IDEXX Cornerstone*
Practice Management Software

Dymo® 330, 400, SE450 and 450 – Change Label Size and Oreintation

Document Purpose	This document provides detailed instructions for changing the label size and orientation for the Dymo® 330, 400, SE450 and 450 (Non Turbo and Turbo models).

Determine how the printer is connected	1. Determine how the Dymo printer is connected by looking at the connection on the back of your printer:
	    a) If your printer is connected with a parallel cable or USB cable directly to a computer, all operations will be performed on the station to which the printer is physically connected.
	    b) If your printer is connected via an external print server or internal print server using an Ethernet cable, all operations will be performed on your server

Create the IDEXX LABEL Paper Size	1. Open **Run**.
	2. Type **Control Printers**.
	3. Open Printer Server Properties:
	   Windows® 10, 8, 7, Windows Server 2012, & Windows Server 2008 R2
	    a) Click any printer to highlight it.
	    b) Click **Print server properties** under the *Address Bar*.
	   Windows XP, Vista, Server 2008 and Server 2003
	    a) Right-click an open area of the window.
	    b) Click **Server Properties**.
	     Note: If you are using Windows Vista with UAC enabled you must open Server Properties with administrative rights. Right-click an open area of the window, click **Run as administrator**, then click **Server Properties…**.
	4. Click the **Forms** tab.
	5. Check **Create a new form**.
	6. Type **IDEXX LABEL** in the form name field.
	7. In the **Form description** section set the following:
	    a) Set the **Width** to **2.00**.
	    b) Set the **Height** to **4.00**.
	   Note: If a Dymo label with a ¼ inch blank strip at the top is being used, the **Left** print area margin must be set to **0.10**.
	8. Click **OK**.

Set the Label Size and Orientation	1. Open **Run**.
	2. Type **Control Printers**.
	3. Open the printer preferences window:
	   Windows® 10, Windows 8, Windows 7, Windows Server® 2012 & Windows Server 2008
	    a) Right-click the Dymo printer.
	    b) Click **Printer Properties**.
	    c) On the **General** tab, click **Preferences…**.
	   Windows XP, Windows Vista®, & Windows Server 2003
	    a) Right-click the Dymo Printer.
	    b) Click **Properties**.
	    c) Click **Printing Preferences…**.
	4. Choose **Landscape** from the Orientation dropdown.
	5. Click **Advanced…**.
	6. Choose **IDEXX LABEL** for the paper size.
	7. Click **OK**.
	8. Click **OK**.
	9. Click the **Advanced** tab, then click **Printing Defaults...**.
	10. Choose **Landscape** from the Orientation dropdown.
	11. Click **Advanced…**.
	12. Choose **IDEXX LABEL** for the paper size.
	13. Click **OK** on the remaining windows.

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