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

## 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:
     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.