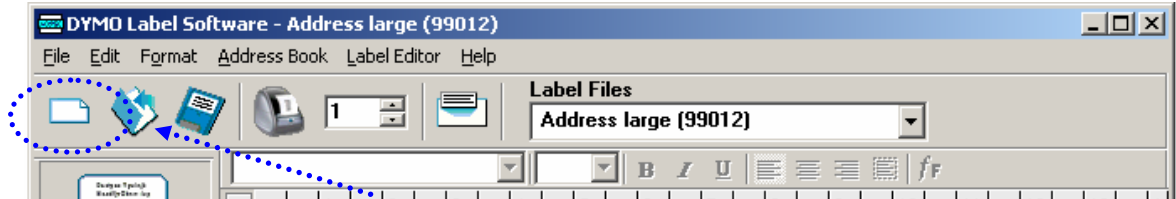
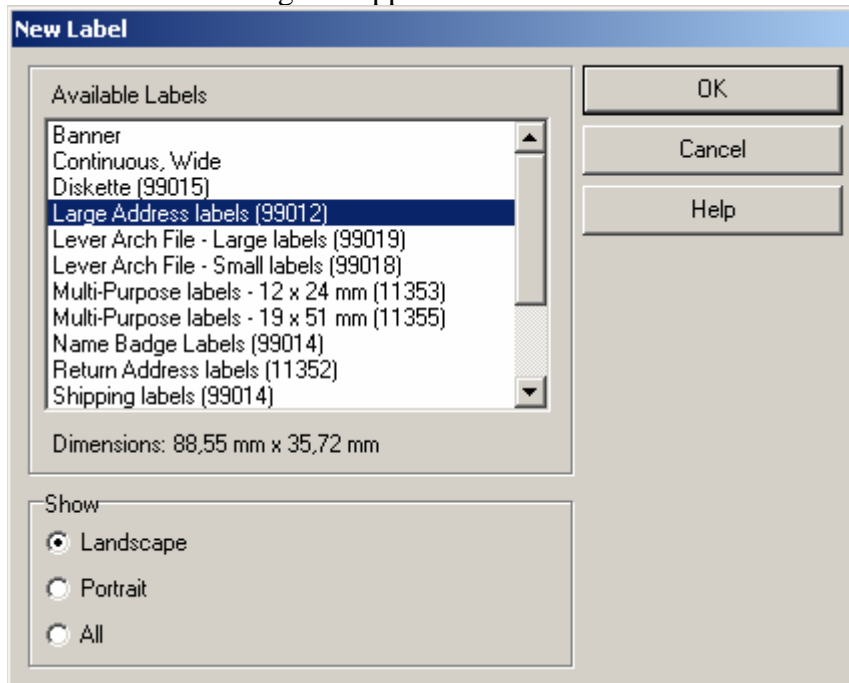


How to create a new label?

1. Start **DYMO Label Software**.
2. On the tool bar, click **Create a New Label** button.



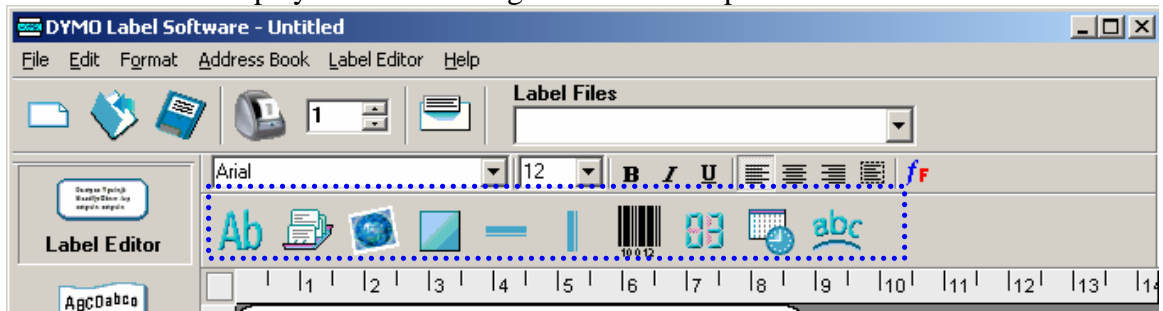
The New Label dialog box appears.




3. Select the label type you want and click **OK**.


(If the current label has been modified and not saved, you are prompted to save the current label before opening the new label.)

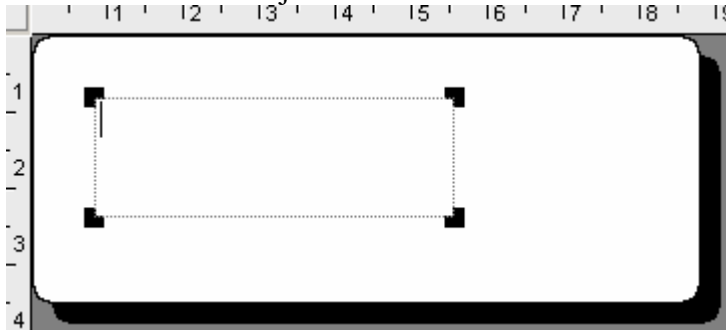
A blank label is displayed and the Designer tool bar is opened.




4. To add an address to the label, click the  (= Add Address Object) button.

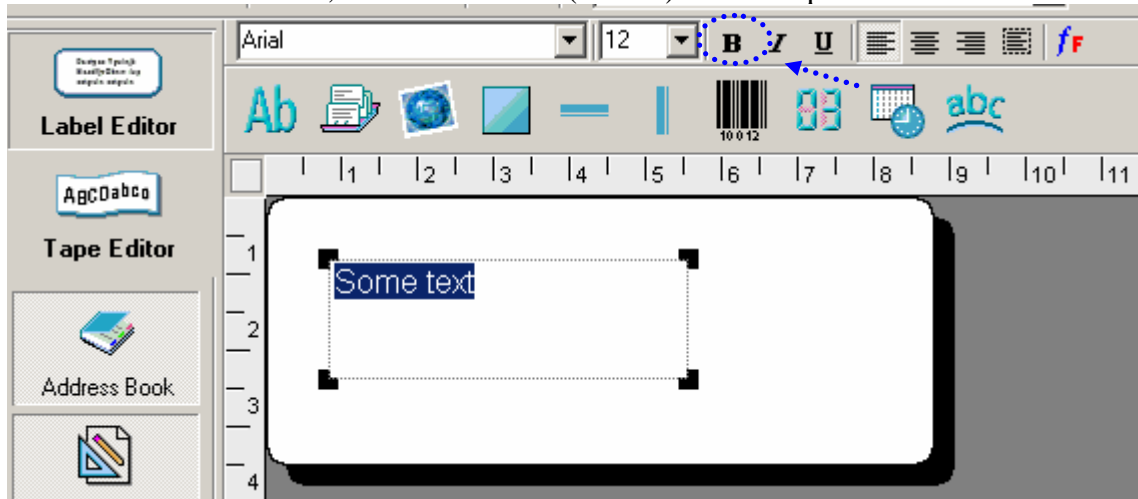
or

To add text to the label, click the  (= Add Text Object) button.
An address or text object is added on the label.

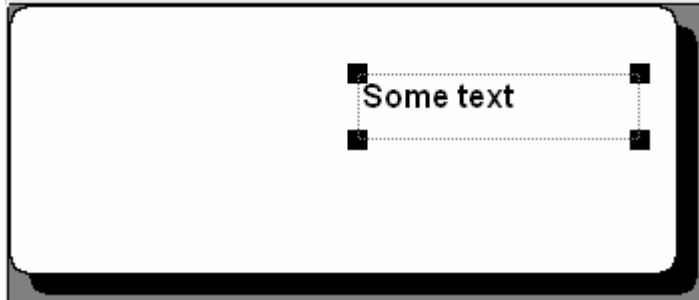



The address object is similar to the text object, but is designed to print information that changes with each label printed, such as names and addresses.

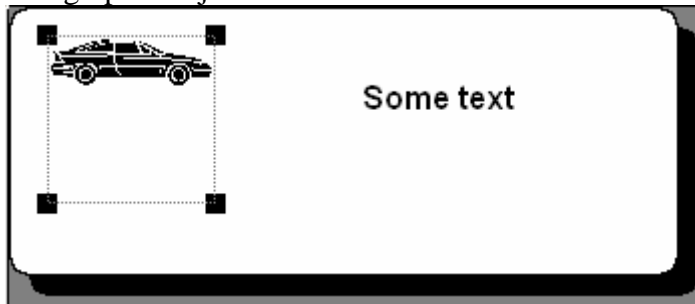
5. Start typing an address or some text.
The address or text is added to the label.
6. Select the address or text, and click the  (= Bold) button to put the text in Bold.



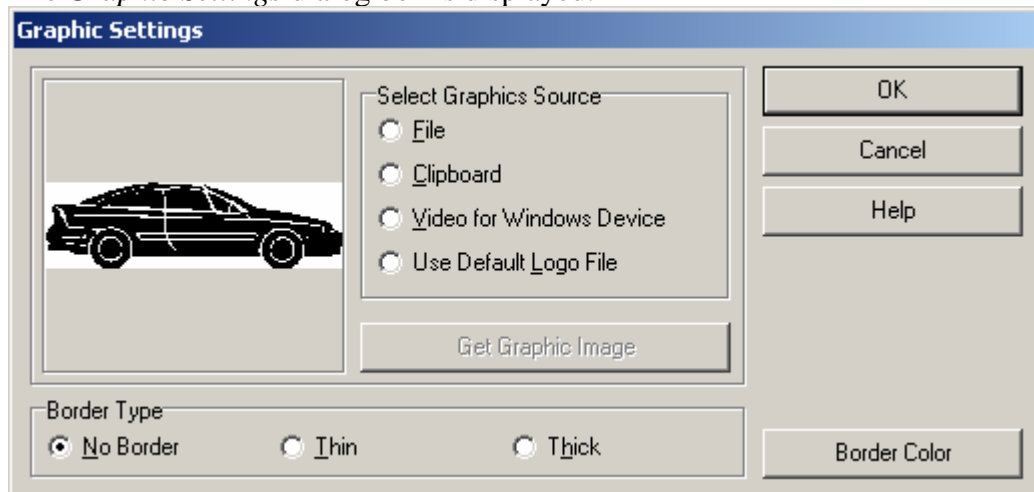
The address or text is changed to bold.
You can now resize or move the object.



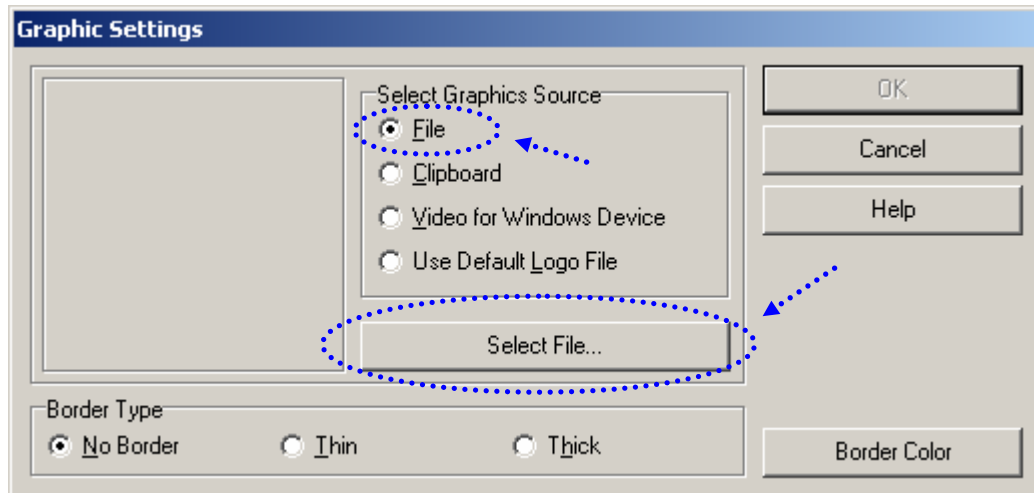
7. Click the  (= Graphics) button, to add a graphic object.
The graphic object is added to the label.



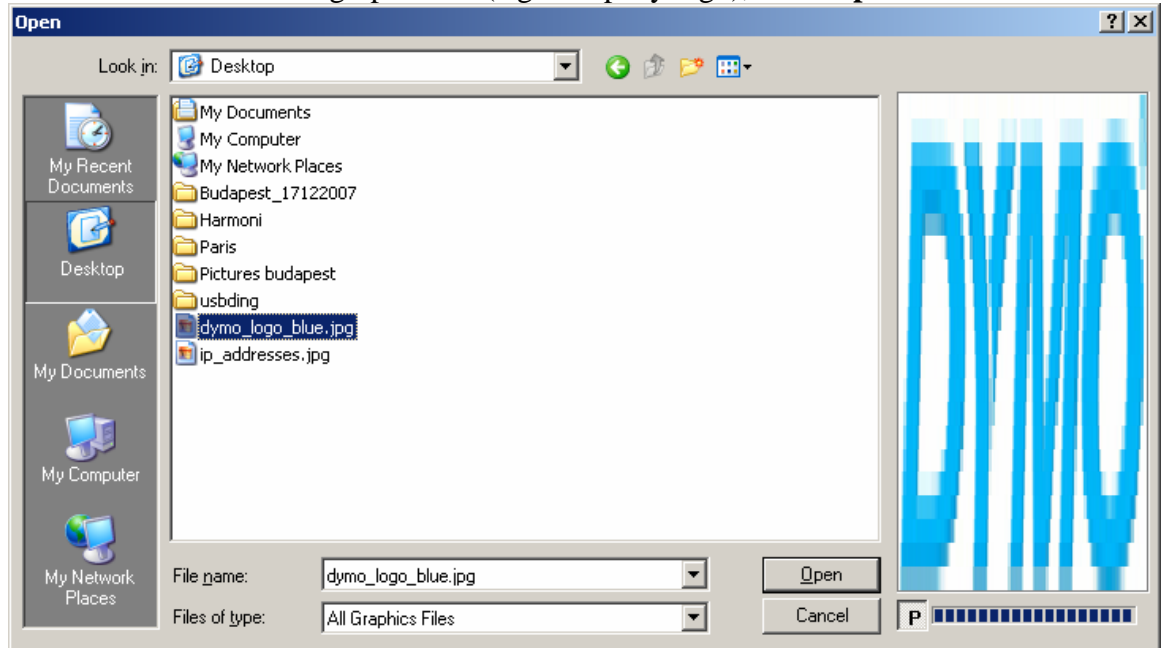
8. Double-click the graphic object.
The *Graphic Settings* dialog box is displayed.



9. Select **File** and click **Select File**.



10. Browse to and select the graphic file (e.g. company logo), click **Open**.



11. Click **OK**.

The selected file is added to the label.

