

Creating a template for Dymo Label Printer

1004 [TDO KB](#) July 1, 2025 [TDO software](#) 2.48K

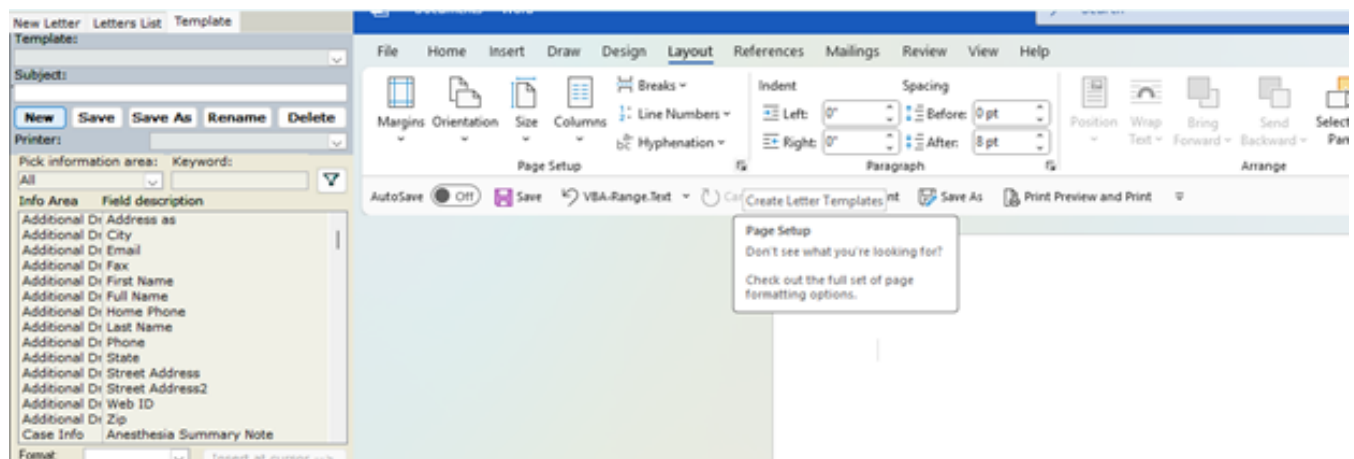
Overview

This will show how to create a template in Letters for the Dymo Label Printer.

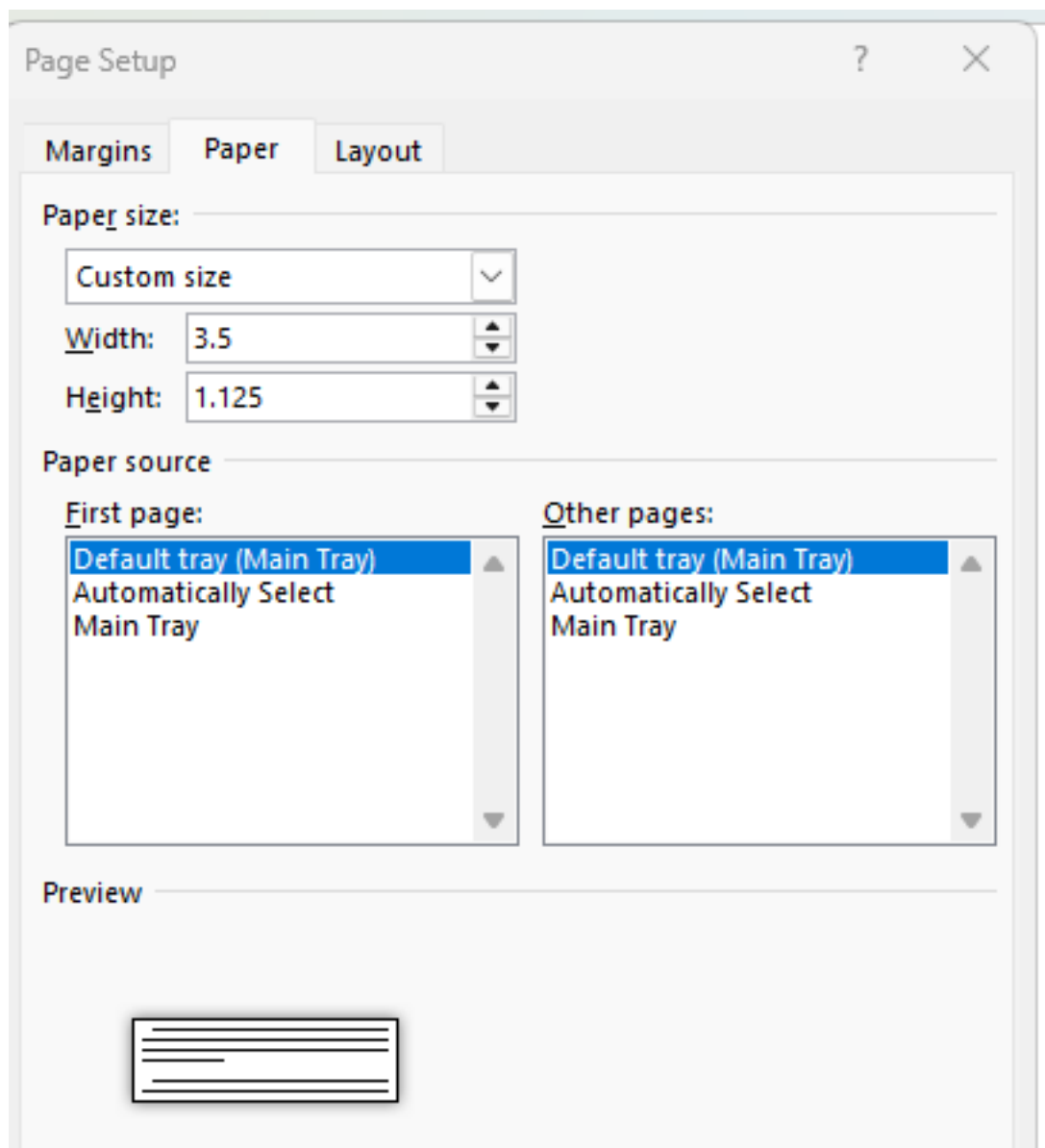
Open Letters Module

Click the Template Tab and then New Template

Under Layout, expand the Page Setup Option



On the Paper tab, select custom size and enter the width and height measurements of your label (most common is 1 1/8 by 3 1/2)



On the Margins tab, set all margins to .12

Page Setup

Margins Paper Layout

Margins

Top: .12 Bottom: .12

Left: .12 Right: .12

Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

Apply to: Whole document

Set As Default OK Cancel

Select the tokens you wish to include on the label and set your paragraph to be single-spaced with no space before or after

Paragraph
?
X

Indents and Spacing
Line and Page Breaks

General

Alignment:
Left

Outline level:
Body Text
☐ Collapsed by default

Indentation

Left:
0"

Right:
0"

Special:
(none)

By:

☐ Mirror indents

Spacing

Before:
0 pt

After:
0 pt

Line spacing:
Single

At:

☐ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
<<ReferFullName>>
FollowingParagraph FollowingParagraph FollowingParagraph FollowingParagraph FollowingParagraph
FollowingParagraph FollowingParagraph FollowingParagraph FollowingParagraph FollowingParagraph
FollowingParagraph FollowingParagraph FollowingParagraph FollowingParagraph FollowingParagraph
FollowingParagraph FollowingParagraph FollowingParagraph FollowingParagraph FollowingParagraph

Tabs...
Set As Default
OK
Cancel

Patient Label Example:

```
<<PatientFirst>> <<PatientLast>>  
<<PatientStreet>> <<PatientStreet2>>  
<<PatientCity>>, <<PatientState>>  
<<PatientZip>>|
```

Referring Doctor Label Example:

```
<<ReferFullName>>  
<<RefPracticeStreet>>  
<<RefPracticeStreet2>>
```

```
<<RefPracticeCity>>, <<RefPracticeState>>  
<<RefPracticeZip>>|
```

(Showing on the preview as 2 labels is ok, the tokens will shrink down when the data pulls)

Select the Dymo printer as default for this template (please note that the printer must have the same name on all computers for the default setting to work)

Select Save As and name the label

On the new letter tab, click on Options and select your new label template under the drop-down

Set role to patient or referring doctor and delivery as letter

Default Delivery Options

Default Delivery Options

Select Letter Template or Letter Type and specify default delivery options for it. Letter Template Delivery Options have priority of use.

Letter Template: Referring Doctor Label

Role	Delivery	Email Type (for Email only)
Referring	Letter	
*		

If you select 'Personal Preference' in Delivery field, it will be substituted in letter with real preferred delivery type for the person. For example:

Online URL: <https://kb.tdo4endo.com/article.php?id=1004>