

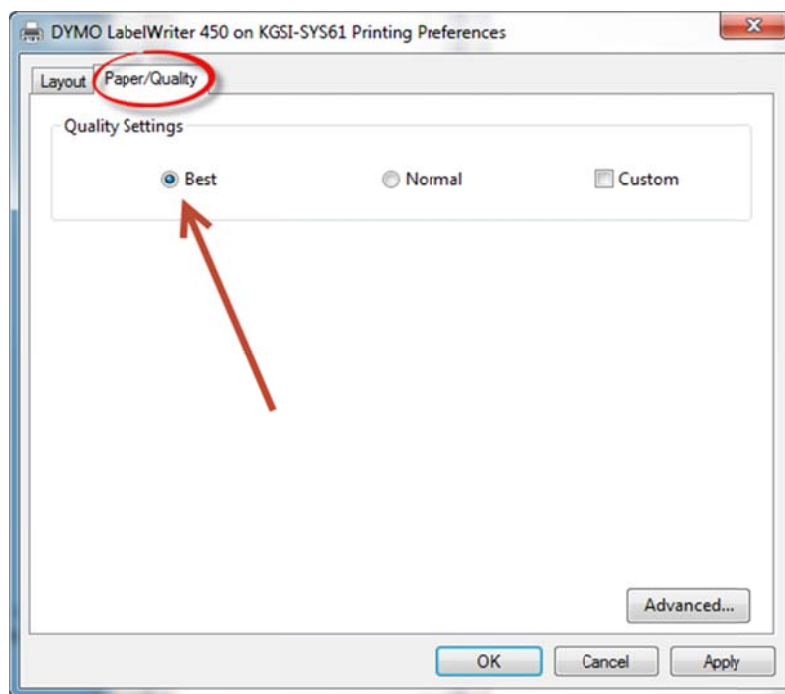
HOW TO CHECK LABELWRITER PRINT QUALITY

In order to get barcodes (student, library books and employees) to scan correctly in TCA it is critically important that the print quality on your Dymo LabelWriter is set to the highest level (usually called BEST or “BARCODES and GRAPHICS”). The directions below explain how to verify or change this setting.

NOTE: This procedure applies to a Dymo LabelWriter 450 on a standard Windows 7 installation. If you have a different model of the LabelWriter, or if you have customized your version of Windows 7, the location of some of the options may vary, but the general principles are the same.

Quick Steps

1. From the Windows **START** menu click on **Devices and Printers**.
2. Locate the icon for your **Dymo LabelWriter**.
3. Right-mouse click to bring up the context sensitive menu for the LabelWriter.
4. Click on **Printing preferences**. Your display will look similar to this:

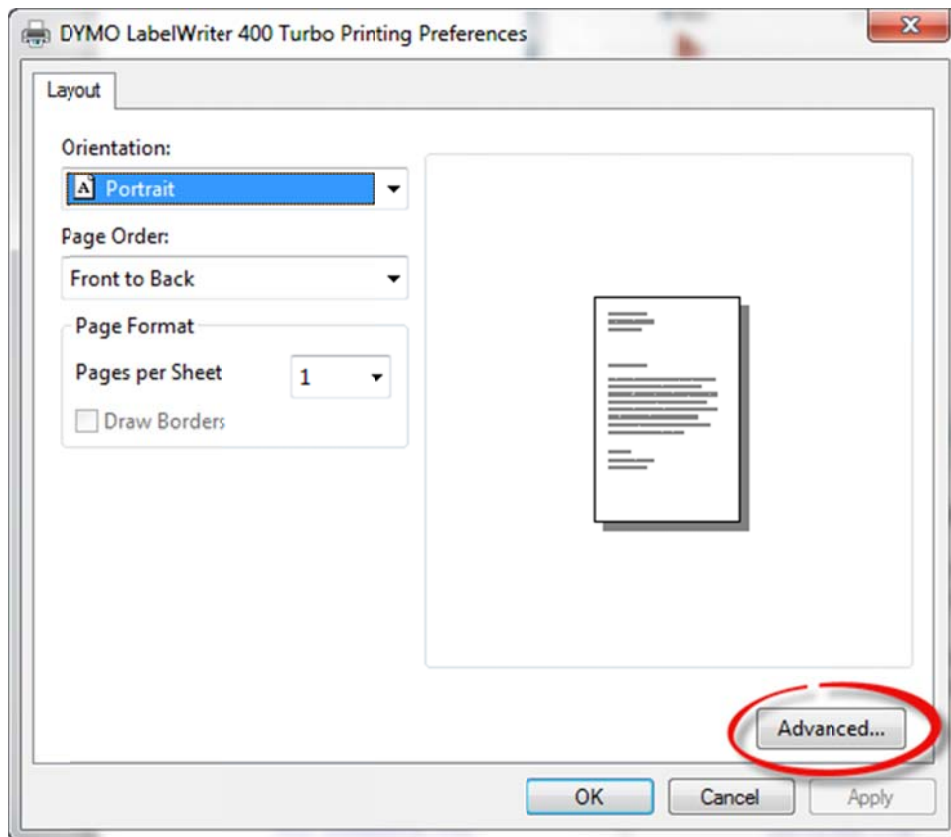


5. Click on the **Paper/Quality** tab on the **Printing Preferences** dialog.

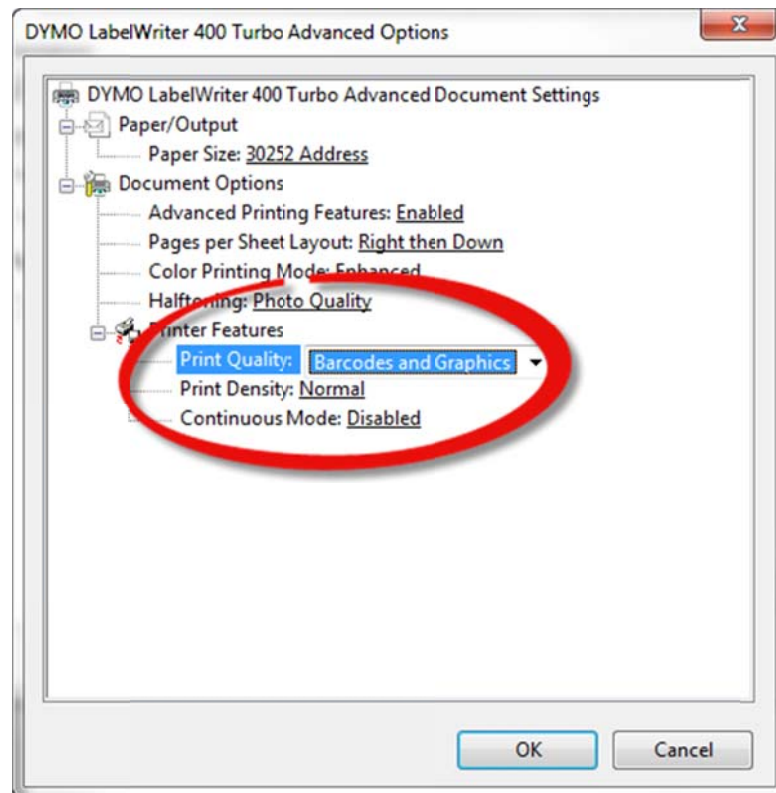
If you do not see the **Paper/Quality** tab in your **Printing preferences**, see the next page for making the settings through the **Advanced** button.

6. Make sure that the **Best** radio button is selected in the **Quality Settings** options.
7. Click **OK** to store the setting and close the dialog.

If you do not see the **Paper/Quality** tab in your **Printing preferences**, you can set the print quality through by clicking on the **Advanced** button in the dialog.



Clicking on the **Advanced** button in the Dymo LabelWriter **Printing preferences** dialog will bring up a different interface for setting the Print Quality that looks like this:



In this dialog, select "**Barcodes and Graphics**" from the dropdown box next to the **Print Quality** prompt.

Click OK to save the preferences and close the dialogs.