

# **User's Guide**

## PT-D610BT

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#### Home > Table of Contents

### **Table of Contents**

Before You Use Your Label Maker	
Definitions of Notes	2
General Precautions	3
Trademarks and Licenses	
Important Note	5
Set Up Your Label Maker	
Parts Description	7
LCD Overview	
Keyboard Overview	
Connect the AC Adapter	
Install Batteries	
Insert Tape Cassette	
Turn the Label Maker On/Off	
Set Language	
Set Measurement Units	
Set Auto Power-Off Time	19
Enable or Disable Bluetooth	
Turn Tape Color Detection On/Off	21
Feed Tape	
Adjust Display Brightness	
Set Input Mode	
Install Software	
Install the Printer Driver and Software on a Computer (Windows)	
Available Applications	27
Connect the Label Maker to a Computer	
Connect the Label Maker to a Computer Using a USB Cable	
Edit a Label	
Add Text to Your Label	
Add a New Line of Text to Your Label	
Add a New Block of Text to Your Label	
Delete Text	
Insert a Tab	
Change the Tab Length	
Use Text Reminder to Autocomplete Common Words	
Clear Text Reminder Memory	
Enable or Disable Text Reminder	
Enter Symbols	40
Enter Symbols Using the Symbol Function	41
Set Symbol History	
Symbol Options	
Enter Accented Characters	
Accented Character Options	47
Set Character Attributes	
Apply Character Attributes to a Character	
Apply Character Attributes to a Line of Text	51

Home > Table of Contents	
Attribute Setting Options	
Set Auto Fit Style	
Set Label Length	
Set Frames	
Use Auto Format Layouts	
Use Templates	60
Template Options	
Use Block Layouts	65
Block Layout Options	67
Create Tables	71
Create a Barcode Label	73
Create and Print Barcodes	74
Edit or Delete a Barcode and Barcode Data	77
Use the Time and Date Function	
Set the Time and Date	79
Set the Time and Date Format	
Set the Time Stamp and Add the Time and Date to a Label	
Change or Delete the Time and Date Settings	
Print Labels	
Preview Labels	
Print Labels	
Sequential Printing	
Mirror Printing	
Select a Cut Option	
Tape Cutting Options	
Adjust the Label Length	
Print Transferred Templates	
Edit and Print Transferred Templates	
Print Transferred Templates from the Database	
Delete a Transferred Template	
Use the File Memory	
Save Label Files	
Print, Open, Delete, or Mark a Saved Label	
Create and Print Labels Using Your Computer	
Create Labels Using P-touch Editor (Windows)	
Create Labels and Print Using P-touch Editor (Mac)	
Main Window of P-touch Editor (Mac)	
Print Labels Using the Printer Driver (Windows)	
Print Labels Using Mobile Devices	
Install the Brother iPrint&Label App	
Create Labels and Print Using Mobile Devices	
Transfer Templates to the Printer (P-touch Transfer Manager) (Windows)	
Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)	
Notes on Using P-touch Transfer Manager (Windows)	
About Transferring Templates from the Computer to the Printer (Windows) Back up Templates or Other Data Saved in the Printer (Windows)	
	122

Home > Table of Contents	
Delete Printer Data (Windows)	. 123
Create Transfer Files and Transfer Package Files (Windows)	. 124
Distribute Templates to be Transferred to Users Without Using P-touch Transfer Manager (Windows)	. 126
Store and Manage Templates (P-touch Library)	130
Edit Templates Using P-touch Library (Windows)	. 131
Print Templates Using P-touch Library (Windows)	. 132
Search Templates Using P-touch Library (Windows)	. 133
Routine Maintenance	135
Maintenance	. 136
Troubleshooting	138
If You Are Having Difficulty with Your Label Maker	. 139
Error and Maintenance Messages	. 141
Check the Version Information	. 142
Reset the Label Maker	. 143
Reset Using the LCD	. 144
Appendix	145
Specifications	. 146
Brother Help and Customer Support	. 148

▲ Home > Before You Use Your Label Maker

- Definitions of Notes
- General Precautions
- Trademarks and Licenses
- Important Note

▲ Home > Before You Use Your Label Maker > Definitions of Notes

### **Definitions of Notes**

We use the following symbols and conventions throughout this User's Guide:

	DANGER indicates an imminently hazardous situation which, if not avoided, will result in death or serious injuries.
	WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
	CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
IMPORTANT	IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
NOTE	NOTE specifies the operating environment, conditions for installation, or special conditions of use.
	The tips icon indicates helpful hints and supplementary information.
Bold	Bold style identifies buttons on the machine's control panel or computer screen.
Italics	Italicized style emphasizes an important point or refers you to a related topic.
Courier New	Courier New font identifies messages shown on the machine's LCD.

### **Related Information**

▲ Home > Before You Use Your Label Maker > General Precautions

### **General Precautions**

- Depending on the area, material, and environmental conditions, the label may unpeel or become permanently affixed, and the color of the label may change or be transferred to other objects. Before affixing the label, check the environmental conditions and the material. Test the label by affixing a small piece of it to an inconspicuous area of the intended surface.
- DO NOT use the machine, components, or supplies in any way or for any purpose not described in this guide. Doing so may result in accidents or damage.
- Use only Brother TZe tapes with the Label Maker. DO NOT use tapes that do not have the **TZe** mark.
- Use a soft wipe to clean the Print Head; never touch the Print Head.
- DO NOT try to print if the cassette is empty; it will damage the Print Head.
- DO NOT pull the tape while printing or feeding; it will damage the tape and the Label Maker.
- Any data stored in memory will be lost due to failure, or repair of the printer, or if the batteries discharge completely.
- Printed characters may look different than previewed, as your device's or computer's screen may have a higher resolution than the printer.
- The displayed label length may differ from the actual length of the printed label.
- When power is disconnected for two minutes, all text and format settings will be cleared.
- Be sure to read the instructions provided with the Fabric Iron-On Tapes, Extra Strength Adhesive Tapes, or other special tapes and observe all precautions noted in the instructions.

### **Related Information**

Home > Before You Use Your Label Maker > Trademarks and Licenses

### **Trademarks and Licenses**

- Android is a trademark of Google LLC.
- Google Play and the Google Play logo are trademarks of Google LLC.
- The Bluetooth<sup>®</sup> word mark and logos are registered trademark owned by Bluetooth SIG, Inc. and any use of such marks by Brother Industries, Ltd. is under license. Other trademarks and trade names are those of their respective owners.
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- Mac, iPad, iPhone, and iPod touch are trademarks of Apple Inc.
- QR Code Generating Program Copyright © 2008 DENSO WAVE INCORPORATED.
- Portions of this software are copyright © 2014 The FreeType Project (<u>www.freetype.org</u>). All rights reserved.

## Any trade names and product names of companies appearing on Brother products, related documents and any other materials are all trademarks or registered trademarks of those respective companies.

### Related Information

#### Home > Before You Use Your Label Maker > Important Note

### **Important Note**

- The contents of this document and the specifications of this Label Maker are subject to change without notice.
- Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by the reliance on the materials presented, including, but not limited to, typographical and other errors relating to the publications.
- This Label Maker does not support wireless connection.
- Screen images in this document may differ depending on your computer's operating system, your product model, and software version.
- Before using the Label Maker, make sure you read all the documents included with the Label Maker for information about safety and operation.
- The Label Maker shown in the illustrations may be different from your Label Maker.
- The available supplies may vary depending on your country or region.
- · We recommend using the latest version of P-touch Editor.
- To keep your Label Maker's performance up to date, visit <u>support.brother.com</u> to check for the latest firmware updates. Otherwise, some of your Label Maker's functions may not be available.
- Before giving your Label Maker to anyone else, replacing it, or disposing of it, we strongly recommend resetting it to its factory settings to remove all personal information.

### Related Information

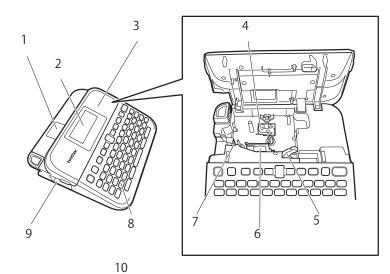
Home > Set Up Your Label Maker

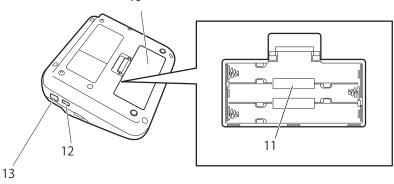
### Set Up Your Label Maker

- Parts Description
- LCD Overview
- Keyboard Overview
- Connect the AC Adapter
- Install Batteries
- Insert Tape Cassette
- Turn the Label Maker On/Off
- Set Language
- Set Measurement Units
- Set Auto Power-Off Time
- Enable or Disable Bluetooth
- Turn Tape Color Detection On/Off
- Feed Tape
- Adjust Display Brightness
- Set Input Mode

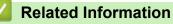
▲ Home > Set Up Your Label Maker > Parts Description

### **Parts Description**





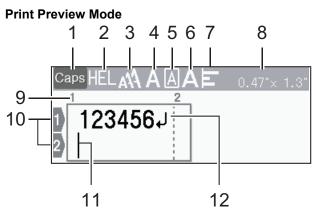
- 1. Tape Viewer
- 2. Liquid Crystal Display (LCD)
- 3. Tape Cassette Compartment Cover
- 4. Tape Cassette Compartment
- 5. Release Lever
- 6. Print Head
- 7. Tape Cutter
- 8. Keyboard
- 9. Tape Exit Slot
- 10. Battery Compartment Cover
- 11. Battery Compartment
- 12. USB Port
- 13. AC Adapter Jack



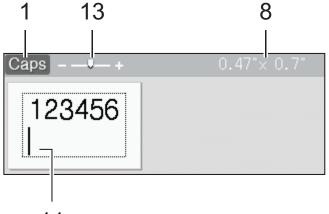
Set Up Your Label Maker

#### ▲ Home > Set Up Your Label Maker > LCD Overview

### **LCD** Overview



Label View Mode



### 11

#### 1. Caps mode

Indicates if the caps lock mode is enabled.

#### 2. Current font

Indicates the current font.

### 3. Character size

Indicates the current character size.

#### 4. Character style

Indicates the current character style.

#### 5. Frame

Indicates if a frame is set.

#### 6. Width

Indicates the character width.

#### 7. Align

Indicates the text alignment.

#### 8. Tape width x Label length

The label length displayed on the LCD may slightly differ from the actual label length when printed.

### 9. Block number

Indicates the block number.

#### 10. Line number

Indicates line numbers within the label layout.

#### 11. Cursor

New characters appear to the left of the cursor.

Indicates the current data entry position.

12. Return mark

Indicates the end of a line of text.

13. Scale/Zoom

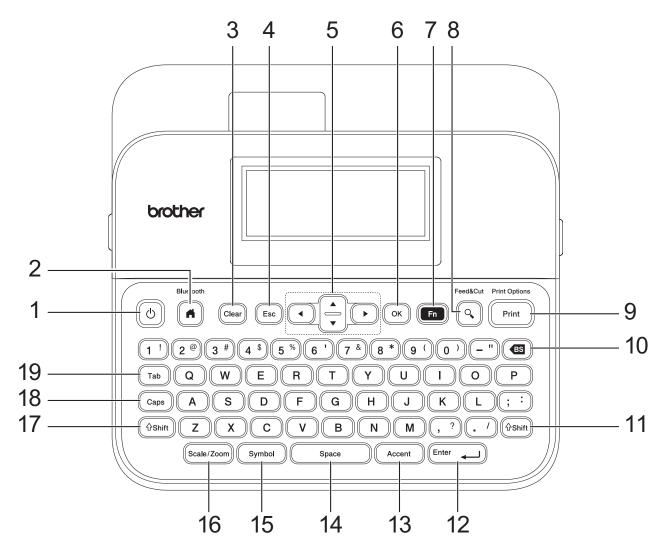
Changes the magnification of the preview.

### Related Information

Set Up Your Label Maker

Home > Set Up Your Label Maker > Keyboard Overview

### **Keyboard Overview**



#### 1. Power

Press to turn on or off the Label Maker.

#### 2. Home/Bluetooth

Press to return to the Home Screen. To turn Bluetooth on or off, press **Home/Bluetooth** and the **Shift** key simultaneously.

#### 3. Clear

Press to clear all text and print settings.

#### 4. Escape

Press to cancel the current operation.

#### 5. Cursor

Press to move the cursor in the direction of the arrow.

### 6. OK

Press to select the displayed option.

#### 7. Function

Press to select a function menu.

To display the attributes, press Function and the Shift key simultaneously.

#### 8. Preview/Feed & Cut

Press to view an image of the label before printing.

To feed the Tape, press Preview/Feed &Cut and the Shift key simultaneously.

#### 9. Print/Print Options

Press to print.

To set Print Options, press Print/Print Options and the Shift key simultaneously.

#### 10. Backspace

Press to delete any character to the left of the cursor.

#### 11. Shift

Press and hold when pressing a letter or number key to type an uppercase letter or the symbol marked on the number key.

To move the cursor to the beginning of the previous or next block, press **Shift** and the  $\blacktriangle$  or  $\lor$  key simultaneously.

To move the cursor to the beginning or end of the current line, press **Shift** and the ◀ or ▶ key simultaneously.

#### 12. Enter

Press to confirm your selection.

#### 13. Accent

Press to select and insert an accented character.

#### 14. Space

Press to insert a blank space.

Press to return to the default value.

#### 15. Symbol

Press to select and insert a symbol from the symbols menus.

#### 16. Scale/Zoom

Press to change the magnification of the preview.

#### 17. Shift

Press and hold when pressing a letter or number key to type an uppercase letter or the symbol marked on the number key.

To move the cursor to the beginning of the previous or next block, press **Shift** and the  $\blacktriangle$  or  $\lor$  key simultaneously.

To move the cursor to the beginning or end of the current line, press **Shift** and the *◄* or *▶* key simultaneously.

#### 18. Caps

Press to use only uppercase letters (ALL CAPS mode).

When Caps mode is on, all letters entered are typed in uppercase.

#### 19. Tab

Press to insert a tab.

### Related Information

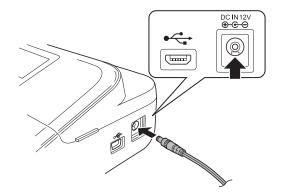
• Set Up Your Label Maker

▲ Home > Set Up Your Label Maker > Connect the AC Adapter

### **Connect the AC Adapter**

If connecting a power adapter, use only the AC Adapter, part number AD-E001A, specifically designed for this Label Maker.

- 1. Insert the AC Adapter cord into the AC Adapter Jack on the side of the Label Maker.
- 2. Insert the plug into the nearest standard electrical outlet.





Set Up Your Label Maker

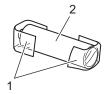
Home > Set Up Your Label Maker > Install Batteries

### **Install Batteries**

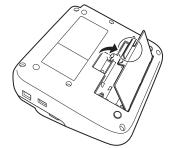
To ensure memory backup, we recommend using six new AA alkaline batteries (LR6) along with the AC Adapter.

### NOTE

- To safeguard and back up the Label Maker's memory, when the AC Adapter is unplugged, we recommend having AA alkaline batteries installed in the Label Maker.
- When power is disconnected for more than two minutes, all text and format settings will be cleared. Any
  text files saved in the memory will also be cleared.
- Remove the batteries if you do not intend to use the Label Maker for an extended period of time.
- Dispose of the batteries at an appropriate collection point, not in the general waste stream. In addition, be sure to observe all applicable federal, state, and local regulations.
- When storing or discarding the batteries, wrap them (for example, with cellophane tape, as illustrated), to prevent them from short-circuiting.

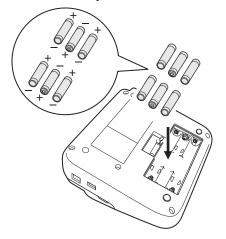


- 1. Cellophane tape
- 2. Alkaline battery
- 1. Open the Battery Compartment Cover.

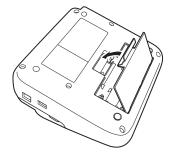


2. Install six new AA alkaline batteries (LR6).

Make sure they are installed in the correct direction.



3. Close the Battery Compartment Cover.



To remove the batteries, reverse the installation procedure.



• Set Up Your Label Maker

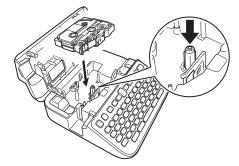
▲ Home > Set Up Your Label Maker > Insert Tape Cassette

### Insert Tape Cassette

1. Open the Tape Cassette Compartment Cover.



2. Insert the Tape Cassette as illustrated.



### NOTE

When inserting the Tape Cassette, make sure the tape does not catch on the Print Head.

3. Close the Tape Cassette Compartment Cover.



If you cannot close the Tape Cassette Compartment Cover, make sure the Release Lever is in the 'up' position. If not, lift the Release Lever, and then close the cover.

### Related Information

• Set Up Your Label Maker

▲ Home > Set Up Your Label Maker > Turn the Label Maker On/Off

### Turn the Label Maker On/Off

- 1. To turn on the Label Maker, press ().
- 2. To turn off the Label Maker, press and hold ().

To save power and turn off the Label Maker automatically after a specific amount of time, use the Auto Power-Off function.

### Related Information

• Set Up Your Label Maker

#### **Related Topics:**

- Set Auto Power-Off Time
- Specifications

#### ▲ Home > Set Up Your Label Maker > Set Language

### Set Language

When you turn on the Label Maker for the first time, the language selection screen appears. Select the language by pressing  $\triangleleft$  or  $\triangleright$ , and then pressing **OK**.

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\forall$  to display [Language], and then press OK.
- 4. Press  $\blacktriangle$  or  $\blacksquare$  to select your language, and then press **OK**.

### **Related Information**

• Set Up Your Label Maker

▲ Home > Set Up Your Label Maker > Set Measurement Units

### **Set Measurement Units**

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\lor$  to display [Unit], and then press **OK**.
- 4. Press  $\blacktriangle$  or  $\forall$  to display [inch] or [mm], and then press OK.

### **Related Information**

Set Up Your Label Maker

▲ Home > Set Up Your Label Maker > Set Auto Power-Off Time

### Set Auto Power-Off Time

Your Label Maker has a powersaving function that automatically turns it off if no key is pressed within a certain time, under certain operating conditions. Regardless of whether you use the AC Adapter or the batteries, you can change the automatic powering-off time.

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\lor$  to display [Auto Power Off], and then press OK.
- 4. Press ▲ or ▼ to display [AC Adapter] or [Battery], and then press OK.
- 5. Press  $\blacktriangle$  or  $\triangledown$  to select one of the following options:

Option	Description
AC Adapter	Off
	lhr.
	2hr.
	4hr.
	8hr.
Battery	5min.
	10min.
	30min.

6. Press OK.



• Set Up Your Label Maker

▲ Home > Set Up Your Label Maker > Enable or Disable Bluetooth

### **Enable or Disable Bluetooth**

- 1. Press (A).
- 2. Press *d* or *b* to display [Settings], and then press OK.
- 3. Press *d* or *b* to display [Bluetooth], and then press OK.
- 4. Press  $\blacktriangle$  or  $\forall$  to display [Bluetooth (On/Off)], and then press OK.
- 5. Press ▲ or V to select [On] or [Off], and then press OK.

When you select [On], the Bluetooth icon appears on the LCD.

- You can also enable or disable Bluetooth by pressing Ashift and Simultaneously when the Home Screen is displayed.
  - Set the Automatic Reconnection mode for Bluetooth to On or Off when you connect the Label Maker to your mobile device.



• Set Up Your Label Maker

▲ Home > Set Up Your Label Maker > Turn Tape Color Detection On/Off

### **Turn Tape Color Detection On/Off**

When using Label View mode as your Input mode, if tape color detection is set to [On], the Label Maker detects the color of the tape and displays the label image in color on the LCD, providing a more accurate preview of the label that you are creating.

The default setting is [On].

- 1. Press (A)
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press ▲ or V to display [Tape Color], and then press OK.
- 4. Press ▲ or V to select [On] or [Off], and then press OK.

### NOTE

The Label Maker cannot detect colors in certain Tape Cassettes. In this case, the LCD label image will appear as black text on a white background.

#### **Related Information**

- Set Up Your Label Maker
- **Related Topics:**
- Set Input Mode

▲ Home > Set Up Your Label Maker > Feed Tape

### Feed Tape

- 1. To feed the tape, press Ashift and A.
- 2. Press  $\blacktriangle$  or  $\lor$  to select one of the following options:

Option	Description
Feed & Cut	Select to feed and cut the tape automatically.
Feed Only	Select to feed, but not cut, the tape. Recommended when using Fabric Iron-On Tapes, which should be cut using scissors.

### 3. Press OK.

Related Information	
Set Up Your Label Maker	

▲ Home > Set Up Your Label Maker > Adjust Display Brightness

### **Adjust Display Brightness**

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\blacktriangledown$  to display <code>[Adjustment]</code>, and then press OK.
- 4. Press  $\blacktriangle$  or  $\forall$  to display [Display Brightness], and then press OK.
- 5. Press  $\blacktriangle$  or  $\forall$  to select your preference, [-2 +2], and then press **OK**.

### **Related Information**

Set Up Your Label Maker

#### ▲ Home > Set Up Your Label Maker > Set Input Mode

### Set Input Mode

#### Label View Mode



Sales Dept.

1. Press (A).

2

- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press ▲ or V to display [Input Mode], and then press OK.
- 4. Press ▲ or ▼ to select one of the following options:

Option	Description
Label View	Displays the character attributes and frames you set when creating a label.
	Press Scale/Zoom to change the LCD magnification.
Print Preview	Select if you do not want to view the attributes on the LCD.

#### 5. Press OK.

#### Related Information

• Set Up Your Label Maker

#### **Related Topics:**

• Preview Labels

### Home > Install Software

### **Install Software**

- Install the Printer Driver and Software on a Computer (Windows)
- Connect the Label Maker to a Computer

▲ Home > Install Software > Install the Printer Driver and Software on a Computer (Windows)

### Install the Printer Driver and Software on a Computer (Windows)

To print from your Windows computer, install the printer driver and the Brother P-touch Editor software on your computer.

1. Open your preferred web browser and type install.brother in the address bar.



- 2. Click the **Download** button to download the Software/Documentation Installer.
- 3. Navigate to your computer's **Downloads** folder, double-click the downloaded installer file, and follow the onscreen instructions.

### NOTE

- When you connect the Label Maker to your computer using Bluetooth, make sure you set the Bluetooth data transfer setting in your operating system to bi-directional.
- Press the required button on the Label Maker for pairing when you confirm the passcode.

### **Related Information**

- Install Software
  - Available Applications

▲ Home > Install Software > Install the Printer Driver and Software on a Computer (Windows) > Available Applications

### Available Applications

### Windows

Application	Features
P-touch Editor <sup>1</sup>	Allows you to design and print custom labels using built-in drawing tools to create various font and text styles, import images, and insert barcodes.
P-touch Transfer Manager <sup>2</sup>	Allows you to transfer templates and other data to the Label Maker and save backups of your data on the computer. This application is installed with P-touch Editor.
P-touch Library	Manages and prints P-touch Editor templates. You can use P-touch Library to print templates. This application is installed with P-touch Editor.
P-touch Transfer Express <sup>2</sup>	Allows you to transfer documents to the Label Maker.
P-touch Update Software <sup>2</sup>	Updates software and firmware to the latest version.

<sup>1</sup> The template transfer function is currently available with P-touch Editor 5.4 only. P-touch Editor 6.0 will support this function from a future update.

<sup>2</sup> Available with the USB connection only.

#### Mac

Application	Features
P-touch Editor	Allows you to design and print custom labels using built-in drawing tools to create various font and text styles, import images, and insert barcodes.
Transfer Express <sup>1</sup>	Updates firmware to the latest version.

<sup>1</sup> Available with the USB connection only.

### Related Information

• Install the Printer Driver and Software on a Computer (Windows)

▲ Home > Install Software > Connect the Label Maker to a Computer

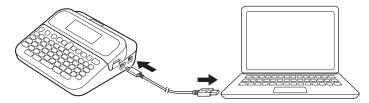
### **Connect the Label Maker to a Computer**

• Connect the Label Maker to a Computer Using a USB Cable

▲ Home > Install Software > Connect the Label Maker to a Computer > Connect the Label Maker to a Computer Using a USB Cable

### Connect the Label Maker to a Computer Using a USB Cable

- 1. Make sure the Label Maker is turned off before connecting the USB cable.
- 2. Connect the USB cable to the USB port on the Label Maker, and then to your computer.



3. Turn on the Label Maker.



· Connect the Label Maker to a Computer

Home > Edit a Label

### Edit a Label

- Add Text to Your Label
- Add a New Line of Text to Your Label
- Add a New Block of Text to Your Label
- Delete Text
- Insert a Tab
- Use Text Reminder to Autocomplete Common Words
- Enter Symbols
- Enter Accented Characters
- Set Character Attributes
- Set Label Length
- Use Auto Format Layouts
- Use Block Layouts
- Create Tables
- Create a Barcode Label
- Use the Time and Date Function

▲ Home > Edit a Label > Add Text to Your Label

### Add Text to Your Label

- 1. Press (A).
- 2. Press < or ▶ to display [Create Label], and then press OK.
- 3. Type the text or symbols you want (up to 280 alphanumeric characters, including spaces and punctuation marks).



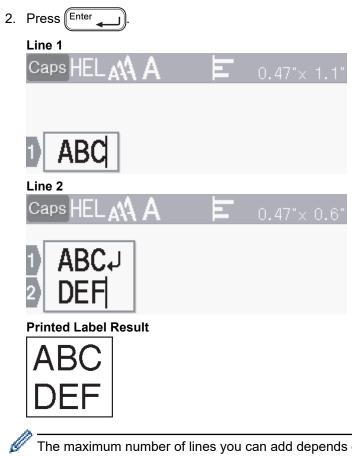
• Edit a Label

▲ Home > Edit a Label > Add a New Line of Text to Your Label

### Add a New Line of Text to Your Label

You can add up to seven lines to your labels, depending on the tape you are using. For more information, see Related Topics.

1. Move the cursor to the end of the current line.



The maximum number of lines you can add depends on the tape width.

Max Lines	Tape Width
7 lines	0.94" (24 mm)
5 lines	0.70" (18 mm)
3 lines	0.47" (12 mm)
2 lines	0.35" (9 mm) 0.23" (6 mm)
1 line	0.13" (3.5 mm)

### **Related Information**

• Edit a Label

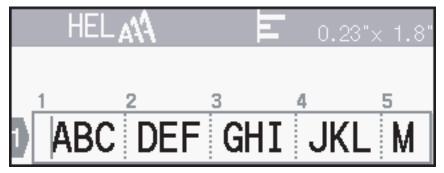
### **Related Topics:**

· Specifications

▲ Home > Edit a Label > Add a New Block of Text to Your Label

### Add a New Block of Text to Your Label

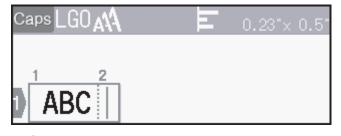
To print labels with multiple, but separate, sections of text, you can insert up to five different text blocks within the same label.



To add a new block of either text or blank lines to the right of your current text, press and hold ( \$\phi\_{shift}\$), and then

press	Enter	ì	simultaneously
p1000			on nananoo aory.

The cursor moves to the start of the new block.



- To change the character attributes for a block of text, follow the steps for changing character attributes for a line of text.
- There is a maximum of five blocks per label.

#### Related Information

• Edit a Label

#### Home > Edit a Label > Delete Text

## **Delete Text**

- >> To delete one character at a time:
- >> To delete text but not format settings:
- >> To delete all characters in a specific line:
- >> To delete all characters and all format settings:

#### To delete one character at a time:



### To delete text but not format settings:

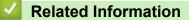
- 1. Press Clear).
- 2. Press  $\blacktriangle$  or  $\forall$  to display [Text Only], and then press OK.

#### To delete all characters in a specific line:

- 1. Press ▲ or ▼ to move to the line you want to delete.
- 2. Press (  $\Im$ shift ) and (Clear) simultaneously.

#### To delete all characters and all format settings:

- 1. Press Clear
- 2. Press  $\blacktriangle$  or  $\forall$  to display [Text & Format], and then press OK.



• Edit a Label

Home > Edit a La	ibel > Insert a Tab
Insert a Tak	)
To insert a tab, pla	ace the cursor to the left of the text, and press $(T_{ab})$ .
_	) appears on the LCD.
🖉 To delete a t	ab from a label:
Position the	cursor to the right of the tab symbol on the text entry screen, and then press 📧.
Related I	nformation
Edit a Label	mormation
	he Tab Length

▲ Home > Edit a Label > Insert a Tab > Change the Tab Length

## Change the Tab Length

- 1. Enter the text you want.
- 2. Press Fn.
- 3. Press  $\blacktriangle$  or  $\blacktriangledown$  to display [Tab Length], and then press OK.
- 4. Do one of the following:
  - Press ▲ or ▼ to display 0.0"-4.0" (0 100 mm), and then press OK.
  - Enter the tab length you want using the number keys. When finished, press OK.
- 5. Press Esc to return to the text entry screen.

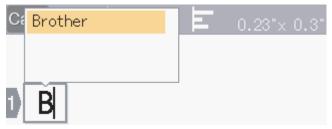
### Related Information

Insert a Tab

▲ Home > Edit a Label > Use Text Reminder to Autocomplete Common Words

## **Use Text Reminder to Autocomplete Common Words**

You can save frequently used text or phrases in your Label Maker for quick retrieval and use in your labels. By default, the Text Reminder feature is set to [On].



- 1. Type a character (for example: "B").
- 2. Press OK.

The Label Maker displays a list of words printed beginning with the letter "B", such as "Brother".

- 3. Press  $\blacktriangle$  or  $\lor$  to select the word you want.
- Press ► to display the entire word if necessary.
   Press ◄ to return to the list of words.
- 5. Press OK.

To close the list of words and return to the text entry screen, press Esc

#### **Related Information**

- Edit a Label
  - Clear Text Reminder Memory
  - Enable or Disable Text Reminder

▲ Home > Edit a Label > Use Text Reminder to Autocomplete Common Words > Clear Text Reminder Memory

## Clear Text Reminder Memory

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press ▲ or V to display [Text Reminder], and then press OK.
- 4. Press ▲ or ▼ to display [Clear Memory], and then press OK.

The message [Clear all Text Reminder memory?] appears.

5. Press OK.

#### Related Information

Use Text Reminder to Autocomplete Common Words

▲ Home > Edit a Label > Use Text Reminder to Autocomplete Common Words > Enable or Disable Text Reminder

## **Enable or Disable Text Reminder**

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\forall$  to display [Text Reminder], and then press OK.
- 4. Press  $\blacktriangle$  or  $\forall$  to select [On/Off], and then press OK.
- 5. Press  $\blacktriangle$  or  $\forall$  to select [On] or [Off], and then press OK.

#### Related Information

Use Text Reminder to Autocomplete Common Words

▲ Home > Edit a Label > Enter Symbols

## **Enter Symbols**

- Enter Symbols Using the Symbol Function
- Set Symbol History
- Symbol Options

▲ Home > Edit a Label > Enter Symbols > Enter Symbols Using the Symbol Function

## **Enter Symbols Using the Symbol Function**

- 1. Press Symbol
- 2. Press  $\blacktriangle$  or  $\lor$  to select a category, and then press **OK**.
- 3. Press  $\blacktriangle$ ,  $\lor$ ,  $\triangleleft$ , or  $\triangleright$  to select a symbol, and then press **OK**.

#### Related Information

Enter Symbols

▲ Home > Edit a Label > Enter Symbols > Set Symbol History

## **Set Symbol History**

The Symbol History can store up to 30 recently used symbols. By default, the Symbol History feature is set to [On].

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press ▲ or V to display [Symbol History], and then press OK.
- 4. Press  $\blacktriangle$  or  $\forall$  to select [On] or [Off], and then press OK.

#### Related Information

• Enter Symbols

▲ Home > Edit a Label > Enter Symbols > Symbol Options

# **Symbol Options**

Category	Symbols
Punctuation	. , : ; " ' • ? ! ¿ j - & ~ _ \ / * @ #
BracketArrow	() [] < > « » [] → ← ↑ ↓ ↦ ♠
Mathematics	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
CurrencyUnit	%\$ ¢ € £ ¥ ₺ ° ft. in. m² m³ cc ℓ oz. lb. °F °C
(Number)	1 - 99
[Number]	1 - 99
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Category	Symb	ols														
Electrical	~ ⊥_		⊣⊢	Ψ.	₽		$\otimes$	ባ	0	I	θ	0	Ø	A	4	A
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Sports		<b>®</b> T						_				-	X	Ś	4	Ψ
Family	<pre>C</pre>	3	B	6	9	٢	٩									

Category	Symbols
Emoji	©©©©©©©©©©©©©©©©©©©©©©©©©©©©©©©©©©©©©
Pictograph	●○■□▲△▼▽★☆♠☆♥♡◆◇ ♣蟲 <b>??</b> +⇒&zZZ�;♥♥♥@`@`↓&& ▲驟
Astrology	H > C

# Related Information

• Enter Symbols

▲ Home > Edit a Label > Enter Accented Characters

## **Enter Accented Characters**

- 1. Enter the character you want.
- 2. Press (Accent).
- 3. Press  $\blacktriangle$  or  $\blacksquare$  to select the accented character, and then press **OK**.

### Related Information

- Edit a Label
  - Accented Character Options

▲ Home > Edit a Label > Enter Accented Characters > Accented Character Options

## **Accented Character Options**

The accented characters displayed on the LCD depend on your language.

Character	Accented Characters
а	áàâæãąåāă
A	ÁÀÂÄÆÃĄÅĀĂ
С	ÇČĆ
С	ÇČĆ
d	d' ð đ
D	ĎÐ
e	éèêëęěėē
E	ÉÈÊËĘĚĖĒ
g	ģğ
G	ĢĞ
i	ÍÌÎÏĮĪI
I	ÍÌÍÏĮĪİ
k	ķ
К	Ķ
I	łíļľ
L	ŁĹĻĽ
n	ñňńņ
N	ÑŇŃŅ
0	óòôøöõœő
0	ÓÒÔØÖÕŒŐ
r	řŕŗ
R	ŘŔŖ
S	šśşşβ
S	šśŞŞβ
t	ťţþ
Т	ŤŢÞ

Character	Accented Characters
u	úùûüųůūű
U	ÚÙÛÜŲŮŪŰ
У	ýÿ
Y	ÝŸ
Z	žźż
Z	ŽŹŻ



## **Related Information**

Enter Accented Characters

▲ Home > Edit a Label > Set Character Attributes

### **Set Character Attributes**

You can set character attributes by label or per line.

- Apply Character Attributes to a Character
- Apply Character Attributes to a Line of Text
- Attribute Setting Options
- Set Auto Fit Style

▲ Home > Edit a Label > Set Character Attributes > Apply Character Attributes to a Character

## Apply Character Attributes to a Character

When formatting your text, you can preview your character attribute selections on the LCD.

- 1. Type the text you want.
- 2. Press Fn.
- 3. Press  $\blacktriangle$  or  $\blacksquare$  to select an attribute, and then press **OK**.
- 4. Press  $\blacktriangle$  or  $\forall$  to set a value for that attribute, and then press **OK**.
- 5. Press Esc to return to the text entry screen.

#### Related Information

Set Character Attributes

#### **Related Topics:**

• Attribute Setting Options

▲ Home > Edit a Label > Set Character Attributes > Apply Character Attributes to a Line of Text

## Apply Character Attributes to a Line of Text

If you add multiple lines in your label, you can format each line of text to look different.

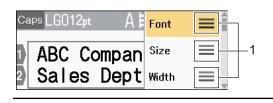
- 1. Type the lines of characters or text you want on your label.
- 2. Press ▲ or ▼ to move the cursor to the line whose character attributes you want to change.
- 3. Press ( cdotshift ) and (Fn) to display the available formatting attributes.

Three black lines (1) on the left side of the character attribute indicate that you are now applying the attribute to that specific line only.

	1	
Caps LGO AA	≡ Font	AA
ABC Compared ABC ABC COmpared ABC COMpared ABC		IA
2 Sales Dep	Width	A,

- 4. Press ▲ or ▼ to select an attribute, and then press OK.
- 5. Press ▲ or ▼ to set a value for that attribute, and then press OK.
- 6. Press  $\left( E_{sc} \right)$  to return to the text entry screen.

When different attribute values are set for each line, each lines values appear as three black lines (1), also called a 'hamburger menu', when you press (Fin).





• Set Character Attributes

#### **Related Topics:**

Ø

Attribute Setting Options

▲ Home > Edit a Label > Set Character Attributes > Attribute Setting Options

## **Attribute Setting Options**

### Font

Value	LCD Message	Result
Helsinki	HEL	A1
Dortmund	DTM	A1
Brussels	BRU	A1
Cooperstown	COP	A1
Atlanta	ATL	A1
US	US	A1
Los Angeles	LA	A1
San Diego	SGO	A1
Florida	FLO	<b>A</b> 1
Calgary	CAL	A1
Belgium	BEL	Al
Adams	ADM	A1
Brunei	BRN	A1
Sofia	SOF	A1
Germany	GER	Al
Letter Gothic	LGO	A1
Istanbul	IST	<b>A</b> 1

#### **Font Size**

#### Available Sizes:

Auto, 6 pt, 9 pt, 12 pt, 18 pt, 24 pt, 36 pt, 42 pt, 48 pt

When Auto is selected, the text is automatically adjusted to print in the largest size available in the font settings for each tape width.

#### Width

Ø

Value	Result
x 1	A
x 3/2	A
x 2	A

Value	Result
x 1/2	Α
x 2/3	Α

# Font Style

Value	LCD Message	Result
Normal	Normal	A
Bold	BLD	Α
Underline	UND	Α
Underline Bold	UND+BLD	Α
Strikeout	STR	A
Outline	OUT	A
Shadow	SHD	A
Solid	SLD	Α
Italic	ITA	A
Italic Bold	I+BLD	A
Underline + Italic	UND+ITA	A
Underline + Bold + Italic	UND+BLD+ITA	<b>A</b>
Italic Outline	I+OUT	A
Italic Shadow	I+SHD	A
Italic Solid	I+SLD	A
Vertical	VERT	4
Vertical Bold	VERT+BLD	A

# Alignment

Value	Result
Left	ABC
Center	ABC
Right	ABC
Justify	A B C

## **Related Information**

Set Character Attributes

▲ Home > Edit a Label > Set Character Attributes > Set Auto Fit Style

## Set Auto Fit Style

You can reduce the text size to fit within the length of your label.

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\forall$  to display [Auto Fit Style], and then press OK.
- 4. Press  $\blacktriangle$  or  $\blacksquare$  to select one of following options:

Option	Description		
Text Size	The total text size is reduced to fit within the label.		
Text Width	The text width is reduced to the size of the $\times 1/2$ or $\times 2/3$ setting to fit within the label. For the expected output, see <i>Related Topics</i> .		

#### 5. Press OK.

Related Information

• Set Character Attributes

#### **Related Topics:**

Attribute Setting Options

#### Home > Edit a Label > Set Label Length

## Set Label Length

Labels can be between 1.2" (30 mm) and 12.0" (300 mm) in length. When you select [Auto], the label length is automatically adjusted based on the amount of text entered.

- 1. Press Fn
- 2. Press  $\blacktriangle$  or  $\forall$  to display [Length], and then press OK.
- 3. Do one of the following:
  - Press ▲ or V to set a value, and then press OK.
  - Set the label length by typing in the length you want using the number keys. When finished, press OK.
- 4. Press Esc to return to the text entry screen.

### Related Information

- Edit a Label
  - Set Frames

#### **Related Topics:**

- Change the Tab Length
- Select a Cut Option

## **Set Frames**

1. Press Fn.

Ø

- 2. Press  $\blacktriangle$  or  $\forall$  to display [Frame], and then press **OK**.
- 3. Press  $\blacktriangle$  or  $\lor$  to select a category, and then press **OK**.
- 4. Press  $\blacktriangle$ ,  $\P$ ,  $\triangleleft$ , or  $\triangleright$  to select a frame, and then press **OK**.

You can also select a frame by entering its number. For more information, see *Related Information*.

### A Related Information

- Set Label Length
  - Frame Options

▲ Home > Edit a Label > Set Label Length > Set Frames > Frame Options

# **Frame Options**

Category	Frames
Simple 1	
Simple 2	
Decorative	
Business 1	

Category	Frames
Business 2	

## Related Information

Set Frames

▲ Home > Edit a Label > Use Auto Format Layouts

## **Use Auto Format Layouts**

- Use Templates
- Template Options

▲ Home > Edit a Label > Use Auto Format Layouts > Use Templates

## **Use Templates**

Select a layout from the preloaded templates included with your Label Maker, enter your text, and then apply any formatting you want. For preloaded templates, see *Related Topics*:Template Options.

If the width of the current Tape Cassette does not match the set width for the selected template, an error message appears when you try to print the label. Press Esc or any other key to clear the error message, and then insert the correct Tape Cassette or choose a different template.

Example - To customize and print the preloaded template named Asset Tag 1:

XXX COMPANY XXX department	

1. Press (A)

- 2. Press *d* or *b* to display [Auto Format], and then press OK.
- 3. Press ▲ or ▼ to display [Templates], and then press OK.
- 4. Press ▲ or ▼ to display [Asset Management], and then press OK.
- 5. Press  $\blacktriangle$  or  $\forall$  to display [Asset Tag 1], and then press OK.
- 6. Enter the text you want, and then press OK.
- 7. Enter the text for the next field, and then press OK.
- 8. Press ▲, ▼, ◄, or ▶ to select a barcode attribute, and then press OK.
- 9. Enter the barcode data, and then press **OK**. For more information, see *Related Topics*: Create a Barcode Label.
- 10. Do one of the following:
  - Select [Print], and then press OK.
  - Press ▲ or ▼ to select one of the following options:



Option	Description	
Edit	Change the text.	
Save	Save the label.	
	For more information, see <i>Related Topics</i> : Use the File Memory.	
Menu	Change the Font or Style settings.	
Preview	Preview the label before printing.	
	Press Scale/Zoom to change the LCD magnification.	
Print Options	Select print options.	
	For more information, see <i>Related Topics</i> : Print Labels.	

11. Press ▲ or ▼ to select the number of labels you want to print, and then press ( Print ) or OK.

### Related Information

Use Auto Format Layouts

#### **Related Topics:**

- Create a Barcode Label
- Use the File Memory
- Print Labels
- Template Options

▲ Home > Edit a Label > Use Auto Format Layouts > Template Options

# **Template Options**

Category	Value	Details
Asset Management	Asset Tag 1	Proving et ABC Company, rice
		(0.94" x 2.8" [24 mm x 70 mm])
	Asset Tag 2	APProperty of the APProperty of the APPROX APPROX
		(0.70" x 2.8" [18 mm x 70 mm])
	Asset Tag 3	ABC Company, Inc.
		(0.94" x 2.8" [24 mm x 70 mm])
	Asset Tag 4	ABC Company, Inc.
	Asset Tag 5	(0.70" x 2.8" [18 mm x 70 mm])
	Asset lag 5	Property of: ABC Company, Inc. 00001
		(0.94" x 2.8" [24 mm x 70 mm])
	Asset Tag 6	Property of: ABC Company, Inc. 00001
	Accept Teg 7	(0.70" x 2.8" [18 mm x 70 mm])
	Asset Tag 7	(0.47" x 2.8" [12 mm x 70 mm])
	Bin Box	(0.94" x 3.0" [24 mm x 76 mm])
	Equipment Label	(0.94" x 2.3" [24 mm x 58 mm])
Cabinet	Cabinet Label 1	Office Supplies Sales Dept.
		(0.94" x 5.0" [24 mm x 126 mm])
	Cabinet Label 2	Office Supplies Sales Dept.
		(0.70" x 4.4" [18 mm x 111 mm])
	Cabinet Label 3	Office Supplies Sales Dept.
	Cabinat Label 4	(0.94" x 5.0" [24 mm x 126 mm])
	Cabinet Label 4	Office Supplies (0.94" x 6.3" [24 mm x 160 mm])
File	Binder Spine 1	
	Rinder Spine 2	(0.94" x 8.6" [24 mm x 219 mm])
	Binder Spine 2	
		(0.70" x 8.6" [18 mm x 219 mm])

Category	Value	Details	
	Binder Spine 3	<b>5</b> Design Data Jan-Mar 2022	
		(0.94" x 8.6" [24 mm x 219 mm])	
	Binder Spine 4	5   Design Data   Jan-Mar 2022	
		(0.47" x 8.6" [12 mm x 219 mm])	
	File Folder Tab	<b>PAYABLES</b> (0.47" x 3.2" [12 mm x 82 mm])	
	Divider Tab	AUGUST (0.47" x 1.6" [12 mm x 42 mm])	
	Document index	2202 BIBCEMBER DECEMBER 2202 DECCEMBER	
		(0.94" x 1.4" [24 mm x 36 mm])	
Address/ID	Address Label 1	(0.94" x 2.8" [24 mm x 72 mm])	
	Address Label 2	(0.94" x 2.8" [24 mm x 72 mm])	
	Name Badge 1	Robert Becker Sales Manager	
		(0.94" x 2.8" [24 mm x 72 mm])	
	Name Badge 2	(0.94" x 2.8" [24 mm x 72 mm])	
	Name Badge 3	Robert Becker ABC Company, Inc.	
	News Deduc 4	(0.70" x 2.8" [18 mm x 72 mm])	
	Name Badge 4	<b>Robert Becker</b> ABC Company, Inc.	
		(0.94" x 2.8" [24 mm x 72 mm])	
Media	SD Card Label	(0.47" x 1.0" [12 mm x 25 mm])	
	USB Flash Memory	Sate Medig	
		(0.35" x 1.0" [9 mm x 25 mm])	
	DVD Case Spine	SERVICE MANUAL (PDF)	
		(0.35" x 7.0" [9 mm x 178 mm])	
	CD Case Spine	My Favorite Music	
		(0.23" x 4.4" [6 mm x 113 mm])	
Cable Labeling	Flag 1		
		(0.47" x 3.5" [12 mm x 90 mm])	
	Flag 2	(0.47" x 3.5" [12 mm x 90 mm])	

Category	Value	Details
	Cable Wrap 1	7A - 663 77 - 663 77 - 663 77 - 663 74 - 663 75 - 664 75 - 666 75
		(0.94" x 1.5" [24 mm x 39 mm])
	Cable Wrap 2	<u>899999999</u> 45545545
		(0.70" x 1.5" [18 mm x 39 mm])
	Faceplate (VRT)	
		(0.47" x 2.8" [12 mm x 70 mm])
Signage	Signage 1	HOT! Don't Touch
		(0.94" x 2.6" [24 mm x 66 mm])
	Signage 2	CAUTION THIS IS SIDE UP
		(0.94" x 2.0" [24 mm x 50 mm])

### Related Information

Use Auto Format Layouts

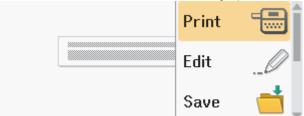
#### Home > Edit a Label > Use Block Layouts

## **Use Block Layouts**

You can choose different Block Layouts, based on the tape size, to arrange text lines on your label. Select one of the Block Layout options, enter your text, and then apply text formatting if needed. To see what options are available for the tape you are using, see *Related Information*: Block Layout Options.

1.	Press	
•••		

- 2. Press *d* or *b* to display [Auto Format], and then press OK.
- 3. Press  $\blacktriangle$  or  $\forall$  to display [Block Layouts], and then press OK.
- 4. Press  $\blacktriangle$  or  $\forall$  to select the tape width you want, and then press **OK**.
- 5. Press ▲ or ▼ to select the block layout you want, and then press OK.
- 6. Enter the text you want, and then press **OK**.
- 7. Repeat these steps for each text field, and then press OK.
- 8. Press **OK** to display the print menu.
- 9. Do one of the following:
  - Select [Print], and then press OK.
  - Press ▲ or ▼ to select one of the following options:



Option	Description	
Edit	Change the text.	
Save	Save the label. For more information, see <i>Related Topics</i> : Use the File Memory.	
Menu	Change the Font, Align, or Frame settings.	
Preview	Preview the label before printing. Press Scale/Zoom to change the magnification of the LCD.	
Print Options	Select print options. For more information, see <i>Related Topics</i> : Print Labels.	

10. Press ▲ or ▼ to select the number of labels you want to print, and then press ( Print ) or OK.

If the width of the current Tape Cassette does not match the set width for the selected layout, an error message appears when you try to print the label. Press Esc or any other key to clear the error message, and then insert the correct Tape Cassette.

### Related Information

- Edit a Label
  - Block Layout Options

### **Related Topics:**

- Use the File Memory
- Print Labels

▲ Home > Edit a Label > Use Block Layouts > Block Layout Options

# **Block Layout Options**

# 0.94"/24 mm Tape

Value	Details
1Line(Inversion)	48pt
2LineA	
2LineB	
3LineA	12pt 12pt 24pt
3LineB	
3LineC	18pt 18pt 12pt
1+1LineA	24pt
1+1LineB	36pt 18pt
1+1LineC	48pt 24pt
1+2LineA	48pt24pt 24pt

Value	Details
1+2LineB	48pt
1+2LineC	48pt
1+3LineA	48pt
1+3LineB	48pt
1+3LineC	48pt
1+4LineA	24pt
1+4LineB	48pt]
1+5Line	24pt

# 0.70"/18 mm Tape

Value	Details
2LineA	12pt 24pt
2LineB	24pt 12pt
3LineA	9pt 9pt 24pt
3LineB	24 pt 

Value	Details
1+1LineB	36pt
1+1LineC	42pt
1+2LineA	42pt
1+2LineB	42pt
1+2LineC	42pt
1+2LineD	42pt 18pt 18pt
1+3Line	42pt
1+4Line	24pt
1+5Line	24pt

# 0.47"/12 mm Tape

Value	Details
2LineA	9pt 12pt
2LineB	12pt 9pt
3LineA	6pt 6pt 
3LineB	12pt 6pt 6pt
1+1LineA	12pt
1+1LineB	18pt <b></b> 9pt
1+1LineC	24pt

Value	Details
1+2Line	24pt

# 0.35"/9 mm Tape

Value	Details
2LineA	
2LineB	12pt 6pt
1+2Line	18pt

# 0.23"/6 mm Tape

Value	Details
1+2Line	12pt[6pt

# Related Information

• Use Block Layouts

#### Home > Edit a Label > Create Tables

### **Create Tables**

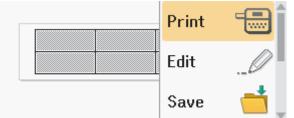
Ø

Create a table by setting the number of rows and columns you want. You can save the file as a template to reuse in other labels.

There is a maximum number of rows, depending on the tape width.		
Max Lines	Tape Width	
7 lines	0.94" (24 mm)	
5 lines	0.70" (18 mm)	
3 lines	0.47" (12 mm)	
2 lines	0.35" (9 mm) 0.23" (6 mm)	

### 1. Press (A).

- 2. Press *d* or *b* to display [Auto Format], and then press OK.
- Press ▲ or ▼ to display [Table Format], and then press OK.
   Use the ▲, ▼, ◄, and ► keys to create your table.
- 4. Press  $\blacktriangle$  or  $\forall$  to select the tape width you want, and then press **OK**.
- 5. Press ▲ or V to select [Rows].
- 6. Press ◀ or ► to set the number of rows you want.
- 7. Press ▲ or ▼ to select [Columns].
- 8. Press ◀ or ▶ to set the number of columns you want, and then press OK.
- 9. Enter the text you want, and then press OK.
- 10. Repeat these steps for each text field, and then press OK.
- 11. Do one of the following:
  - Select [Print], and then press OK.
  - Press ▲ or ▼ to select one of the following options:



Option	Description
Edit	Change the text.
Save	Save the label.
	For more information, see <i>Related Topics</i> : Use the File Memory.
Menu	Change the Font or Style settings.
Preview	Preview the label before printing.
	Press scale/Zoom to change the LCD magnification.
Print Options	Select print options.
	For more information, see <i>Related Topics</i> : Print Labels.

### 12. Press ▲ or ▼ to select the number of labels you want to print, and then press Print or OK.

0.13" (3.5 mm) tape cannot be used to create tables.

If the width of the current Tape Cassette does not match the set width for the selected layout, an error message appears when you try to print the label. Press Esc or any other key to clear the error message, and then insert the correct Tape Cassette.

#### **Related Information**

• Edit a Label

### **Related Topics:**

- Use the File Memory
- Print Labels
- Block Layout Options

▲ Home > Edit a Label > Create a Barcode Label

### **Create a Barcode Label**

- Create and Print Barcodes
- Edit or Delete a Barcode and Barcode Data

Home > Edit a Label > Create a Barcode Label > Create and Print Barcodes

# **Create and Print Barcodes**

The Label Maker is not designed exclusively for creating barcode labels. Always check that barcode labels can be read by the barcode reader.

For best results, print barcode labels in black ink on white tape. Some barcode readers may not be able to read barcode labels created using colored tape or ink.

Up to five barcodes can be printed on a label.

## NOTE

- Use the [Large] setting for [Width] whenever possible. Some barcode readers may not be able to read barcode labels created using the [Small] setting.
- Continuously printing a large number of labels with barcodes can overheat the Print Head, which may affect the print quality.
- Symbols are available only for the CODE39, CODE128, CODABAR, or GS1-128 protocols.
- The "C.Digit" (Check Digit) attribute is available only for the CODE39, I-2/5, and CODABAR protocols.

#### 1. Press Fn

- 2. Press ▲ or V to display [Barcode], and then press OK.
- 3. Press  $\blacktriangle$ ,  $\lor$ ,  $\triangleleft$ , or  $\triangleright$  to select an attribute, and then press **OK**.
- 4. Enter the barcode data. For more information, see Related Topics.
- 5. Press Symbol Or Fn.
- 6. Press ▲ or ▼ to select a character, and then press OK.
- 7. Press OK.

#### Related Information

- Create a Barcode Label
  - Barcode Options

▲ Home > Edit a Label > Create a Barcode Label > Create and Print Barcodes > Barcode Options

# **Barcode Options**

Attribute	Value
Protocol	CODE39, CODE128, EAN-8, EAN-13, GS1-128 (UCC/ EAN-128), UPC-A, UPC-E, I-2/5 (ITF), CODABAR
Width	Small
	Large
Under#	On
(Characters printed below the barcode)	
	Off
C.Digit (Check Digit)	Off
	On
	(Available only for the CODE39, I-2/5, and CODABAR protocols)

# **Special Character Options**

# CODE39

Special Character		
—		
•		
(SPACE)		
\$		
/		
+		
%		

# CODABAR

Special Character		
—		
\$		
/		

**Special Character** 

### +

# CODE128, GS1-128 (UCC / EAN-128)

Special Character			
(SPACE)	ŀ	**	#
\$	%	&	۲
(	)	*	+
,	-	-	1
:	;	<	=
>	?	ລ	С
١	]	^	_
NUL	•	SOH	STX
ETX	EOT	ENQ	ACK
BEL	BS	HT	LF
VT	FF	CR	SO
SI	DLE	DC1	DC2
DC3	DC4	NAK	SYN
ETB	CAN	EM	SUB
ESC	£	FS	I
GS	}	RS	~
US	DEL	FNC3	FNC2
FNC4	FNC1		

## **Related Information**

Create and Print Barcodes

▲ Home > Edit a Label > Create a Barcode Label > Edit or Delete a Barcode and Barcode Data

### Edit or Delete a Barcode and Barcode Data

>> Delete a barcode from a label

>> Edit Barcode Data

#### Delete a barcode from a label

- 1. Position the cursor to the right of the barcode on the data entry screen.
- 2. Press BS

### **Edit Barcode Data**

#### PT-D610BT

- 1. To edit barcode attributes and barcode data, position the cursor to the left of the barcode on the data entry screen.
- 2. Press **Fn** to open the Barcode Setup screen.
- 3. Press ▲ or ▼ to display [Barcode], and then press OK.

Related Information

Create a Barcode Label

▲ Home > Edit a Label > Use the Time and Date Function

# Use the Time and Date Function

You can add time and date to your label.

- Set the Time and Date
- Set the Time and Date Format
- Set the Time Stamp and Add the Time and Date to a Label
- Change or Delete the Time and Date Settings

▲ Home > Edit a Label > Use the Time and Date Function > Set the Time and Date

## Set the Time and Date

Set the time and date in the Clock setting. After setting the time and date, you can add this information to your label using the Time and Date function.

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\forall$  to display [Set Clock], and then press OK.
- 4. Press ▲ or ▼ to set the year.
- 5. Press  $\triangleleft$  or  $\triangleright$  to move to the next field.
- 6. Press  $\blacktriangle$  or  $\lor$  to update the field.
- 7. Press OK.

## NOTE

- · You can also use the device's number keys to type the time and date.
- The time and the date are active as soon as you press OK.
- To back up the time and date settings even when your device is not plugged into a power source, install two AA alkaline batteries (LR6).

#### **Related Information**

Use the Time and Date Function

▲ Home > Edit a Label > Use the Time and Date Function > Set the Time and Date Format

## Set the Time and Date Format

This Label Maker offers various time and date formats to add to your label. Choose either the analog or digital style.

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\blacktriangledown$  to display [Time & Date Format], and then press OK.
- 4. Press  $\blacktriangle$  or  $\forall$  to display [Date] or [Time].
- 5. Press  $\blacktriangleleft$  or  $\blacktriangleright$  to set the format.
- 6. Press OK.

#### Related Information

- Use the Time and Date Function
  - Time and Date Format Options

▲ Home > Edit a Label > Use the Time and Date Function > Set the Time and Date Format > Time and Date Format Options

# **Time and Date Format Options**

Available time and date format options are listed in the table. You can set the time and date from the device's [Settings] > [Time & Date Format] menu.

Attribute	Format Options	Attribute	Format Options
Date	12/31/2099	Date	2099-12-31
	12.31.2099		31/12/2099
	12-31-2099		31.12.2099
	December 31, 2099		31-12-2099
	Dec. 31, 2099		31. December 2099
	2099/12/31		31. Dec. 2099
Time	11:59 PM	Time	23:59

The default settings are shown in Bold.

# NOTE

The values for the date and time are used to display a sample setting. When a format is selected, the time and date you set in the Clock setting will appear in the selected format option.

#### Related Information

Set the Time and Date Format

▲ Home > Edit a Label > Use the Time and Date Function > Set the Time Stamp and Add the Time and Date to a Label

# Set the Time Stamp and Add the Time and Date to a Label

- 1. Press (A)
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press ▲ or V to display [Time Stamp Setting], and then press OK.
- 4. Press ▲ or ▼ to select one of the following options:
  - [Timing]

Use the [Time Stamp] to add the date and the time to any label.

- a. Press ▲ or V to display [Timing].
- b. Press *d* or *b* to display [Auto] or [Fixed], and then press OK.

Option	Description
Auto	<ul> <li>Position the cursor where you want the time and date to appear. Press Fn, press ▲ or ▼ to select Time Stamp, and then press OK. The current date and time (or a future or past date and time, if you previously set them using the Forward option) and a clock icon appear on the LCD.</li> <li>When you press Print only, the latest date and time will print on the label. The clock icon does not print.</li> </ul>
Fixed	<ul> <li>Position the cursor where you want the time and date to appear. Press Fn, press ▲ or ▼ to select Time Stamp, and then press OK. The current date and time appear on the LCD.</li> <li>When you press Print, the date and time will print on your label.</li> </ul>

Check and confirm the time and date settings by positioning the cursor to the left of the clock icon, pressing (Fn), pressing ▲ or V to select [Time Stamp], and then pressing OK.

#### [Format]

Select what time and date format you want to use.

- a. Press ▲ or V to select [Format].
- b. Press ◀ or ► to select the format option you want.

Option	Description
Date	Prints only the date on the label.
D&T	Prints the date and time on the label.
Time	Prints only the time on the label.
T&D	Prints the time and date on the label.

c. Press OK.

#### [Forward]

Set a future or past date and time.

- a. Press ▲ or ▼ to select [Forward].
- b. Press *d* or *b* to select [On] and specify the date and time values you want to use, and then press OK.

Option	Description
On	Allows you to increase or decrease the time and date values.

Option	Description
Off	Prints the current time and date.

c. Press  $\triangleleft$  or  $\triangleright$  to select the year, month, week, date, hour or minute.

d. Press  $\blacktriangle$  or  $\blacktriangledown$  to change the current date and time as needed.

You can also set the date and time by entering the numbers using the keyboard.

e. Press OK.

Ø



Use the Time and Date Function

▲ Home > Edit a Label > Use the Time and Date Function > Change or Delete the Time and Date Settings

# Change or Delete the Time and Date Settings

- >> Change Time and Date Settings
- >> Delete the Time and Date from a Label

#### **Change Time and Date Settings**

- 1. Position the cursor to the left of the clock icon on the text entry screen.
- 2. Press **Fn** to open the time stamp setting screen.
- 3. Update the settings you want and press **OK** when finished.

### Delete the Time and Date from a Label

- 1. Position the cursor to the right of the clock icon on the text entry screen.
- 2. Press (BS).

#### Related Information

• Use the Time and Date Function

#### Home > Print Labels

# **Print Labels**

- Preview Labels
- Print Labels
- Select a Cut Option
- Adjust the Label Length
- Print Transferred Templates

#### ▲ Home > Print Labels > Preview Labels

### **Preview Labels**

You can preview labels before printing to make sure they are correct.

- 1. Press
- 2. Do one of the following:
  - Press ◀, ▶, ▲, or ▼ to scroll the preview left, right, up, or down.
  - Press ( Ashift ) and ⊲, ▶, ▲, or ▼ to scroll directly to the left, right, top, or bottom border.
  - Press (scale/Zoom) to change the preview magnification.

### Related Information

• Print Labels

# **Print Labels**

# NOTE

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- Do not pull the label when the Label Maker is ejecting it from the Tape Exit Slot. Doing so will cause the ink ribbon to be discharged with the tape, making the tape unusable.
- Do not block the Tape Exit Slot during printing. Doing so will cause the tape to jam.
- 1. After creating your label, press Print
- 2. Press  $\blacktriangle$  or  $\forall$  to change the number of copies, and then press (Print) or **OK**.
  - You can also specify the number of copies using the number keys.
  - If you need only one copy of the label, press ( Print ) without selecting the number of copies.

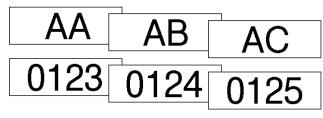
	✓	Related	I Informatio	n
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- Print Labels
  - Sequential Printing
  - Mirror Printing

▲ Home > Print Labels > Print Labels > Sequential Printing

# **Sequential Printing**

Use this function to create labels with sequentially arranged numbers or letters, from a single label format.



- 1. Press ( \$\vdotshift ) and ( Print ).
- 2. Press ▲ or ▼ to display [Number], and then press OK.
- 3. Press  $\triangleleft$  or  $\triangleright$  to select the start point, and then press **OK**.
- 4. Press  $\triangleleft$  or  $\triangleright$  to select the end point, and then press **OK**.
- 5. Press ▲ or ▼ to select the number of labels you want to print, and then press Print or OK.

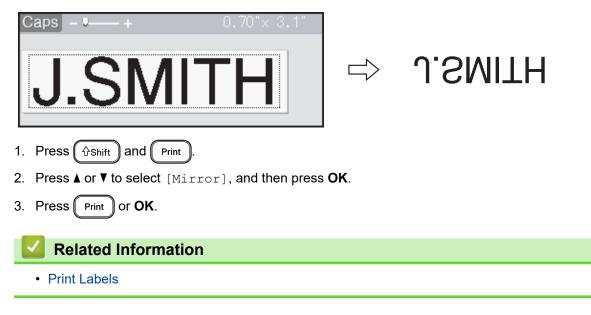
#### Related Information

• Print Labels

▲ Home > Print Labels > Print Labels > Mirror Printing

# **Mirror Printing**

Use clear tape in [Mirror], so the labels can be read correctly from the opposite side when attached to glass, windows, or other transparent surfaces.



▲ Home > Print Labels > Select a Cut Option

# **Select a Cut Option**

Choose from several built-in options to determine how the Label Maker cuts your labels.

- 1. Press Fn
- 2. Press  $\blacktriangle$  or  $\blacktriangledown$  to display [Cut Option], and then press OK.
- 3. Press ▲ or ▼ to select [Small Margin], [Large Margin], [Chain], [No Cut], or [Special Tape], and then press OK.



- Print Labels
  - Tape Cutting Options

▲ Home > Print Labels > Select a Cut Option > Tape Cutting Options

# **Tape Cutting Options**

In the Options table, these visual patterns represent parts of your label, as illustrated in the Example column.

ABC	Print area
1	Margin
	Laminate margin

Setting	Description	Example
Small Margin	Automatically cuts a piece of blank tape before printing the first label and then cuts the tape after each label is printed, leaving a 0.08" (2 mm) margin at both ends of each label.	<ul> <li>When the label length is approximately 0.9" (23 mm) or more</li> <li>2 2 2 2 4 ABC</li> <li>ABC</li> /ul>
Large Margin	Automatically cuts the tape after each label is printed, leaving a margin of 0.98" (25 mm) on each end.	2 2 2 2 2 ABC ABC ABC 1 1 1 1 1 1. Approximately 0.9" (23 mm) 2. 0.08" (2 mm)
Chain	<ul> <li>Automatically cuts a piece of blank tape before printing the first label and then cuts the tape after each label is printed, leaving a 0.08" (2 mm) margin at both ends of each label.</li> <li>When the last label is printed, the tape is neither fed nor cut. Press  and  simultaneously to feed and cut the tape.</li> </ul>	2 2 3 ABC ABC 1 2 1. Approximately 0.9" (23 mm) 2. 0.08" (2 mm) 3. Cut Position

Setting	Description	Example
No Cut	<ul> <li>Select this setting when printing multiple copies of a label or when using Fabric Iron-On Tapes or other special tapes that cannot be cut by the Tape Cutter of the Label Maker.</li> <li>When the last label is printed, the tape is not fed and cut.</li> <li>Press Ishift and simultaneously to feed and cut the tape.</li> <li>When using the special tapes that cannot be cut by the Tape Cutter of the Label Maker, remove the Tape Cassette from the Label Maker and use scissors to cut the tape.</li> </ul>	2 2 ABC ABC 1 2 1. 0.9" (23 mm) 2. 0.08" (2 mm)
Special Tape	Select this setting when using special tape.	2 2 2 ABC ABC 1 2 1. Approximately 0.9" (23 mm) 2. 0.08" (2 mm)

# Related Information

• Select a Cut Option

 $\checkmark$ 

Home > Print Labels > Adjust the Label Length

# Adjust the Label Length

When the Tape Cassette is almost empty, the printed label length may be less accurate. In this case, adjust the label length manually.

Approximately 1% of the total label length is adjusted by one level.

1. Press (A)

Ø

- 2. Press *d* or *b* to display [Settings], and then press OK.
- 3. Press ▲ or V to display [Adjustment], and then press OK.
- 4. Press  $\blacktriangle$  or  $\forall$  to display [Label Length], and then press OK.
- 5. Press  $\triangleleft$  or  $\triangleright$  to display [-3 +3], and then press **OK**.

#### Related Information

• Print Labels

▲ Home > Print Labels > Print Transferred Templates

# **Print Transferred Templates**

You can transfer templates created in P-touch Editor to your Label Maker, customize your text, and then print the updated labels.

1. Press (A).

Ø

- 2. Press < or ▶ to display [Transferred Templates], and then press OK.
- 3. Press ▲ or ▼ to select the template you want to print, and then press OK.
- 4. Press ▲ or V to display [Print], and then press OK.

If you have not yet transferred templates from P-touch Editor, [Transferred Templates] will not appear in the list of options.

For more information, see Related Topics.



- Print Labels
  - Edit and Print Transferred Templates
  - Print Transferred Templates from the Database
  - Delete a Transferred Template

#### **Related Topics:**

• Transfer Templates to the Printer (P-touch Transfer Manager) (Windows)

▲ Home > Print Labels > Print Transferred Templates > Edit and Print Transferred Templates

## **Edit and Print Transferred Templates**

- 1. Press (A).
- 2. Press < or ▶ to display [Transferred Templates], and then press OK.
- 3. Press  $\blacktriangle$  or  $\blacksquare$  to select the template you want to edit, and then press **OK**.
- 4. Press ▲ or ▼ to display [Edit Label without Saving], and then press OK.
- 5. Edit the template.

Ø

You cannot add or delete a line break when editing a transferred template.

- 6. Press  $\blacktriangle$  or  $\forall$  to select the edited template, and then press **OK**.
- 7. Press  $\blacktriangle$  or  $\forall$  to display [Print], and then press **OK**.

You cannot save your changes to a transferred template.



• Print Transferred Templates

▲ Home > Print Labels > Print Transferred Templates > Print Transferred Templates from the Database

## Print Transferred Templates from the Database

1. Press (A).

Ø

- 2. Press  $\blacktriangleleft$  or  $\blacktriangleright$  to display [Transferred Templates], and then press OK.
- 3. Press  $\blacktriangle$  or  $\lor$  to select the template you want to print, and then press **OK**.
- 4. Press  $\blacktriangle$  or  $\lor$  to display [Print from Database], and then press OK.
- 5. Press  $\blacktriangleleft$ ,  $\blacktriangleright$ ,  $\blacktriangle$ , or  $\blacktriangledown$  to select the first record in the range you want to print.
- Press ◀, ►, ▲, or ▼ to select the last record in the range you want to print. The records in the selected range are highlighted on the LCD.
- 7. Press ▲ or V to display [Print], and then press OK.

The maximum number of characters that can be printed for one transferred template is 1500 characters. Line breaks and text blocks reduce the maximum number.

### Related Information

- Print Transferred Templates
  - Find a Template in the Database

▲ Home > Print Labels > Print Transferred Templates > Print Transferred Templates from the Database > Find a Template in the Database

# Find a Template in the Database

- 1. Press (A).
- 2. Press **∢** or **▶** to display [Transferred Templates], and then press OK.
- Press ▲ or ▼ to select the template you want to print, and then press OK. The first record of the selected database is displayed.
- 4. Type the data or name you want to find.

For example, type 'B' to find any character strings containing 'B'. Type 'BR' to find any character strings containing 'BR'.

Type as many letters or numbers as needed.

- If a string contains the character you typed, the cursor on the LCD moves to that content and highlights it. If the content doesn't exist, the cursor remains in its current position.
- If the character you searched for is contained in multiple fields in the database, press ( Ashift ) and

(Enter ) simultaneously to move to the next field containing the character. The character is highlighted in the field.

• Press (B) to delete the last character in your search data. The cursor moves to the next field containing the remaining search characters.

### Related Information

Print Transferred Templates from the Database

▲ Home > Print Labels > Print Transferred Templates > Delete a Transferred Template

## **Delete a Transferred Template**

When you delete a transferred template, it is deleted only from your Label Maker.

- 1. Press
- 2. Press < or ▶ to display [Transferred Templates], and then press OK.
- 3. Press ▲ or ▼ to select the template you want to delete, and then press OK.
- 4. Press  $\blacktriangle$  or  $\forall$  to display [Delete], and then press OK.

The [Delete?] message appears.

5. Press OK.

### Related Information

• Print Transferred Templates

▲ Home > Use the File Memory

# Use the File Memory

- Save Label Files
- Print, Open, Delete, or Mark a Saved Label

▲ Home > Use the File Memory > Save Label Files

# Save Label Files

You can save up to 99 labels and recall them for printing at a later date. A maximum of 280 characters can be saved per file. You can also edit and overwrite saved labels.

- 1. Enter the text and format your label.
- 2. Press Fn.
- 3. Press ▲ or V to display [Save], and then press OK.
- 4. Press  $\blacktriangle$  or  $\lor$  to select a file, and then press **OK**.

### Related Information

• Use the File Memory

▲ Home > Use the File Memory > Print, Open, Delete, or Mark a Saved Label

# Print, Open, Delete, or Mark a Saved Label

- 1. Press (A).
- 2. Press ◀ or ► to display [File], and then press OK.
- 3. Press  $\blacktriangle$  or  $\lor$  to select a file, and then press **OK**.
- 4. Do one of the following:

Option	Description	
Print	a. Press ▲ or V to display Print, and then press OK.	
	b. Press $\blacktriangle$ or $\lor$ to change the number of copies, and then press Print or <b>OK</b> .	
Open	Press ▲ or ▼ to display Open, and then press OK.	
Delete	a. Press ▲ or ▼ to display Delete, and then press OK.	
	b. Press <b>OK</b> .	
	The Delete? message appears.	
	c. Press <b>OK</b> .	
	To delete a saved label from the file selection screen, select the label using $\blacktriangle$ or $\nabla$ , and then press Clear.	
Marking	Saved files can be organized into eight different color-coded categories. The color choices appear on the left side of the file name in the file selection screen.	
	a. Press ▲ or ▼ to display Marking, and then press OK.	
	b. Press $\blacktriangle$ or $\blacksquare$ to select a color, and then press <b>OK</b> .	

### Related Information

Use the File Memory

▲ Home > Create and Print Labels Using Your Computer

# **Create and Print Labels Using Your Computer**

- Create Labels Using P-touch Editor (Windows)
- Create Labels and Print Using P-touch Editor (Mac)
- Print Labels Using the Printer Driver (Windows)

▲ Home > Create and Print Labels Using Your Computer > Create Labels Using P-touch Editor (Windows)

# **Create Labels Using P-touch Editor (Windows)**

The transfer function can only be used with P-touch Editor 5.4.

To use your Label Maker with your Windows computer, install P-touch Editor and the printer driver on your computer.

For the latest drivers and software, go to your model's **Downloads** page on the Brother support website at <u>support.brother.com</u>.

- 1. Start P-touch Editor ?
  - Windows 11:

Click **Start** > **Brother P-touch** > **P-touch Editor**, or double-click the **P-touch Editor** icon on the desktop. \*Depending on your computer's operating system, the Brother P-touch folder may or may not be created.

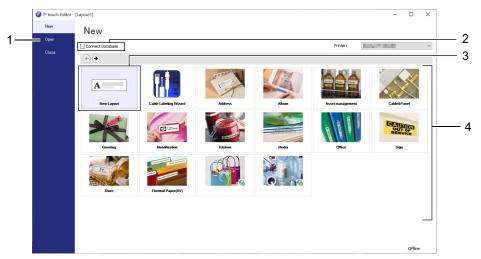
Windows 10:

Click Start > Brother P-touch > P-touch Editor, or double-click the P-touch Editor icon on the desktop.

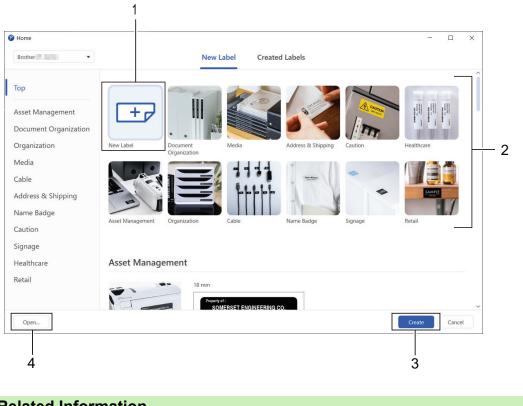
• Windows 8.1:

Click the **P-touch Editor** icon on the **Apps** screen, or double-click the **P-touch Editor** icon on the desktop.

- 2. Do one of the following:
  - P-touch Editor 5.4
    - To open an existing layout, click **Open** (1).
    - To connect a preset layout to a database, select the checkbox next to Connect Database (2).
    - To create a new layout, double-click the **New Layout** pane (3), or click the **New Layout** pane (3) and then click →.
    - To create a new layout using a preset layout, double-click a category button (4), or select a category button (4), and then click →.



- P-touch Editor 6.0
  - To open an existing layout, click **Open** (4).
  - To create a new layout, click the New Label tab and the New Label button (1).
  - To create a new layout using a preset layout, click the **New Label** tab and click a category button (2), select a template, and then click **Create** (3).



## **Related Information**

Create and Print Labels Using Your Computer

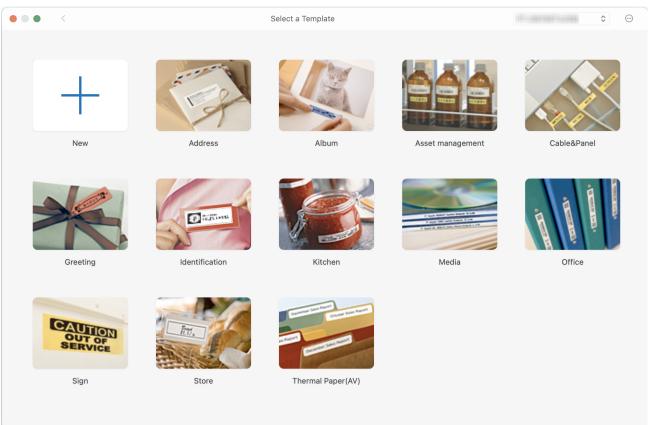
▲ Home > Create and Print Labels Using Your Computer > Create Labels and Print Using P-touch Editor (Mac)

## Create Labels and Print Using P-touch Editor (Mac)

Download and install P-touch Editor from the App Store on your Mac.

To use your Label Maker with your Mac computer, install P-touch Editor.

- 1. Double-click Macintosh HD > Applications, and then double-click the Brother P-touch Editor icon.
- 2. When P-touch Editor starts, click **New** to select a template, create a new layout, or open an existing layout.



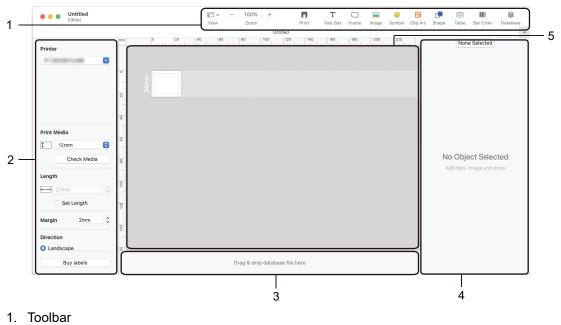
- 3. Select the print settings.
- 4. Click the Print icon.

#### Related Information

- Create and Print Labels Using Your Computer
  - Main Window of P-touch Editor (Mac)

▲ Home > Create and Print Labels Using Your Computer > Create Labels and Print Using P-touch Editor (Mac) > Main Window of P-touch Editor (Mac)

## Main Window of P-touch Editor (Mac)



- 2. Object Inspector
- 3. Database Connection Area
- 4. Label Inspector
- 5. Layout Window

Related Information

• Create Labels and Print Using P-touch Editor (Mac)

▲ Home > Create and Print Labels Using Your Computer > Print Labels Using the Printer Driver (Windows)

## Print Labels Using the Printer Driver (Windows)

Make sure you have installed the printer driver.

For the latest drivers and software, go to your model's **Downloads** page on the Brother support website at <u>support.brother.com</u>.

- 1. Connect the Label Maker to a computer.
- 2. Open the document you want to print.
- 3. Select the print command in your application.
- 4. Select your Label Maker, and then click the printer's properties or preferences button. The printer driver window appears.
- 5. Change the printer driver settings, if needed.
- 6. Click OK.
- 7. Complete your print operation.

#### Related Information

Create and Print Labels Using Your Computer

#### **Related Topics:**

- Connect the Label Maker to a Computer Using a USB Cable
- Enable or Disable Bluetooth
- Install the Printer Driver and Software on a Computer (Windows)

▲ Home > Print Labels Using Mobile Devices

## Print Labels Using Mobile Devices

- Install the Brother iPrint&Label App
- Create Labels and Print Using Mobile Devices

▲ Home > Print Labels Using Mobile Devices > Install the Brother iPrint&Label App

## Install the Brother iPrint&Label App

Use Brother's iPrint&Label app to print directly from your iPhone, iPad, iPod touch, and Android<sup>™</sup> mobile devices.

Арр	Features
Brother iPrint&Label	Create labels for business use, including barcodes, office equipment labels, and labels for folder tabs.

For more information about the mobile apps available for your printer, visit https://support.brother.com/g/d/f5f9.

#### Related Information

Print Labels Using Mobile Devices

▲ Home > Print Labels Using Mobile Devices > Create Labels and Print Using Mobile Devices

## **Create Labels and Print Using Mobile Devices**

- 1. Start the label printing app on your mobile device.
- 2. Select a label template or design.

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You can also select a previously designed label or image and print it.

3. Select the print menu in the label printing app.

## Related Information

• Print Labels Using Mobile Devices

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows)

## Transfer Templates to the Printer (P-touch Transfer Manager) (Windows)

- Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)
- Distribute Templates to be Transferred to Users Without Using P-touch Transfer Manager (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)

## Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)

- Notes on Using P-touch Transfer Manager (Windows)
- About Transferring Templates from the Computer to the Printer (Windows)
- Back up Templates or Other Data Saved in the Printer (Windows)
- Delete Printer Data (Windows)
- Create Transfer Files and Transfer Package Files (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows) > Notes on Using P-touch Transfer Manager (Windows))

## Notes on Using P-touch Transfer Manager (Windows)

Some P-touch Editor functions are not available with the printer, so keep the following points in mind when using P-touch Editor to create templates.

You can preview created templates before they are transferred to the printer.

#### **Creating Templates**

- Some of the text in the templates transferred to the printer may be printed using similar fonts and character sizes loaded in the printer. As a result, the printed label may differ from the image of the template created in P-touch Editor.
- Depending on the text object setting, the character size may be automatically reduced or some of the text may not be printed. If this occurs, change the Text Object setting.
- Although character styles can be applied to individual characters in P-touch Editor, styles can be applied to a block of text only from the printer. In addition, some character styles are not available on the printer.
- Backgrounds specified in P-touch Editor are not compatible with the printer.
- The P-touch Editor layout using the split printing function (enlarging the label and printing it on two or more labels) cannot be transferred.
- Only the portion of the label within the printable area is printed.

## **Transferring Templates**

- The printed label may differ from the image appearing in the preview area of P-touch Transfer Manager.
- If a two-dimensional barcode other than a QR code not loaded on the printer is transferred to the printer, the barcode is converted into an image. The image of the converted barcode cannot be edited.
- All transferred objects that cannot be edited by the printer are converted into images.
- · Grouped objects are converted into a single bitmap.
- If objects overlap, only the bottom object is printed.

#### **Transferring Data Other Than Templates**

If the number or order of fields in a database is changed and only the database (CSV file) is transferred to update it, the database may not link correctly with the template. In addition, the first line of data in the transferred file must be recognized by the printer as "field names."

#### **Related Information**

• Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows) > About Transferring Templates from the Computer to the Printer (Windows)

# About Transferring Templates from the Computer to the Printer (Windows)

You can transfer templates and other data to the printer and save backups of your data on the computer.

To use P-touch Transfer Manager, you must first transfer templates created in P-touch Editor to P-touch Transfer Manager.



#### **Related Information**

- Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)
  - Transfer a Template to P-touch Transfer Manager (Windows)
  - Main Window of P-touch Transfer Manager (Windows)
  - Transfer Templates or Other Data from the Computer to the Printer (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows) > About Transferring Templates from the Computer to the Printer (Windows) > Transfer a Template to P-touch Transfer Manager (Windows)

## Transfer a Template to P-touch Transfer Manager (Windows)

- 1. Start P-touch Editor ?
  - Windows 11:

Click **Start** > **Brother P-touch** > **P-touch Editor**, or double-click the **P-touch Editor** icon on the desktop. \*Depending on your computer's operating system, the Brother P-touch folder may or may not be created.

• Windows 10:

Click Start > Brother P-touch > P-touch Editor, or double-click the P-touch Editor icon on the desktop.

Windows 8.1:

Click the **P-touch Editor** icon on the **Apps** screen, or double-click the **P-touch Editor** icon on the desktop.

- 2. Open the template you want or create a layout.
- 3. Click File > Transfer Template > Transfer.

The P-touch Transfer Manager window appears. The template is transferred to the Configurations folder.

@ PC (Brother XX-XXXX )\Configurations - P-touch Transfer Manager — □ ×     Eile Edit View Tool Help								
Image: Provide state     Image: Provide state       Image: Provide state     Ima	Search Display Style	Printer: All Printers V						
P-touch Library	Transfer Name Size	Type Date	Key Assign Nan	ne				
All Contents     Filter     Green Results     Transfer Manager     PC (Brother XX-XXXX)     Backups     PC (Brother XX-XXXX)     Brother XX-XXXX)	name 1KB	Layout 24/10/2018 11:22:3	- nar	ne.lbx				
	<			>				
	No contents are selected			×				
For Help, press F1				NUM				

#### Related Information

• About Transferring Templates from the Computer to the Printer (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows) > About Transferring Templates from the Computer to the Printer (Windows) > Main Window of P-touch Transfer Manager (Windows)

## Main Window of P-touch Transfer Manager (Windows)

1	All Contents - P-touch Trans	fer Manager					- 0	×
6 —	Transfer Backup	Open	Search	Display Style	Printer: All Printers	~	$\bigcirc$	2
5 —	P-touch Library     All Contents     All Contents     Filter     Gesche Bin     Cesarch Results     Transfer Manager     Configurations     Configurations     All Configurations     Configurations     De (Brother XX-XXXX)     De C (Brother XX-XXXX)     Software Configurations     De C (Brother XX-XXXX)     De Software Configurations     Software Configuratio	)	Name	Size	Date	Location		3
	For Help, press F1		No contents	are selected			CAP NUM	4

#### 1. Menu Bar

Provides access to various commands grouped under each menu title (the **File**, **Edit**, **View**, **Tool**, and **Help** menus) according to their functions.

#### 2. Printer Selector

Allows you to select a printer to transfer the data to. When you select a printer, only the data that can be sent to the selected printer appears in the data list.

#### 3. Template List

Displays a list of templates in the selected folder.

#### 4. Preview

Displays a preview of the templates in the templates list.

#### 5. Folder List

Displays a list of folders and printers. When you select a folder, the templates in the selected folder appear in the template list. If you select a printer, the current templates and other data stored in the printer appear.

#### 6. Toolbar

Provides access to frequently used commands.

#### **Toolbar Icons**

lcon	Button name	Function
1	Transfer	Click to transfer templates and other data from the computer to the printer.
	Save Transfer File (When not connected to a	Click to change the file type of the data to be transferred to other applications.
	printer)	The available interfaces may differ depending on your model.
-	Backup	Click to retrieve the templates and other data saved in the printer and saves it on the computer.
<b>*</b>	Open	Click to open the selected template.
	Search	Click to search for templates or other data registered to P- touch Library.

Icon	Button name	Function
	Display Style	Click to change the file display style.

## Related Information

• About Transferring Templates from the Computer to the Printer (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows) > About Transferring Templates from the Computer to the Printer (Windows) > Transfer Templates or Other Data from the Computer to the Printer (Windows)

## Transfer Templates or Other Data from the Computer to the Printer (Windows)

To transfer templates from a mobile device to the printer, see Related Information.

1. Connect the printer to the computer using a USB cable, and then turn on the printer.

The printer model name appears next to a printer icon in the folder view.

If you select the printer in the folder view, the current templates and other data stored in the printer appear.

If a printer is disconnected or offline, it does not appear in the folder view.

#### 2. Select the printer you want to transfer the template or other data to.

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PC (Brother XX-XXXX )\Configuration	ons - P-touch Transfer Manager			- 🗆 X
Transfer Backup Open	Search Display Style	Printer: All Printers		
<ul> <li>P-touch Library</li> <li>□ All Contents</li> <li>⊕- <sup>*</sup> Filter</li> <li>□ Secycle Bin</li> </ul>		Brother         XX-XXXX           Brother         Z471072018 11:22:32 AM           Layout         24/10/2018 3:13:35 PM           Layout         24/10/2018 3:15:15 PM	Key Assign - -	Name name.lbx CD.lbx address.lbx
Image: Search Results         Image: Transfer Manager         Image: Transfer Manager      <	C address IND	Layout 2++ 10/2018 3:13:13 PM	-	address.ibx
	No contents are selected			
For Help, press F1	,			NUM

#### 3. Right-click the **Configurations** folder, select **New**, and then create a new folder.

PC (Brother XX-XXXX File Edit View Tool He	-	ons - P-touch Transfer N	lanager				- C	×
Transfer Backup	Open	Search	Display Style	Printer: All Printers	~			
P-touch Library		Transfer Name	Size	Туре	Date	Key Assign	Name	
- 🛅 All Contents		🖉 name		Layout	24/10/2018 11:22:32 AM	- 1	name.lbx	
🖅 🌱 Filter		CD CD		Layout	24/10/2018 3:13:35 PM	-	CD.lbx	
Recycle Bin		address		Layout	24/10/2018 3:15:15 PM	-	address.lbx	
Search Results								
PC (Brother XX-XXXX	)							
Configuration	,							
Backups	New							
PC (Brother XX-X	New Message.							
Brother XX-XXXX	Properties							
	ropenesii							
		<						>
								^
		No contents ar	e selected	•				
								$\checkmark$
Creates a new folder							NU	M:

- 4. Do one of the following:
  - Drag the template or other data you want to transfer and place it in the new folder.
  - To transfer multiple templates or other data, drag the files you want to transfer, and then place them in the new folder. Each file is assigned a Key Assign number (memory location in the printer) when it is placed in the new folder.

PC (Brother XX-XXXX )\Configuration	tions\New Folder - P-touch Transfer Mana	ger			- 🗆	×
Transfer Backup Oper	Search Display Style	Printer: All Printers ~	~			
P-touch Library	Transfer Name Size	Type Date		Key Assign	Name	
⊡ All Contents ⊕** Filter		Layout 24/10	0/2018 11:22:32 AM	1	name.lbx	
Recycle Bin				2	CD.lbx	
Search Results	address 1KB	Layout 24/10	0/2018 3:15:15 PM	3	address.lbx	
Transfer Manager						
PC (Brother XX-XXXX )						
Configurations     New Folder     Backups     Grother XX-XXXX)						
Brother XX-XXXX						
	<					>
	No contents are selected					^
For Help, press F1					NUM	~

Data type	Maximum number of transferable items	Restriction details
Template	20	<ul><li>Each template can contain a maximum of 20 objects.</li><li>Each object can contain a maximum of seven lines.</li></ul>
Database	20	<ul> <li>Only CSV files can be transferred.</li> <li>Each CSV file can contain a maximum of 255 fields and 65000 records.</li> </ul>

- You can confirm the available space in the transfer file memory by printing the configuration report.
  - You can view the templates and other data by selecting:
    - The folder in the Configurations folder
    - All Contents
    - One of the categories under Filter, such as Layouts
- 5. To change the Key Assign number assigned to an item, right-click the item, select the **Key Assign** menu, and then select the Key Assign number you want.

PC (Brother XX-XXX) File Edit View Tool		gurations	s\New Folder - P-t	ouch Transfer Mana	ger			– 🗆 X
Transfer Back		Open	Search	Display Style	Printer: All Printers	~		
P-touch Library  All Contents  Filter  Search Results  Transfer Manager  C (Brother XX-X)  Backups  PC (Brother XX-X)  For Brother XX-XXX	er XXX )		Transfer Name	1KB 1KB	Type Layout Layout Layout	Date 24/10/2018 11:22:32 AM 24/10/2018 3:13:35 PM 24/10/2018 3:1 Key Assign 2 2 2 3 4 5 6 7 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Key Assign 1 2	Name name.lbx CD.lbx address.lbx
For Help, press F1						21 22 23 24 25 26 27 28 29 30 31	Ţ	NUM .

- Except for the data in databases, all data transferred to the printer is assigned a key number.
- If the template or other data transferred to the printer has the same key number as another template already saved in the printer, the new template overwrites the old one. You can confirm the assigned template numbers saved in the printer by backing up the templates or other data.
- · If the printer memory is full, remove one or more templates from the printer's memory.
- 6. To change the template names or other data you want to transfer, click the item you want, and then type the new name.

The number of characters used for the template names may be limited depending on the printer model.

#### 7. Select the folder containing the templates or other data you want to transfer, and then click Transfer.

PC (Brother		-	ns∖New Folder - P-t	ouch Transfer Mana	ger			- 🗆	×
<u>File</u> <u>E</u> dit <u>V</u> iew	Backup	Open	Search	Display Style	Printer: All Printers	~			
<ul> <li>P-touch Libra</li> <li>All Content</li> <li>Filter</li> <li>Gearch Res</li> <li>Transfer Mana</li> <li>PC (Brothe</li> <li>Config</li> <li>Backuy</li> <li>Backuy</li> <li>Brother x</li> </ul>	n sults ager er XX-XXXX qurations ew Folder ps erXX-XXXX)	)	Transfer Name	1KB 1KB	Type Layout Layout Layout	Date 24/10/2018 11:22:32 AM 06/11/2018 9:50:25 AM 24/10/2018 3:15:15 PM	Key Assign 1 2 3	Name name.lbx CD.lbx address.lbx	>
For Help, press F1								NUM	¥

A confirmation message appears.

- You can also transfer individual items to the printer without adding them to a folder. Select the template or other data you want to transfer, and then click **Transfer**.
  - Multiple items and folders can be selected and transferred in one operation.

#### 8. Click OK.

The selected items are transferred to the printer.

#### Related Information

• About Transferring Templates from the Computer to the Printer (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows) > Back up Templates or Other Data Saved in the Printer (Windows)

## Back up Templates or Other Data Saved in the Printer (Windows)

- · Backed up templates or other data cannot be edited on the computer.
- Depending on the printer model, backed up templates or data may not be transferable between different models.
- 1. Connect your computer to the Label Maker and turn on the Label Maker.

The printer model name appears next to a printer icon in the folder view. If you select the printer in the folder view, the current templates and other data stored in the printer appear.

2. Select the printer to back up from, and then click **Backup**.

Brother XX-XXXX		ch Transfer	r Manager					_		×
Transfer Back	0	Open	Search	Display Style	Printer: All Printers	~				
P-touch Library			Transfer Name	Size	Туре	Date	Key Assign	Connect	ted Data	base Na
 ∰ All Contents → ☆ Filter  ☆ Recycle Bin			🗊 name 🗊 CD		Template Template	10/24/18 15:34 10/24/18 15:34	1 2	-		
Search Results			🗊 address	1KB	Template	10/24/18 15:34	3	-		
📑 Transfer Manager										
Configurations	5									
Backups										
PC (BrotherXX-XX)	XX)									
Brother XX-XXXX										
			<							>
			Multiple conte	ents are sele	ected.					^
For Help, press F1			]						NUM	¥

A confirmation message appears.

3. Click OK.

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A new folder is created under the printer in the folder view. The folder name is based on the date and time of the backup. All of the printer's templates and other data are transferred to the new folder and saved on the computer.



#### **Related Information**

• Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows) > Delete Printer Data (Windows)

## **Delete Printer Data (Windows)**

To delete all templates and other data saved on the printer, do the following:

1. Connect the computer to the Label Maker and turn on the Label Maker.

The printer model name appears next to a printer icon in the folder view.

2. Right-click the printer, and then select the **Delete All** menu.

Brother XX-XXXX File Edit View Too		uch Transfer	Manager					_		×
Transfer Bac	ckup	Open	Search	Display Style	Printer: All Printers	v				
P-touch Library			Transfer Name	Size	Туре	Date	Key Assign	Connec	ted Datal	base Na
····· ∰ All Contents 			D name CD address	1KB 1KB 1KB		10/24/18 15:34 10/24/18 15:34 10/24/18 15:34	1 2 3	-		
Transfer Manager     Transfer Manager     PC (Brother XX-     New Fold     Backups     Bc (Brother XX-X     Brother XX-X	ns ler XXX)	)								
		Delete All	l i							>
		Printer Se Propertie	-	ntents are sele	ected.					*
			,						NUM	

A confirmation message appears.

P-touch Transfer Manager					
All data will be deleted from the printer. OK to continue?					
OK Cancel					

#### 3. Click OK.

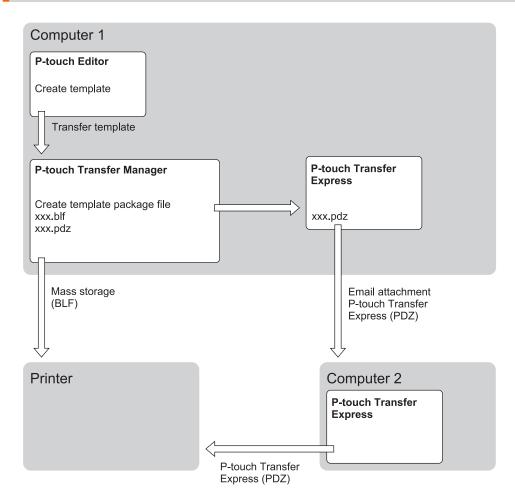
All templates and other data saved on the printer are deleted.



Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)

▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Transfer Templates to the Printer Using P-touch Transfer Manager (Windows) > Create Transfer Files and Transfer Package Files (Windows)

## Create Transfer Files and Transfer Package Files (Windows)



Template Transfer Method	File Format		
From a computer	P-touch Transfer Express	PDZ	

1. Create the template using P-touch Editor, and then transfer it to P-touch Transfer Manager.

- 0.
- For more information, see Related Information.
- When transferring a new template, make sure you specify a Key Assign number (in P-touch Transfer Manager) that is not currently used. If the specified Key Assign number is already being used, the existing template will be overwritten with the new one.
- 2. Without connecting the Label Maker to the computer, select the **Configurations** folder in the P-touch Transfer Manager window, and then select the template to save.

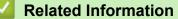


3. Click File > Save Transfer File.

## NOTE

The **Save Transfer File** button appears when the Label Maker is disconnected from the computer or offline.

- If you click the Save Transfer File button after selecting Configurations, all templates in the folder are saved as the Transfer file (BLF) or Transfer Package file (PDZ).
  - You can combine multiple templates into a single Transfer file (BLF) or Transfer Package file (PDZ).
- 4. In the **Save as type** field, select the template format you want, and then type in the name and save the template.



• Transfer Templates to the Printer Using P-touch Transfer Manager (Windows)

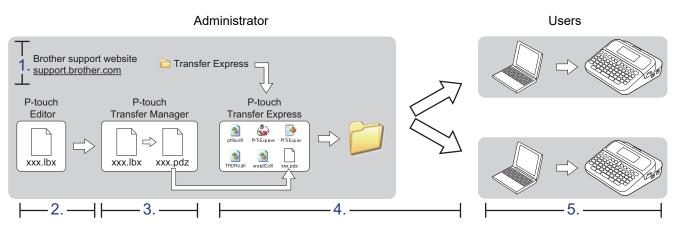
▲ Home > Transfer Templates to the Printer (P-touch Transfer Manager) (Windows) > Distribute Templates to be Transferred to Users Without Using P-touch Transfer Manager (Windows)

## Distribute Templates to be Transferred to Users Without Using P-touch Transfer Manager (Windows)

Transfer templates to the printer using P-touch Transfer Express.

To download the latest version of P-touch Transfer Express, go to your model's **Downloads** page on the Brother support website at <u>support.brother.com</u>.

- When transferring a new template, make sure you specify a Key Assign number (in P-touch Transfer Manager) that is not currently used. If the specified Key Assign number is already being used, the existing template will be overwritten with the new one.
- This function requires a USB connection.



>> Administrator Tasks

>> User Tasks

#### **Administrator Tasks**

- >> Preparing P-touch Transfer Express
- >> Transfer a Template to P-touch Transfer Manager
- >> Save the Template as a Transfer Package File (PDZ)
- >> Distribute the Transfer Package File (PDZ) and P-touch Transfer Express to Others

#### **Preparing P-touch Transfer Express**

The printer driver must be installed before using P-touch Transfer Express.

P-touch Transfer Express is available only in English.

- 1. Download P-touch Transfer Express to any location on the computer.
- 2. Decompress the downloaded file (ZIP).

#### Transfer a Template to P-touch Transfer Manager

<sup>7</sup> To use the template transfer function, use P-touch Editor 5.4. P-touch Editor 6.0 will be updated in the future.

1. Start P-touch Editor ?

• Windows 11:

Click Start > Brother P-touch > P-touch Editor, or double-click the P-touch Editor icon on the desktop.

\*Depending on your computer's operating system, the Brother P-touch folder may or may not be created.

• Windows 10:

Click Start > Brother P-touch > P-touch Editor, or double-click the P-touch Editor icon on the desktop.

• Windows 8.1:

Click the **P-touch Editor** icon on the **Apps** screen, or double-click the **P-touch Editor** icon on the desktop.

2. Open the template you want.

#### 3. Click File > Transfer Template > Transfer.

🕜 P-to	ouch Editor - [Layout3]		-	
🥥 File	Edit View Insert	Format Tool	ols Layout Window Help	_ <i>6</i> ×
-	New	Ctrl+N		
Nev P	Open	Ctrl+O		_
Nev	Close	Ctrl+W	ame Image Favorites Layout Print Save	Express
	Save	Ctrl+S		🚔 🛛 Buy Labels
AI or	Save As		Restante and a second	Նորուրութ
	Save to Web			
<b>-</b>	Export			
1	Transfer Template	>		
	Database	>	Transfer	
	Printer/Page Setup			
<b>—</b>	Print Preview			
	Print	Ctrl+P		
	Layout Properties	Ctrl+L		
	Recently Used Files	>		
	Exit			
Crient (	Horizontal		_	
	Vertical	E		
Purpo	ise			
Normal F	ormat	→ <sup>3</sup> =		
		4 -		
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		<ul> <li>International and and and and and and and and and and</li></ul>		
			Sheet 1 to <	>
_≝ Sna	ap Express	Profes	essional	100 % 🗸 🕂

The template is transferred to P-touch Transfer Manager. P-touch Transfer Manager starts.

#### Save the Template as a Transfer Package File (PDZ)

To create a file in a format that can be used by P-touch Transfer Express, save the template as a Transfer Package file (PDZ).

- 1. Select the **Configurations** folder in the P-touch Transfer Manager window.
- 2. Select the templates you want to distribute.
- 3. Click File > Save Transfer File.

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• The Save Transfer File option appears only if the printer is disconnected from the computer or offline.

- If you click the Save Transfer File option after selecting the Configurations folder or a created folder, all templates in the folder are saved as the Transfer Package file (PDZ).
- You can combine multiple templates into a single Transfer Package file (PDZ).

4. Type the name, and then click **Save**.

🔏 Save As			×
← → * ↑ ■	> This PC > Desktop >	✓ ♂ Search Desktop	م ر
Organise 🔻 Ne	w folder		
This PC	^ Name	Date modified	Туре
Local Disk (C:) PerfLogs Program Files Program Files			
Users Windows	~ <		~
Eile newer	Layout1		~
File <u>n</u> ame: Save as <u>t</u> ype:	Transfer Package File (*.pdz)		~
∧ Hide Folders		Save	Cancel

The template is saved as a Transfer Package file (PDZ).

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#### Distribute the Transfer Package File (PDZ) and P-touch Transfer Express to Others

If you already downloaded P-touch Transfer Express, it is not necessary for the administrator to send the Transfer Express folder. In this case, you can simply move the distributed Transfer Package file to the downloaded folder, and then double-click the **PtTrExp.exe** file.

1. Move the Transfer Package file (PDZ) to the downloads folder.

	Tranfer Expr	ess			_	
File Hom	e Share	View				~ 🕐
$\leftarrow \rightarrow \cdot \uparrow$	$\leftarrow \rightarrow \checkmark \uparrow$ $\square \rightarrow$ Tranfer Express					
ptfilot.dll	PtTrExp	ReadMeEn	ReadMeJpn	TRDRV.dll	unzip32.dll	Layout1.pd
P		g				z
7 items 1 ite	m selected 970	) bytes				-
						Layout1.pdz

2. Distribute all the files in the downloads folder to others.

#### **User Tasks**

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### Transfer the Transfer Package File (PDZ) to Your Printer

Do not turn off the power when transferring templates.

- 1. Turn on the Label Maker.
- 2. Connect the printer to the computer using a USB cable.
- 3. Double-click the PtTrExp.exe file received from the administrator.
- 4. Do one of the following:
  - To transfer a single Transfer Package file (PDZ) within the folder containing the **PtTrExp.exe** file, click **Transfer**.
  - To transfer multiple Transfer Package files (PDZ) within the folder containing the PtTrExp.exe file, do the following:
    - a. Click Browse.

🙀 P-touch	Transfer Express	×				
١	Select the Transfer Package file to be transferred to the printer. Then, click the Transfer button to begin transferring.					
Transfe	r Package <u>F</u> ile:					
	1/2 Iransfer Exit					

- b. Select the Transfer Package file you want to transfer, and then click Open.
- c. Click Transfer.
- d. Click Yes.
- 5. When completed, click OK.

#### Related Information

• Transfer Templates to the Printer (P-touch Transfer Manager) (Windows)

▲ Home > Store and Manage Templates (P-touch Library)

## Store and Manage Templates (P-touch Library)

- Edit Templates Using P-touch Library (Windows)
- Print Templates Using P-touch Library (Windows)
- Search Templates Using P-touch Library (Windows)

▲ Home > Store and Manage Templates (P-touch Library) > Edit Templates Using P-touch Library (Windows)

## Edit Templates Using P-touch Library (Windows)

1. Start the P-touch Library.

• Windows 11:

Click Start > Brother P-touch > P-touch Library.

\*Depending on your computer's operating system, the Brother P-touch folder may or may not be created.

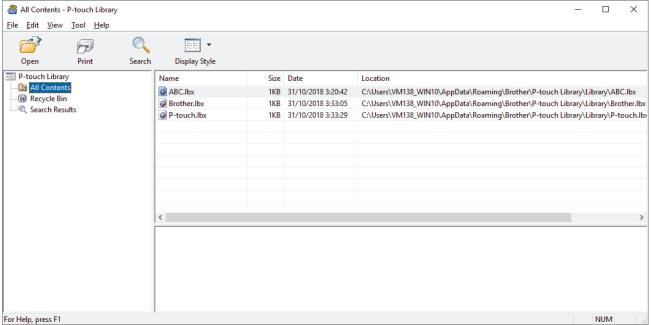
Windows 10:

Click Start > Brother P-touch > P-touch Library.

• Windows 8.1:

Click the P-touch Library icon on the Apps screen.

The main window appears.



**Overview of the Toolbar Icons** 

Icon	Button name	Function		
<b>1</b>	Open	Click to open the selected template.		
<b>F</b>	Print	Click to print the selected template.		
	Search	Click to search for templates registered to P-touch Library.		
	Display Style	Click to change the file display style.		

 Select the template you want to edit, and then click **Open**. You can now edit the template.

#### **Related Information**

• Store and Manage Templates (P-touch Library)

▲ Home > Store and Manage Templates (P-touch Library) > Print Templates Using P-touch Library (Windows)

## Print Templates Using P-touch Library (Windows)

1. Start the P-touch Library.

• Windows 11:

Click Start > Brother P-touch > P-touch Library.

\*Depending on your computer's operating system, the Brother P-touch folder may or may not be created.

Windows 10:

Click Start > Brother P-touch > P-touch Library.

• Windows 8.1:

Click the P-touch Library icon on the Apps screen.

The main window appears.

All Contents -	<sup>p</sup> -touch Library						_		×
<u>F</u> ile <u>E</u> dit <u>V</u> iew	<u>T</u> ool <u>H</u> elp								
<i>6</i>		0	-						
Open	Print	Search	Display Style						
P-touch Library			Name	Size	Date	Location			
All Content			ABC.Ibx	1KB	31/10/2018 3:20:42	C:\Users\VM138_WIN10\AppData\Roaming\Brother\P-touch Lil			
Search Resu			Brother.lbx	1KB	31/10/2018 3:33:05	C:\Users\VM138_WIN10\AppData\Roaming\Brother\P-touch Lil	-	-	
- Scarenness			P-touch.lbx	1KB	31/10/2018 3:33:29	C:\Users\VM138_WIN10\AppData\Roaming\Brother\P-touch Lil	orary\Lib	orary\P-te	ouch.lb>
							_		
			<						>
For Help, press F1								NUM	

2. Select the template you want to print, and then click **Print**.

The connected Label Maker prints the template.

#### **Related Information**

• Store and Manage Templates (P-touch Library)

▲ Home > Store and Manage Templates (P-touch Library) > Search Templates Using P-touch Library (Windows)

## Search Templates Using P-touch Library (Windows)

- 1. Start the P-touch Library.
  - Windows 11:
    - Click Start > Brother P-touch > P-touch Library.

\*Depending on your computer's operating system, the Brother P-touch folder may or may not be created.

Windows 10:

#### Click Start > Brother P-touch > P-touch Library.

• Windows 8.1:

Click the P-touch Library icon on the Apps screen.

The main window appears.

🔏 All Cont	ents - P-tou	ich Library						-		×
<u>F</u> ile <u>E</u> dit	<u>V</u> iew <u>T</u> ool	<u>H</u> elp								
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🛅 All C				ABC.lbx	1KB	31/10/2018 3:20:42	C:\Users\VM138_WIN10\AppData\Roaming\Brother\P-touch	Library\Li	brary∖AB	C.lbx
🛛 🔞 Recy				Brother.lbx	1KB	31/10/2018 3:33:05	$\label{eq:c:Users} C:\Users\VM138_WIN10\AppData\Roaming\Brother\P-touch$	Library\Li	brary\Bro	other.lbx
Searce	III Nesults			P-touch.lbx	1KB	31/10/2018 3:33:29	C:\Users\VM138_WIN10\AppData\Roaming\Brother\P-touch	Library\Li	brary\P-t	ouch.lb
				<						>
For Help, pres	ss F1								NUM	

#### 2. Click Search.

The Search dialog box appears.

all Contents - P-touch Library				- 🗆 ×
File Edit View Tool Help				
Open Print Search D	Tisplay Style			
P-touch Library Name	e Size	Date Location		
All Contents	BC.Ibx 1KB	31/10/2018 3:20:42 C:\Users\VM138_WI	N10\AppData\Roaming\Brother\P-to	uch Library\Library\ABC.lbx
Recycle Bin     Bro	rother.lbx 1KB		N10\AppData\Roaming\Brother\P-to	
Search Results	-touch.lbx 1KB	31/10/2018 3:33:29 C:\Users\VM138_WI	N10\AppData\Roaming\Brother\P-to	uch Library\Library\P-touch.lb>
	Search		×	
	Multiple Paramete	ers <ul> <li>AND</li> <li>OR</li> </ul>		
	Name		CONTAINS ~	
	Туре	Layout (lbx;lbl;lbp;mbl)	✓ CONTAINS ✓	
<		From 0 KB		>
		To 0 KB		
	Date	From 31/10/2018		
		То 31/10/2018		
		Begin Search Close		
For Help, press F1				NUM:

3. Specify the search criteria.

The following search criteria are available:

Settings	Details
Multiple Parameters	Determines how the program searches when multiple criteria are specified. If you select <b>AND</b> , the program searches for files meeting all of the criteria. If you select <b>OR</b> , the program searches for files meeting any of the criteria.
Name	Search for a template by specifying the file name.
Туре	Search for a template by specifying the file type.
Size	Search for a template by specifying the file size.
Date	Search for a template by specifying the file date.

#### 4. Click Begin Search.

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The search begins and the search results are displayed.

#### 5. Close the Search dialog box.

To confirm the search results, click **Search Results** in the folder view.

You can register templates to P-touch Library by dragging and dropping them into the **All Contents** folder or to the folder list.

Related Information

• Store and Manage Templates (P-touch Library)

#### ▲ Home > Routine Maintenance

## **Routine Maintenance**

• Maintenance

## Maintenance

Always remove the batteries and disconnect the AC Adapter before cleaning the Label Maker.

- >> Clean the Unit >> Clean the Print Head
- >> Clean the Tape Cutter

#### **Clean the Unit**

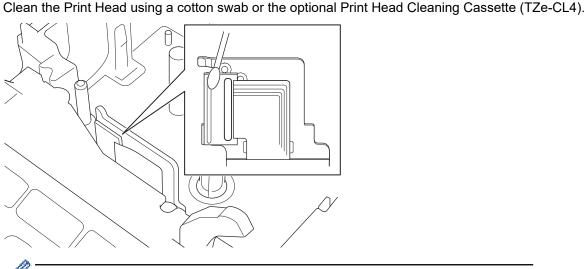
Ø

- 1. Wipe any dust and marks from the Label Maker using a soft, dry cloth.
- 2. Use a slightly dampened cloth on difficult to remove marks.

Do not use paint thinner, benzene, alcohol or any other organic solvent. These may deform or damage the case of your Label Maker.

#### **Clean the Print Head**

Streaks or poor quality characters on printed labels generally indicate that the Print Head is dirty.



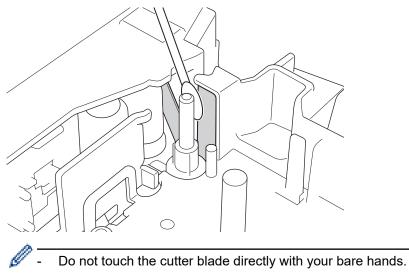
- Do not touch the Print Head directly with your bare hands.

- Read and follow the instructions provided with the Print Head Cleaning Cassette.

#### **Clean the Tape Cutter**

Tape adhesive can build up on the cutter blade after repeated use, taking the edge off the blade, which may result in the tape jamming in the cutter.

About once a year, wipe the cutter blade using a cotton swab moistened with Isopropyl alcohol (rubbing alcohol).



- Use isopropyl alcohol according to the manufacturer's guidelines.

## Related Information

Routine Maintenance

#### ▲ Home > Troubleshooting

## Troubleshooting

- If You Are Having Difficulty with Your Label Maker
- Error and Maintenance Messages
- Check the Version Information
- Reset the Label Maker

▲ Home > Troubleshooting > If You Are Having Difficulty with Your Label Maker

## If You Are Having Difficulty with Your Label Maker

This chapter explains how to resolve typical problems you may encounter when using the Label Maker.

If you still have problems, see *Related Information*. If after reading the topics you are unable to resolve the problem, visit the Brother support website at <u>support.brother.com</u>.

Problem	Solution	
The Label Maker does not	Check that the Tape Cassette is inserted correctly.	
print.	<ul> <li>If the Tape Cassette is empty, replace it. To order supplies and accessories, visit www.brother-usa.com.</li> </ul>	
	Check that the Tape Cassette Compartment Cover is securely closed.	
	Check that the Label Maker is on.	
	Check that the computer's or mobile device's Bluetooth setting is on.	
	Check that the Label Maker is connected to the computer or your mobile device via Bluetooth.	
	Check that the Label Maker is selected in the Brother iPrint&Label app.	
	Check that the Label Maker is not paired with another device.	
	• Make sure the Label Maker and your mobile device or computer are close enough to communicate.	
	Check that the automatic Bluetooth reconnection setting of another computer or mobile device is not enabled.	
	<ul> <li>Make sure no devices that emit radio waves (for example, a microwave oven) are located nearby.</li> </ul>	
	Check that the correct printer driver is installed when printing from a computer.	
	<ul> <li>Connect the Label Maker to your computer using the USB Cable (included) when printing from a computer.</li> </ul>	
	<ul> <li>If the Print Head is dirty, clean it with a cotton swab or optional Print Head Cleaning Cassette (TZe-CL4).</li> </ul>	
The tape does not feed	If the tape is bent, cut off the bent section.	
<ul><li>correctly.</li><li>The tape gets stuck</li></ul>	• If the tape is jammed, remove the Tape Cassette, remove the jammed tape, and then cut off any damaged tape.	
inside the Label Maker.	Check that the end of the tape exits through the Tape Guide.	
	Confirm that the tape is pointed at the Tape Exit Slot.	
	Remove the Tape Cassette and insert it again.	
An error occurred when using a mobile app.	Go to your mobile application's settings menu and select <b>Support &gt; FAQs &amp;</b> <b>Troubleshooting</b> .	
The screen has locked.	• Reset the internal memory to the factory settings. For more information, see <i>Related Topics</i> .	
	• Disconnect the AC Adapter and remove the batteries for at least 10 minutes.	
The LCD remains blank after turning on the power.	Check that the batteries are correctly installed or that the AC Adapter included with your Label Maker is correctly connected.	
The LCD messages are displayed in a foreign language.	Set the LCD language you want. For more information, see <i>Related Topics</i> .	
The Label Maker stops while printing a label.	• Replace the Tape Cassette if striped tape is visible, as this indicates that you have reached the end of the tape.	
	Replace all batteries or connect the AC Adapter directly to the Label Maker.	
Previously saved label files are not available.	All files saved in the internal memory are deleted when the batteries are weak or the AC Adapter is disconnected.	
I cannot install the	If you cannot use your Label Maker even though you have installed the Printer Driver:	
Printer Driver even if I	<ol> <li>Download the Printer Driver Uninstaller from your model's page at <u>support.brother.com</u>.</li> </ol>	

Problem	Solution	
<ul> <li>follow the correct procedure. (Windows)</li> <li>I cannot see my printer listed in P-touch Editor even though I have installed the Printer Driver. (Windows)</li> </ul>	<ol> <li>Use the Printer Driver Uninstaller to remove the printer information.</li> <li>Run the Printer Driver Installer again and follow the on-screen instructions to proceed with the installation.</li> </ol>	
The ink ribbon is separated from the ink roller.	If the ink ribbon is damaged, replace the Tape Cassette. If it is not, leave the tape uncut and carefully remove the Tape Cassette, and then wind the loose ink ribbon back onto the spool.	
Printed barcodes or QR codes cannot be read.	<ul> <li>Change the tape. (Recommended: Black on white tape)</li> <li>Enlarge the barcodes or QR codes using your barcode application, if possible.</li> </ul>	
I do not know the version number of the firmware for the Label Maker.	You can confirm the firmware version number and other information on the LCD. For more information, see <i>Related Topics</i> .	
When the label is printed, there is too much margin (space) on both sides of the text.	<ul> <li>Select Small Margin, Chain, or No Cut options for smaller margins. For more information, see <i>Related Topics</i>.</li> <li>After the last label prints, press Ashift and Simultaneously to feed the tape, and then eject and cut the last label. Note that the Label Maker will feed approximately 0.9" (23 mm) of tape before the next new label when you use this method.</li> </ul>	
The font size cannot be increased.	The font is already the maximum size for the width of the label, or the label length has been set, so there is a limit on the font size to prevent exceeding the set length.	
When multiple labels are printed, the last label is cut incorrectly.	When Chain is enabled, feed the tape to eject the last printed label.	
I cannot update the printer's firmware using the P-touch Update Software, Transfer Express, or Mac Update Tool.	Restart the printer and then try to update the firmware again. Do not press any buttons during the firmware update until the Home Screen is displayed automatically.	
The Label Maker does not operate normally.	<ul> <li>Reset the internal memory to the factory settings. For more information, see <i>Related Topics</i>.</li> <li>Disconnect the AC Adapter and remove the batteries for at least 10 minutes.</li> </ul>	

## Related Information

- Troubleshooting
- **Related Topics:**
- Reset the Label Maker
- Set Language
- Check the Version Information
- Tape Cutting Options

▲ Home > Troubleshooting > Error and Maintenance Messages

## **Error and Maintenance Messages**

Message	Cause/Remedy	
Barcode error	There was an attempt to print barcode labels from a database.	
Record: XXXXX Field: XXXXX	The Label Maker displays this message when the selected range of the database includes invalid characters or numbers not supported by the barcode protocol.	
Check no. of digits entered	The number of digits entered in the barcode data does not match the number of digits set in the barcode parameters. Enter the correct number of digits.	
Cutter malfunction	If the tape is jammed in the Cutter unit, remove the tape. Turn the Label Maker off and then on again before continuing.	
Label too long	The printed label length using the text entered is longer than 39.37" (999 mm). Edit the text so that the label length is less than 39.37" (999 mm).	
System error XX	Contact Brother Customer Service.	
Text too long	The printed label length using the text entered is longer than the length setting. Edit the text to fit within the set length or change the length setting.	

### Related Information

• Troubleshooting

▲ Home > Troubleshooting > Check the Version Information

## **Check the Version Information**

You can confirm the firmware version number and other information on the LCD. You may need this information if you call Brother regarding a question or a warranty.

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\blacktriangledown$  to display [Version Information], and then press OK.

#### Related Information

Troubleshooting

▲ Home > Troubleshooting > Reset the Label Maker

## **Reset the Label Maker**

Reset the internal memory of your Label Maker to clear all saved label files or if the Label Maker is not operating correctly.

• Reset Using the LCD

▲ Home > Troubleshooting > Reset the Label Maker > Reset Using the LCD

## **Reset Using the LCD**

- 1. Press (A).
- 2. Press < or ▶ to display [Settings], and then press OK.
- 3. Press  $\blacktriangle$  or  $\forall$  to display [Reset], and then press OK.
- Press ▲ or ▼ to display the reset method, and then press OK.
   A message appears asking you to confirm your reset option.
- 5. Press OK.

Ø

If using the [Reset All Settings] or [Factory Settings] reset options, you will need to set your preferred default language again after the reset.

Reset Options	Details
Reset All Settings	File memory is NOT cleared.
	Settings data is cleared and all settings are reset to the factory settings.
Erase All Content	File memory is cleared.
	Settings data is NOT cleared and settings remain as currently configured.
Factory Settings	File memory, labels, and customized settings are reset to the factory settings.

#### Related Information

Reset the Label Maker

Home > Appendix

## Appendix

- Specifications
- Brother Help and Customer Support

#### Home > Appendix > Specifications

## **Specifications**

- >> Printing
- >> Size
- >> Interface
- >> Environment
- >> Power Supply
- >> Media
- >> Memory
- >> Compatible Operating Systems

## Printing

Print Speed	Approximately 1.18" (30 mm) /sec.
(Depending on the media used)	
Maximum Print Height	0.71" (18.0 mm) (when using 0.94"/24 mm tape) <sup>1</sup>

<sup>1</sup> The actual character size may be smaller than the maximum print height.

#### Size

Weight	Approximately 2.2 lb. (Approximately 990 g) (without batteries and Tape Cassette)
Dimensions	Approximately 7.95" (W) x 3.42" (H) x 7.83" (D) (Approximately 202 mm (W) x 87 mm (H) x 199 mm (D))
LCD	320 dpi x 120 dpi

#### Interface

USB	USB Ver.2.0 (Full Speed) (Micro B)	
Bluetooth	Bluetooth Ver.5.0	
	SPP: iAP2	

#### Environment

Operating Temperature	Between 50°F and 95°F (Between 10°C and 35°C)
Operating Humidity	Between 20% and 80%
	Maximum wet bulb temperature: 80.6°F (27°C)

### **Power Supply**

Battery	Six AA alkaline batteries (LR6)
	AC Adapter (AD-E001A)

## Media

Tape Width	Standard TZe Tape Cassette:
	0.13" (3.5 mm), 0.23" (6 mm), 0.35" (9 mm), 0.47" (12 mm), 0.70" (18 mm), 0.94" (24 mm)
No. of Lines	0.94" (24 mm) tape: 1 - 7 lines
	0.70" (18 mm) tape: 1 - 5 lines
	0.47" (12 mm) tape: 1 - 3 lines
	0.35" (9 mm) tape: 1 - 2 lines
	0.23" (6 mm) tape: 1 - 2 lines
	0.13" (3.5 mm) tape: 1 line

Memory	
Text Buffer	Maximum 280 characters
File Storage	Maximum 99 files

## **Compatible Operating Systems**

For the latest list of compatible software, visit <u>support.brother.com</u>.

## Related Information

• Appendix

Home > Appendix > Brother Help and Customer Support

## **Brother Help and Customer Support**

#### IMPORTANT

For technical help, you must call the country where you bought the machine. Calls must be made **from** within that country.

>> FAQs (Frequently Asked Questions)

>> For Customer Service

>> Ordering Accessories and Supplies

#### FAQs (Frequently Asked Questions)

For more information on your Brother machine, visit the Brother support website at <u>support.brother.com</u>. For additional help and tips, go to your model's **FAQs & Troubleshooting** page; for the latest drivers and software, go to your model's **Downloads** page.

#### **For Customer Service**

#### In USA:

www.brother-usa.com/support (Self-Service/Email/Chat) 1-877-BROTHER (1-877-276-8437)

#### In Canada:

www.brother.ca/support

(Self-Service Videos, Email, Chat, Facebook and Twitter Help)

#### Service Center Locator (USA only)

For the location of a Brother authorized service center, call 1-877-BROTHER (1-877-276-8437) or visit <u>www.brother-usa.com/support</u>.

#### Service Center Locations (Canada only)

For the location of a Brother authorized service center, visit www.brother.ca/support.

#### **Ordering Accessories and Supplies**

For best quality results use only genuine Brother supplies, which are available at most Brother retailers. If you cannot find the supplies you need and have a Visa, MasterCard, Discover, American Express credit card, or PayPal account, you can order directly from Brother. Visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.

#### NOTE

In Canada, only Visa and MasterCard are accepted.

#### In USA:

1-877-BROTHER (1-877-276-8437)

www.brother-usa.com/support

#### In Canada:

www.brother.ca

### **Related Information**

• Appendix

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USA Version A