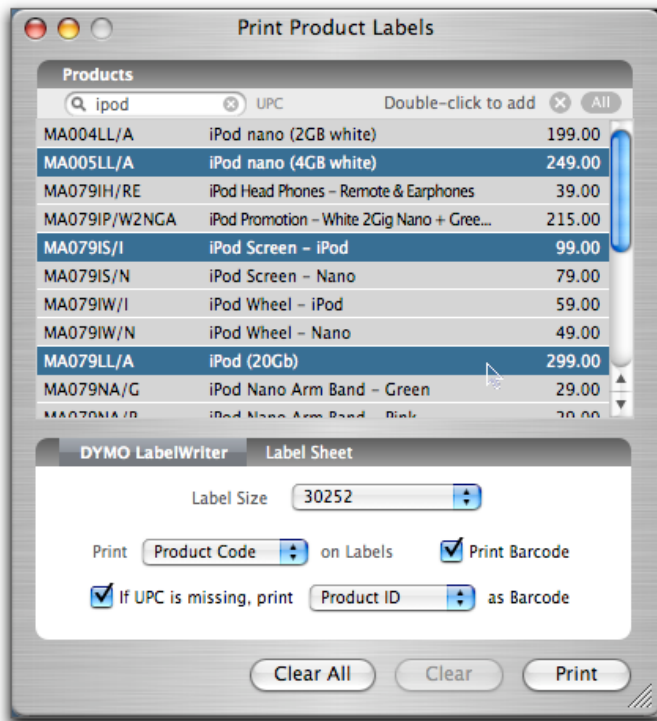## PRODUCT LABELS

There are several ways to access the Print Product Labels window.

1. Choose the Print Product Labels option of the Tools menu.
2. Choose the Print Labels option in the Action menu of the Product profile.
3. Choose the Print Product Labels optoion in the Action menu of a Purchase Order. This option will ask if you wish to print labels for received quantities only.

Once you are in the Print Product Labels window, you can choose the labels you wish to print by searching on the Description or Product Code. Double-click the Product to add it to the set of Products for which you will print labels. You can also product a list of all Products by clicking the All button. To select more than one Product, hold down the Apple key as you click each item. When you have finished, hit the Return key to add them to your list. Once you have selected your list of Products, change the quantities for the number of labels you wish to print.

Confirm the settings in the lower half of the Print Product Labels screen: choose the method with which you're printing labels (Dymo LabelWriter or label sheet); the Dymo/Avery format for your labels; which code you want printed on the label, the Product Code or the Product ID; whether you want to print a barcode, and, if so, whether to use the UPC, the Product Code, or the Product ID.
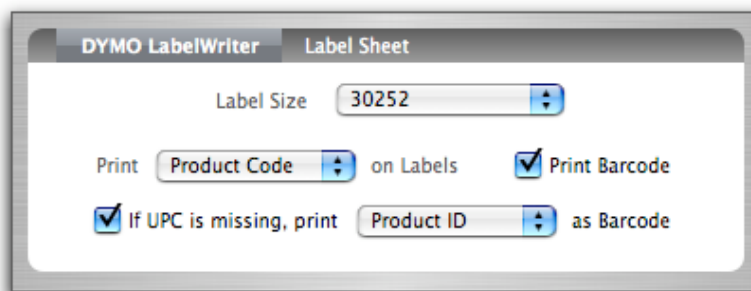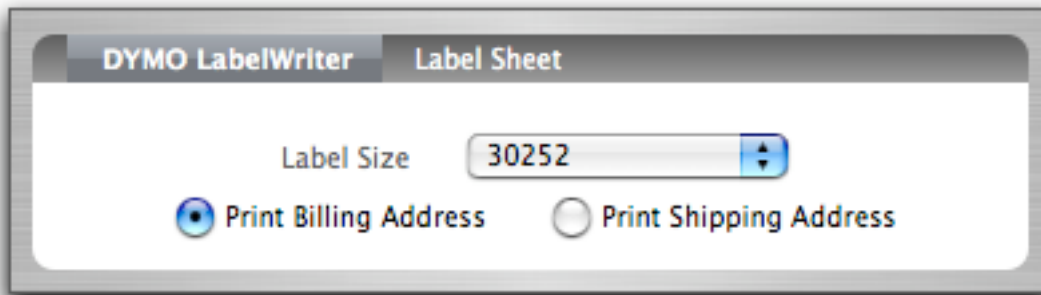
CUSTOMER LABELS
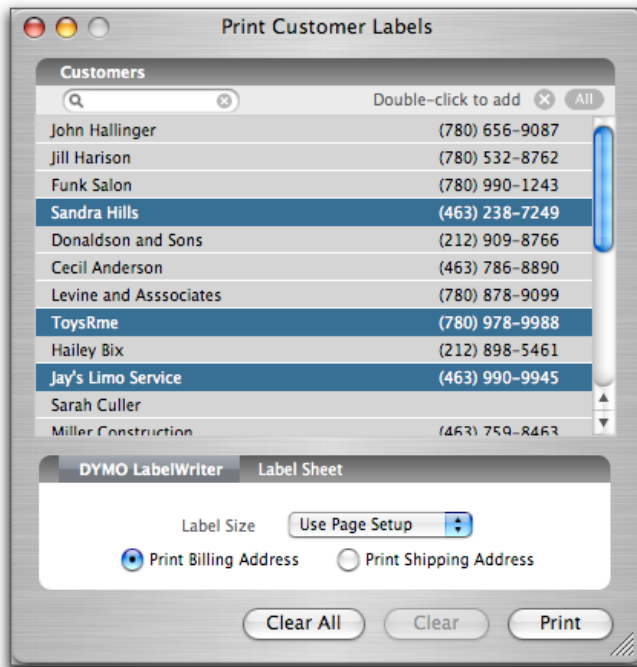
To access the Print Customer Labels window, you can:

1. Choose the Print Customer Labels option from the Tools menu.
2. Choose the Print Label option in the Customer profile.
3. Click the Print Labels button in the Customer Browser.

Having accessed the Print Customer Labels window, you can compile your list of printable labels by selecting them from the search window individually, or, using the Apple key, in a batch. Once selected, press the Return key to add them to the pending list.

Once a Customer is on the pending list, you are able to edit the quantity of labels that will be printed in the Qty column. If a Customer has more than one Contact in their profile, you will be able to access them with a triangle icon that appears beside the default Contact.

In the lower section of the Print Customer Labels window, you can choose which method you're using (the Dymo printer or by label sheet), the label size, and whether you're printing the Billing or Shipping address. When your list is complete, click Print.

NOTE: The supported label sizes are as follows:

Customer Labels

DYMO LabelWriter:
A30252 (1-1/8" x 3-1/2", 28x89mm)

8.5" x 11" Label Sheet:
A05260 (1" x 2-5/8", 25x67mm)
A05259 (4" x 1-1/2", 101x38mm)

Products Labels

Dymo Label Printer:
30252 (1-1/8" x 3-1/2", 28x89mm)
30299 (7/16" x 2-1/8", 11x54mm)
30330 (3/4" x 2", 19x51mm)
30336 (1" x 2-1/8", 25x54mm)
30332 (1" x 1", 25x25mm)
30333 (1/2" x 1", 12.5x25mm)
30373 (7/8" x 2", 22.1x50mm)

8.5" x 11" Label Sheet:
A05260 (1" x 2-5/8", 25x67mm)
A05259 (4" x 1-1/2", 101x38mm)
A05127 (1/2" x 1-3/4", 12.7x44.5mm)