

Instructions for changing label sizes

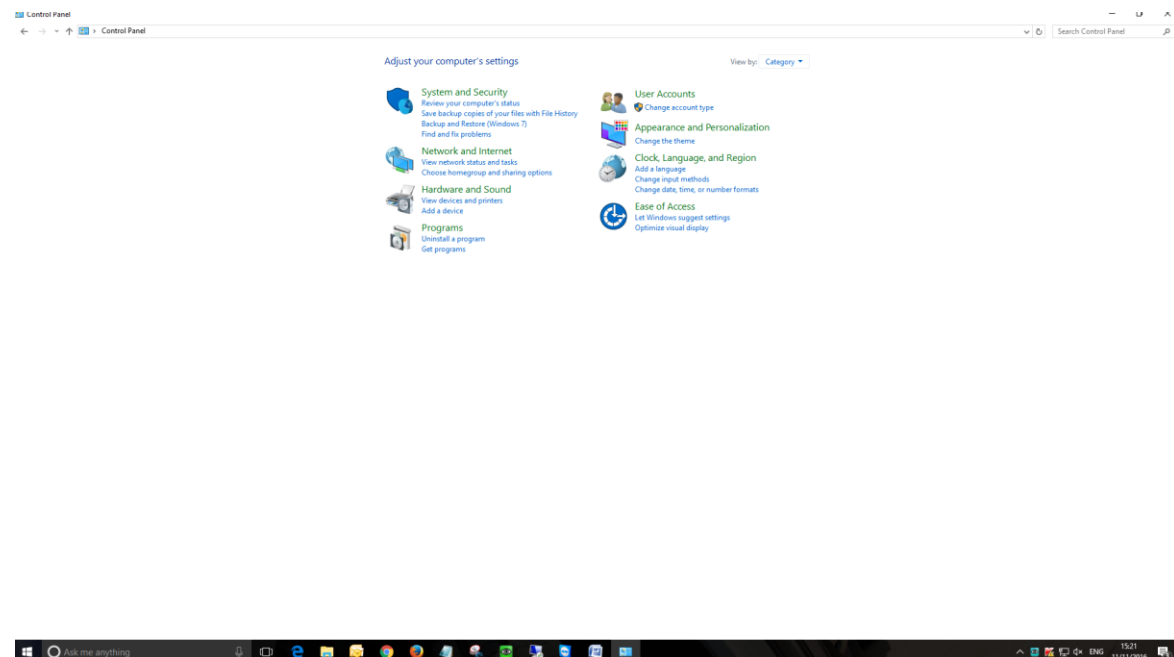
Please note: These instructions are on a windows 10 pc. However, it is still the same process on other windows operating systems.

Step 1



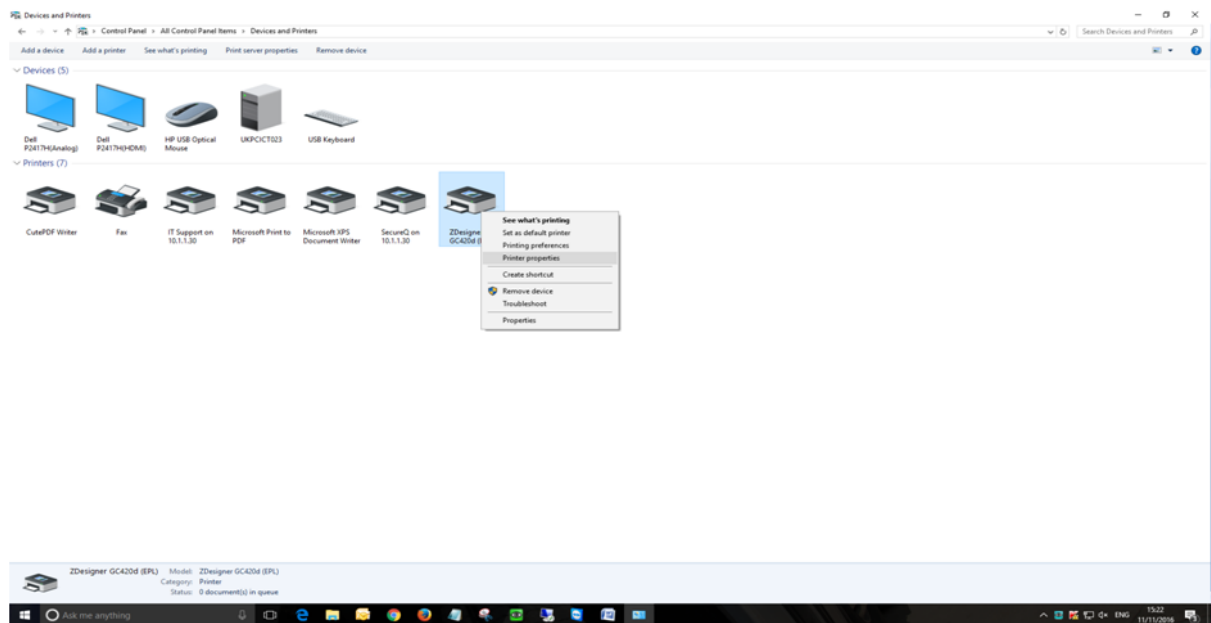
Open the search menu and select or search for control panel. (If devices and printers are on the start menu then skip step 2)

Step 2



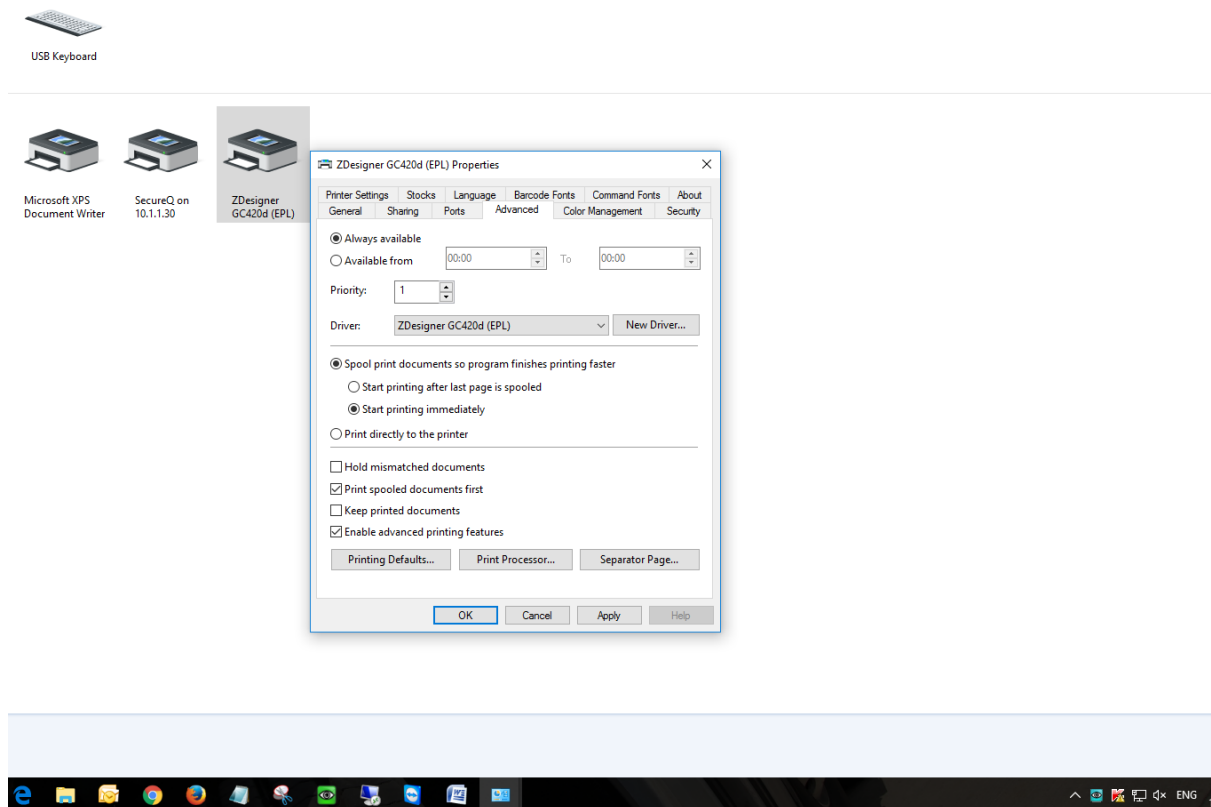
Under Hardware and sound select Devices and Printers

Step 3



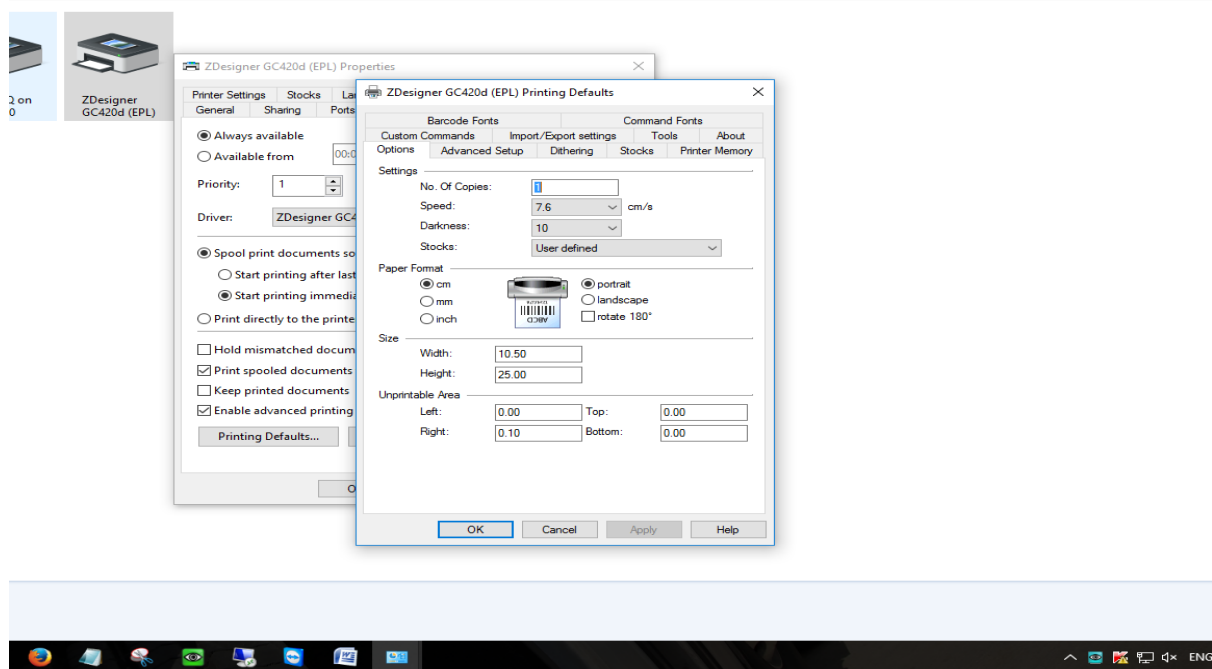
In devices and printers select the label printer and right click.

Step 4



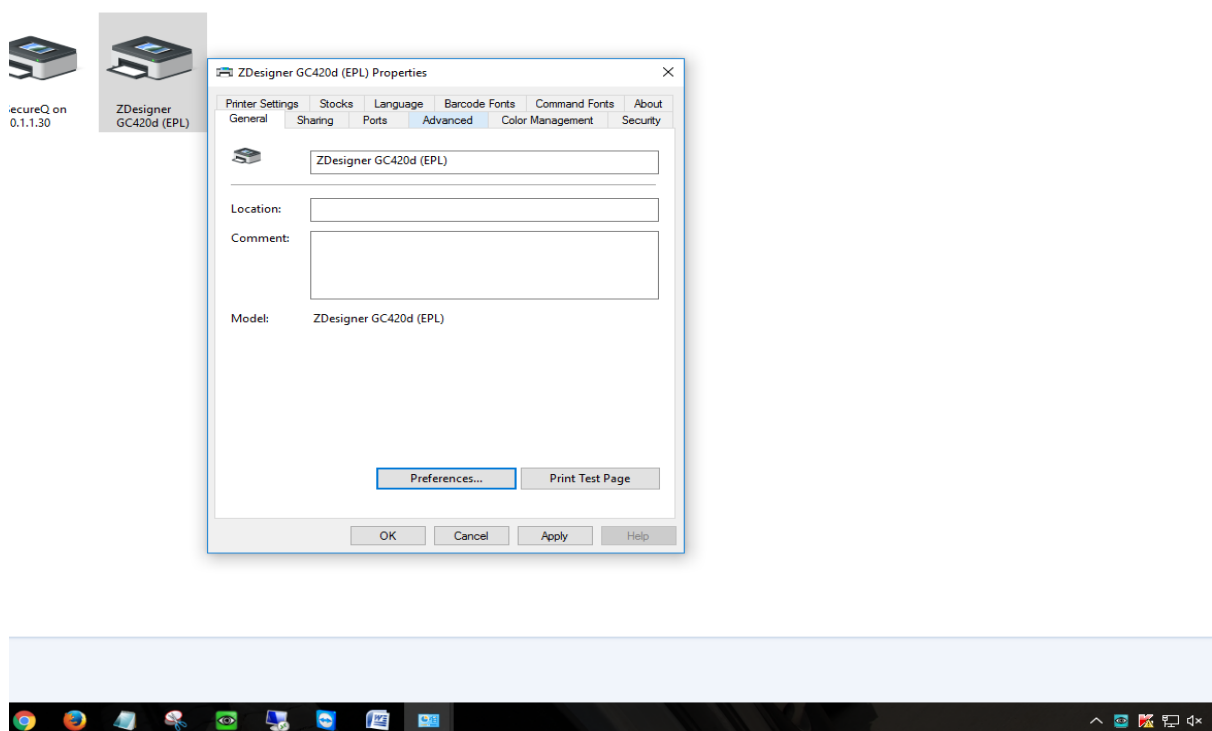
Select the advanced tab

Step 5

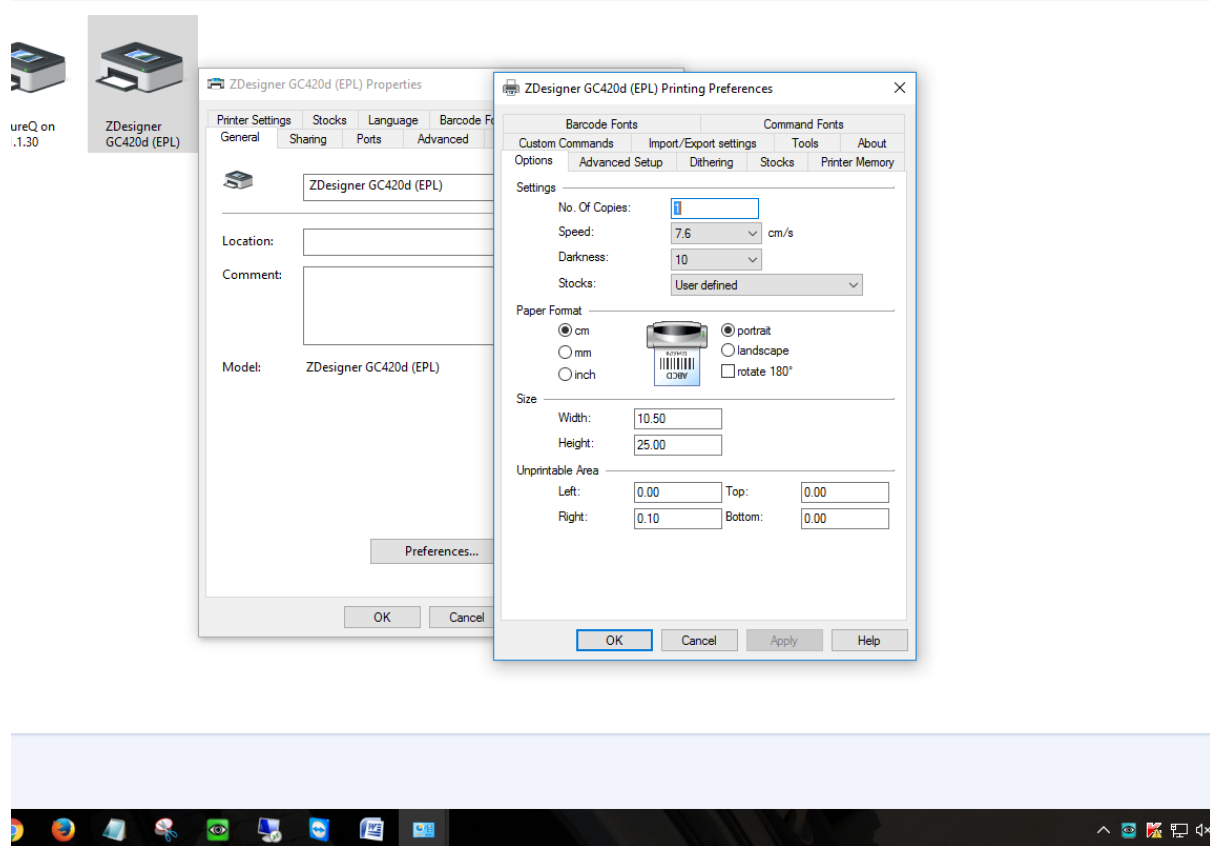


Select printing defaults. After you selected the printing defaults make sure the settings are the same as the picture above.

Step 6



After you have entered the information apply the settings and exit that page then select the general tab. On general select preferences and ensure the settings are the same as previously entered.



You have now configured your label printer to print Palletways labels. You can now exit all the windows we have opened and proceed to print a label from the Palletways portal.