

How do I Print a Label to an Individual Label Printer?

PastPerfect 4.0

Before getting started, please note the size of the label you will be using as well as which Contact Label Style within PastPerfect you want to use.

The following directions work with both DYMO and Avery individual label printers.

1. From the Main Menu of PastPerfect, select Reports.
2. Select Contacts.
3. Select the Label Style (i.e. Contact Labels Style #2).
4. Select Modify Report Layout.
5. Select Create New Custom Label.
6. Select Yes.
7. Choose a layout that has the correct height and width and contains only one column (i.e. for the DYMO label style #30252 (3.5 by 1.1 inches) the corresponding Avery 4163 label could be selected).
8. Select OK.
9. Go to File, Page Setup and then Print Setup.
10. Select your DYMO or Avery label writer as your printer and select the label style you are using as your paper size.
11. Select Landscape as your Orientation.
12. Select OK.
13. Verify that the label layout within Page Layout on the Page Setup screen is correct.
14. Select OK.
15. Add the fields to the label that you wish to appear when printing.

Note: You can copy the fields from the old label, before you select "Create New Custom Label", or copy them from a different label style, and then paste the fields into your new label. Please be sure you are adding the fields in the white space between the "Page Header" and the "Detail" bands. Do not move the bands up or down on the screen or you will alter the size of the label.

16. Select File, Save and then File, Close.
17. To implement your changes please select the radio button in front of Custom Layout.
18. Select Exit.
19. Before printing to your individual label printer, please select the radio button for your modified label style.

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!