**Printing of Spine Labels**

1. Load items in “Item Status”
2. Select items for labels to be printed.
3. Under “Actions for Selected Items”, choose “Print Spine Label”
4. Adjust settings to the following.



Make sure Spine label length is “5” and Pocket Labels are not enabled.

1. Regenerate the labels, by clicking “Re-Generate”
2. Make any necessary adjustments to the labels
3. Click “Preview and Print”
4. If there are no other adjustments that need made, Click “Print Page” 
5. Make sure the DYMO LabelWriter Printer is the printer
6. Click on “Properties…”

7. Change the Orientation to Portrait in the Layout tab

8. Click on “Paper/Quality”
9. Choose “Left Roll” in the Paper Source drop down
. 
10. Click on “Advance…”
11. Set the Paper Size to”30347 1 in x 1-1/2 in” from the drop down.

12. Click on “OK”
13. Click on “OK”
14. Click on “Print”
15. Labels should print using the left hand roll of the Twin turbo.