live**.
3. Enter your LinkWare Live user name and password, and click **Log in**.
4. Select an organization from the **Organization** list.
5. Select a project or sub-project from the **Project** list.
6. Select a configuration from the **Configuration** list.
7. Select a cable set.
8. Click **Import**.
9. Map the data to the data fields on your label.
10. Click ![icon] to save the label file.

Mapping Data

Map data to the label by dragging a column heading from the data grid to a text box or barcode object on the label. You can position the data before or after other text already on the label. You can also drag more than one column to different locations on the label.
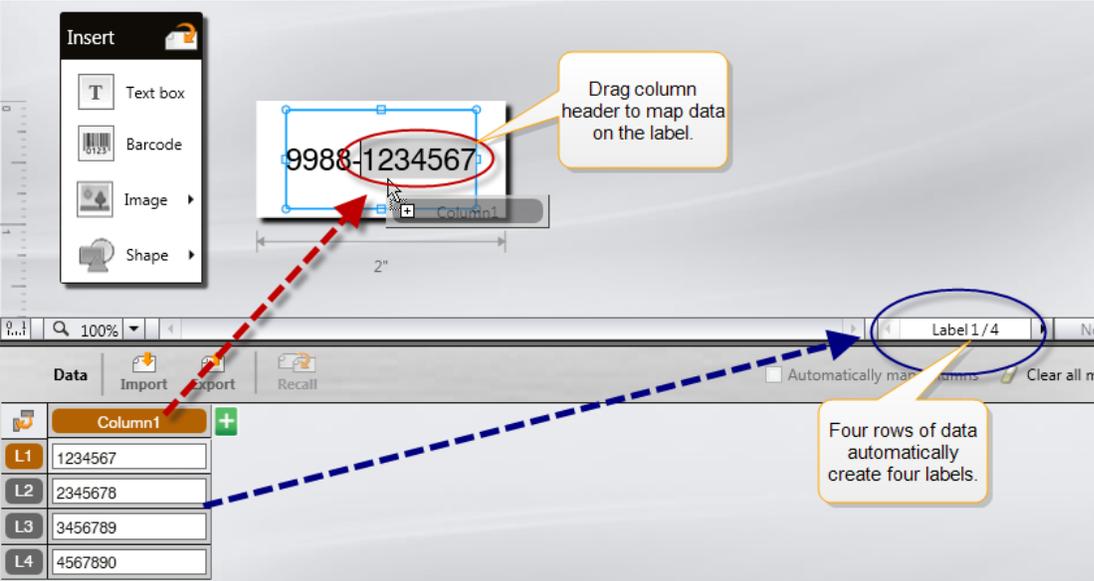
Multiple labels are automatically created based on the number of rows in the data grid.

To map data to a text box

1. Select the column heading in the data grid.
2. Drag the column heading to the position in the text box where you want the data to appear.

To map data to a barcode

1. Add a barcode object to the label.
2. Drag a column heading to the barcode object.
   The data in each row automatically populates the barcode data field.

Recalling Data

When you change the label application you are working in, you have the option of reusing the data in the data grid that you were working with in the previous label.

Data recall works with all label editors that have a data grid.

In the Recall dialog box, you can select the format for how the data will be recalled.

- Maintain current data layout.
- Distribute across the first row, then across the second row, and so on.
  If this item is selected, select the number of columns for each row. The data will fill the columns up to the number you select and then begin a new row.
- Distribute data down the first column only. A new row will be created for each item of data. This is the best option for creating multiple labels quickly.

The way that the data is populated on the label depends on the label type you are recalling the data into.

You can preview how the data will populate the data grid before completing the recall.

To recall data from the previous label

1. Click [icon] at the top of the data grid.
   The Recall data dialog box appears.
2. Select one of the following recall options:
   - **Maintain current data layout**
   - **Distribute across the first row, then across the second row, and so on**
     If this item is selected, select the number of columns for each row
   - **Distribute data down the first column only**
3. In the **Preview** area, review the data arranged in the selected layout option.
4. Click **Recall** to recall the data in the manner selected.

Changing the Data Layout

You can easily change how the data is laid out in the data grid. The choices are:

Maintain current data layout	Keep the data as it is currently laid out.
Distribute data across the first row, then across the second row, and so on	Fill the first row, then the second row, and so on. You specify how many columns to fill across the rows before starting a new row.
Distribute data down the first column only	Start a new row for each new data field. Fills the first column only.

To change the data layout

1. Enter or import data into the data grid.
2. Click in the top left corner of the data grid.

   The Change Data Layout dialog box appears.
3. Select how you want the data to appear in the data grid.
4. View the data in the **Preview** area.
5. When satisfied with the data layout, click **Change**.

Exporting Data

You can export data from the data grid to a comma separated value (CSV) file for use with other programs. When you export data, each row is exported as a single record and each column in the row as a single field.

To export data

1. Click .

   The Save As dialog box appears.
2. Select the folder to save the exported file to.
3. Enter a name for the file in the **File name** box.
4. Click **Save**.

The data is exported to the selected location.

About Printing Labels

Before printing to a label maker, DYMO ID checks the label type in the printer with the label you are printing to make sure the label type is appropriate for the label you are printing so that you will get the best printing result. Any mismatches between the label and the label type in the printer are reported to you before printing starts so that you can make the appropriate changes, as necessary.

This section covers:

Selecting a Label Printer

All the label printers that are installed on your computer are displayed in the printer list under several categories:

- XTL 300
- XTL 500
- LabelWriter 4XL
- Rhino 6000+
- Office printer

If you have more than one label printer in a category, the printers are listed under each category.

If you have more than one label printer installed on your computer, you need to select the appropriate label printer before printing.

For more information on the possible states of an XTL label maker, see Viewing the Status of Your XTL Label Maker.

Each time you select an XTL label maker, you will be notified if updated software is available for that label maker. See Updating the Software.

To select a label printer

1. From the **Home** screen, click [DYMO XTL 500].

2. Select the printer you want to use.

   The selected printer is displayed on the Home screen. If you selected an XTL label maker, the label cartridge that is currently inserted is shown as well.

Selecting Labels

When you select an XTL label maker to use, the type of labels that are currently inserted in that label maker automatically become the selected label type.

Several icons give a visual clue as to the type of label currently selected:

Continuous labels

Pre-sized labels, including XTL pre-sized and LabelWriter Durable Labels

Laminated wire/cable wrap (cartridge)

Laminated wire/cable wrap (sheet) (applies to office printers only.)

Heat-shrink tube

Certain label applications can only be printed on specific label types. If you attempt to open a label application and that label type cannot be printed on the currently selected labels, you will be asked if you want to switch the label selection to one that is appropriate.

Only those label types that are compatible with the currently selected label printer and label application will be displayed in the label selection dialog box.

Remember to insert the matching label type into the label printer before attempting to print.

If you want to design a label for a label cartridge that is different from the label cartridge currently in the selected label maker, you can choose a different label cartridge.

To select labels

1. Click [All-Purpose Vinyl].

   The label selection dialog box appears.

2. Do one of the following:

   • Select a label type from the **Recently used** tab.
   • Search for compatible labels by part number or using the property filters on the **Search** tab.

Printing Labels

When you are ready to print your label, you can select from a number of print options. The print options available will vary depending upon the printer selected.

Print Range	**Print all labels**– Prints all the labels in the current label editor. (Default) **Print current label** – Prints only the currently displayed label. **Print range of labels** – Prints a selected range of labels in the current label editor.
Copies	The number of copies to print of each label.
Collate	**Collate** – Print one copy of each label, then print the second copy and so on. (Default) **Don't collate**– Print all copies of the first label, then print all copies of the second label, and so on.
Mirror	**Mirror content** – Print content from right to left as you would see it in a mirror. **Don't mirror content**– Print content normally. (Default) This setting is saved when you save the label file.
Cut labels	When printing multiple copies, cut labels after: **Printing all labels** – Wait until all labels have printed, then cut the label. (Default) Cut marks will print between each label. **Printing each label**– Cut each label as it prints. For the XTL 300 printer, the label maker will pause so you can manually cut the labels. For the XTL 500 printer, the labels will be automatically cut.
Print Quality	For the LabelWriter 4XL printer: **High-speed** – 300 x 300 dpi recommended for text **High-quality** – 300 x 600 dpi recommended for barcodes and graphics **Auto** – Automatically determine quality by label content

To print your label

1. From the label editor, click .
   The Print dialog box appears.
2. Select the appropriate print options.
3. Click **Print**.

This page intentionally left blank for double-sided printing.

🔄 Managing Files

You can transfer label files and custom images between your computer and an XTL label maker. You can transfer simple label files to a Rhino 6000+ printer. This feature allows you to create labels in DYMO ID and print the labels on demand later from the label maker.

You can also update and transfer new label templates.

- Transferring Label Files
- Adding Custom Images
- Transferring Images
- Transferring Favorites
- Updating and Transferring Templates

⬜ Transferring Labels

You can transfer saved labels to a label maker for printing as needed. You can also transfer labels you have created on a label maker to your computer.

Any custom images on your transferred labels will be saved on the XTL label maker under Custom.

To transfer a label to the label maker

1. Select the label maker you wish to transfer files to.
2. Click 🔄 **Manage files**.
3. Click ⬜ **My labels**.
4. In the PC pane, locate the label file you wish to transfer.
5. Drag the file to the right pane or click ➡️ .

To transfer a label from the label maker

1. Select the label maker you wish to transfer files from.
2. Click 🔄 **Manage files**.
3. Click ⬜ **My labels**.
4. In the left pane, locate the folder you wish to transfer the file to on your computer.
5. In the right pane, locate the label file you wish to transfer.
6. Drag the file to the left pane or click ⬅️ .

Deleting Labels from the Label Maker

You can delete a label file from a label maker through Manage files.

To delete a label file

1. Select the label maker you wish to delete files from.

2. Select ![folder icon] **Manage files** from the **Home** screen.

3. Select ![label icon] **My labels** on the left side of the screen.

4. Select the file you want to delete from the right pane.

5. Click 🗑 at the top of the pane.

Adding Custom Images

You can add images from your local computer for use in your label designs. Custom images can be used in DYMO ID and they can be transferred to an XTL label maker.

The following image types can be added:

- PNG
- JPEG
- GIF

A thumbnail of each image appears in the **PC** pane. The image also appears under **Custom** in the Insert Image list.

💡   To see a larger preview, hover over the image and click 🔍.

To add an image

1. Select ![folder icon] **Manage files** from the **Home** screen.

2. Select ![image icon] **My images** on the left side of the screen.

3. Click ➕ at the top of the **PC** pane.

4. Locate the image you want to add from your computer and click **Open**.

![image icon] Transferring Images

You can transfer images from your computer to an XTL label maker. You can also transfer custom images on an XTL label maker to your computer.

To transfer an image to the label maker

1. Select the label maker you wish to transfer images to.

2. Click ![folder icon] **Manage files**.

3. Click ![image icon] **My images**.

4. In the PC pane, locate the image you wish to transfer.

💡   To see a larger preview, hover over the image and click 🔍.

5. Drag the image to the right pane or click ➡.

To transfer an image from the label maker

1. Select the label maker you wish to transfer images from.

2. Click **Manage files**.

3. Click **My images**.

4. In the right pane, locate the image you wish to transfer.

5. Drag the file to the left pane or click .

Transferring Favorites

You can transfer favorite label files and images from your computer to an XTL label maker.

Transferring a favorite saves the label file or image on the label maker but does not mark the file as a favorite.

To transfer an image to the label maker

1. Select the label maker you wish to transfer images to.

2. Click **Manage files**.

3. Click **Favorites**.

4. In the PC pane, click **Labels** or **Images** to locate the file you wish to transfer.

5. Drag the selected file to the right pane or click .

Deleting an Image

You can delete an image from either DYMO ID or from an XTL label maker through Manage Files. You cannot delete a custom image from a label maker directly.

Deleting a custom image from DYMO ID does not delete the source image from your computer.

To see a larger preview, hover over the image and click .

To delete an image

1. Select **Manage files** from the **Home** screen.

2. Select **My images** on the left side of the screen.

3. Select the image you want to delete from either the right or left pane.

4. Click at the top of the pane.

About Templates

Templates are pre-defined label layouts for specific applications.

Templates are available for the following label types:

Patch panel   Asset tracking   Materials management   Safety*   Arc flash*

* Not available for the XTL 300 or Rhino 6000+ label maker.

You can edit the template layouts and then save the edited template as a label file. However, you cannot create your own custom templates.

You can transfer templates to a label maker. And, since only a limited number of templates can be stored on a label maker, you can delete templates from the label maker.

Only templates that are compatible with the label maker can be transferred.

Periodically, template updates will be released and you will be notified when the updates become available.

Certain label templates have been designed taking into account various industrial standards and codes. Such templates have been created as an attempt to aid you in creating certain label types, but are no substitute for your knowledge of the relevant requirements.You should perform your own review and analysis of any applicable standards or codes relevant to the labels created.

DYMO makes no representation or warranty that any labels created using this device comply with any applicable legal, industry or other standard, code or regulation, and assumes no liability or responsibility for such compliance. In addition, certain of these label templates have been prepared on the basis of current standards or codes which are subject to change, and DYMO assumes no obligation to update any templates based on any changes to standards or codes or to otherwise communicate any such changes.

Updating Templates

Periodically, the label templates will be updated with new and updated versions. Normally, you will receive template updates when you perform a software update. However, you can check for templates updates whenever the Update available button is active on the Templates pane.

When a template update is available, the **Manage files** and **Templates** icons will show a download arrow.

Templates are available for the following label types:

Patch panel   Asset tracking   Materials management   Safety   Arc flash

To update templates

1. Click ![icon] **Manage files**.
2. Click ![icon] **Templates**.
3. Select the type of templates you wish to update.
4. If template updates are available, click **Update templates** and follow the instructions.

![icon] Transferring Templates

You can transfer updated templates to a label maker. Only templates compatible with the label maker can be transferred.

To transfer templates

1. Click ![icon] **Manage files**.
2. Click ![icon] **Templates**.
3. Select the type of templates.
4. Select the specific templates you wish to transfer.
   Use the filters in the left pane to narrow your search.

5. Drag the templates to the right pane or click ![icon].

Deleting Templates

You can delete a template from an XTL label maker through Manage Files.

To delete a template

1. Select the label maker you wish to delete templates from.

2. Select ![icon] **Manage files** from the **Home** screen.

3. Select ![icon] **Templates** on the left side of the screen.

4. Select the type of template to delete.

5. In the right pane, select the specific template you want to delete from the label maker.

6. Click ![icon] at the top of the pane.

This page intentionally left blank for double-sided printing.

Customizing DYMO ID

The following settings can be customized in DYMO ID software:

- General settings
- Label application default settings
- Print settings

To change the settings

1. Click ⚙ **Settings**.
2. Select the appropriate tab on the left of the settings pane.

General Settings

The following settings can be changed:

Language	Select the language you want to work with in the software interface. When you select a new language, you must restart the software for the language to take effect.
Units of measure	The units of measure to use for the ruler and any other display of measurements. Select **Inches** or **Metric**.
Barcode type	Select the default barcode type to start with each time you insert a barcode. Code 128 is the default.
Help balloon	Some help balloons give you the choice to hide the balloon in the future. Click **Reset** to reset the display of help balloons to the factory defaults.
Show/Hide dialog boxes	You have the choice to not show the Recall Data dialog box when recalling data. Select the check box to reset the display of this dialog box to factory default.

With the exception of the Language setting, changes to the settings will take effect immediately without restarting the software.

Setting Default Print Options

Several print options are available for printing your labels. You can change the settings each time you print or you can save the settings you use most often as default settings.

The print options available will vary depending upon the printer selected.

Print Range	**Print all labels**— Prints all the labels in the current label editor. (Default) **Print current label** — Prints only the currently displayed label.
Copies	The number of copies of each label to print. Maximum: 99
Collate	**Collate** — Print one copy of each label, then print the second copy and so on. **Don't collate** — Print all copies of the first label, then print all copies of the second label, and so on. (Default)
Mirror	**Mirror content** — Print content from right to left as you would see it in a mirror. **Don't mirror content** — Print content normally. (Default)
Cut labels	When printing multiple copies, cut labels after: **Printing all labels** — Wait until all labels have printed, then cut the label. (Default) Cut marks will print between each label. **Printing each label**— Cut each label as it prints. For the XTL 300 label maker, the label maker will pause so you can manually cut the labels. For the XTL 500 and Rhino 6000+ label makers, the labels will be automatically cut.
Print Quality	For the LabelWriter 4XL printer: **High-speed** – 300 x 300 dpi recommended for text **High-quality** – 300 x 600 dpi recommended for barcodes and graphics **Auto** – Automatically determine quality by label content

Resetting Label Application Properties

If you have set default properties for on or more label applications, you can reset those application properties to the default label properties.

To reset the label application properties

1. Click ⚙ **Settings**.
2. Select **Label applications**.
3. Select the check box next to the label applications you want to reset.
4. Click **Reset**.

Only those label applications you selected will have their properties reset to factory default settings.

Getting Help

This section contains topics that should answer questions you may have while using DYMO ID software.

You'll find the following:

- Software FAQs
- Printing errors
- Viewing the XTL label maker status
- Finding errors on your labels

Frequently Asked Questions

The section gives answers to some commonly asked questions.

Why can't I find my labels in the list of labels available?	When selecting a label type from the Home screen, only labels that are compatible with the currently selected label printer are displayed. When selecting a labels from within a label application, only labels that are compatible with that label type are displayed.
Why did the selected label type change when I opened my previously saved label file?	The label information is saved with saved label files. When you open a saved label file, and if the label is compatible with the selected label printer, the currently selected label type is changed to previously used label type for that label.
Why can't I save a template that I customized as a template file?	The pre-designed templates cannot be customized and then saved as a template. You can save the customized templates as a label file and then reuse that label file for future labels.
Why do some label applications have a warning ⚠ icon on them?	This can happen for two reasons: ■ The selected label printer is not compatible with this label application. For example, Safety labels can only be printed on an XTL 500 label maker. Change the selected label printer to open that label application. ■ Certain labels can only be printed on specific label types. If the selected label type is not compatible with a label application, the warning icon ⚠ appears. You can still open the label application, but you will be prompted to change the selected label type before continuing. You do not need to have a compatible label type inserted in the printer to create a label, but you will have to change the labels to print the label.
Why is the text being truncated on the label?	The font point size is too large to fit on the label. Reduce the point size until the warnings disappear on the label preview. You can also click Auto fit to automatically resize the font to fit on the label.
Why can't I adjust the margins on the label to print closer to the edge of the label?	The label has an unprintable area on the top and bottom edge, and the trailing edge as the label exits from the printer. You cannot adjust these margins. On some label types you can adjust the leading edge margin by deselecting the **Match leader and trailer length** property.
Why did my image get distorted when I changed the label width (or length)?	On some label types, the image is automatically sized to fit the label when you change the label dimensions. You can restore the image's aspect ratio by selecting ▣→▣ from the Image Formatting toolbar.

Printing Errors

The following provides solutions to some common errors that will occur while printing from DYMO ID software:

Message	Solution
Label maker not connected	The label maker you are trying to print to is not connected. Connect the label maker to your computer.
Cover is open	The label cartridge cover is open. Close the label cartridge cover to continue printing.
Label cartridge is missing	No label cartridge is found in the label maker. Insert a label cartridge.
Label cartridge not recognized	Make sure that the label cartridge is compatible with the label maker and is inserted correctly.
Label application – cartridge mismatch	This error can occur for several reasons: ■ The label cartridge in the label maker is not appropriate for the label application you are trying to use. See Label Cartridge Selection. ■ The label you are trying to print cannot be printed on this label cartridge. See Selecting Labels. ■ The label cartridge in the label maker does not match the label you are trying to print. In this case, you can continue printing but the results may not match the label you see in the label editor.
No cutter present	The cutter mechanism in the label maker is missing. Make sure the cutter mechanism is inserted properly. See **Cleaning the Cutter Blade** in the label maker's user guide for instructions on removing and replacing the cutter mechanism.
Errors found on label	Errors were found on the label you are editing. Click **Fix errors** to locate and resolve the errors before printing. See Finding Errors.
Cutter jam	The cutter blade is not operating properly. See the **Cleaning the Cutter Blade** in the label maker's user guide for instructions on removing and replacing the cutter mechanism.
Label jam	The labels are not feeding properly in the label maker. Remove and reinsert the label cartridge.
Label maker overheated	The label maker's motor has overheated. Wait for a few moments until the label maker cools down to resume printing.
Error	An error message with no explanation means a problem with the label maker has been detected but no further information can be supplied. Turn the label maker off and on again. If this does not solve the problem, contact Customer Support at www.dymo.com.

Viewing the Status of Your XTL Label Maker

When an XTL label maker is connected to your computer, the following information is shown in DYMO ID software:

- Battery charge level
- Battery status: charging or not charging

The following table describes the possible states of the label maker.

	Label maker is connected and battery is charging.
	Label maker is connected and battery is not charging.
	Label maker is not connected or is turned off.
	Label maker is connected but there is a problem with the battery.

Problems with the label maker will be reported in the software. For information on error conditions, see Printing Errors.

Finding Errors

Before you print your labels, make sure they contain no errors. You should see "No errors" in the lower right corner of the label editor. If errors are reported, locate and fix them before printing.

To locate errors

1. In the lower right corner of the label editor, select .
2. Use the right and left arrow to display the labels with errors.
3. Correct the errors.

   When the error is corrected, the ⚠ will no longer be present on the label.

   If errors are still present on the label when you attempt to print, you will be notified on the **Print** dialog box.

Updating the Software

Periodically, you will receive a notice that a new version of DYMO ID software or the software for your XTL label maker is available.

You can also check for software updates manually.

To check for updates manually

1. Select **About** from the **DYMO ID** menu.
2. Click **DYMO ID update available** and follow the instructions to download and install the new version of the software.

This page intentionally left blank for double-sided printing.

Contacting DYMO

Internet Support

DYMO maintains a Web site at support.dymo.com that includes the latest support information for your label printer and DYMO ID software.

Contact Information

Visit the support area of our Web site at support.dymo.com to contact us by chat or email.

This page intentionally left blank for double-sided printing.

Documentation Feedback

We are constantly working to produce the highest quality documentation for our products. We welcome your feedback.

Send us your comments or suggestions about our user guides. Please include the following information with your feedback:

- Product name, model number, and User Guide page number
- Brief description of instructions that are inaccurate or unclear, areas where more detail is needed, and so on

We also welcome your suggestions about additional topics you would like to see covered in the documentation.

Send an email message to: dymo.docfeedback@newellco.com.

Please keep in mind that this email address is for documentation feedback only. If you have a technical question, please contact the DYMO Help Desk.