

# SOFTWARE USER'S GUIDE

## Label Printer

TD-series

The contents of this guide and the specifications of this product 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 reliance on the materials presented, including but not limited to typographical and other errors relating to the publications. The screen images in this guide can differ depending on your OS or printer.

Please visit us at <http://solutions.brother.com> where you can get product support and answers to frequently asked questions (FAQs).

# Introduction

The Brother label printer (hereafter referred to as “the machine”), is compatible with many Windows® software applications, allowing you to print a document almost anywhere you need to work. The printer is also compatible with many mobile devices, printing with text or from a custom printing application.

This guide will show you how easy it is to use P-touch Editor and other Brother software applications to print using text data.

## Important Notice

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- 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 reliance on the materials presented, including but not limited to typographical and other errors relating to the publications.
- Screen images in this document may differ depending on your computer's operating system and your product model.
- Before using the printer, be sure to read all documents included with the printer for information about safety and proper operation.

## Symbols used in this Guide

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The following symbols are used throughout this guide.



This symbol indicates information or directions that should be followed. Ignoring them may result in damage, or failed operations.

### NOTE


This mark indicates notes that provide information or directions that can help you better understand and use the product more efficiently.

## About this Guide

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This guide (PDF) is included on the CD-ROM.

### NOTE

If using Adobe® Reader® to view this guide on a computer, the cursor changes to  when the cursor is placed on a link. Click the link to open the corresponding page. For information about using Adobe® Reader®, see the help file included with Adobe® Reader®.

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# Table of Contents

<b>1</b>	<b>Installing and Uninstalling P-touch Editor and P-touch Update Software</b>	<b>1</b>
	Installing P-touch Editor / P-touch Update Software.....	1
	Uninstalling P-touch Editor / P-touch Update Software / Printer Setting Tool .....	2
<b>2</b>	<b>Customizing Labels</b>	<b>3</b>
	Add new paper format .....	3
	Distributing paper formats.....	7
	Distributing paper formats only.....	7
	Distributing paper formats bundled with the installer.....	8
<b>3</b>	<b>Creating Labels</b>	<b>9</b>
	Label creation overview.....	9
	From label creation to printing.....	9
<b>4</b>	<b>How to Use P-touch Editor</b>	<b>13</b>
	Using P-touch Editor.....	13
	Starting P-touch Editor .....	13
	Operation modes.....	15
	Using P-touch Editor Help .....	18
	Viewing the P-touch Editor help file.....	18
	Printing the P-touch Editor help file .....	20
	Printing directly from other applications.....	21
	Setting the Printer Driver .....	21
	Printing from other applications.....	24
	Creating labels with other applications by using the Add-In function .....	26
<b>5</b>	<b>How to use P-touch Transfer Manager &amp; P-touch Library</b>	<b>35</b>
	Using P-touch Transfer Manager.....	36
	Transferring the label template to P-touch Transfer Manager .....	36
	Starting P-touch Transfer Manager .....	36
	Transferring templates or other data from the computer to the printer via USB.....	39
	Transfer the templates to the printer via network (TD-2120N/2130N/4100N only) .....	43
	Backing up templates or other data saved in the printer .....	45
	Deleting all the printer data.....	46
	Using P-touch Library .....	47
	Starting P-touch Library.....	47
	Opening and editing templates.....	48
	Printing templates.....	49
	Searching for templates or other data .....	49

<b>6</b>	<b>Transferring label templates with P-touch Transfer Express</b>	<b>51</b>
	Preparing P-touch Transfer Express .....	52
	Transferring the label template to P-touch Transfer Manager .....	52
	Saving the label template as a Transfer Package file (.pdz) .....	53
	Distributing the Transfer Package file (.pdz) and P-touch Transfer Express to the user .....	55
	Transferring the Transfer Package file (.pdz) to Brother printer .....	56
<b>7</b>	<b>Printing the list of label templates</b>	<b>59</b>
<b>8</b>	<b>Printing labels using P-touch Template</b>	<b>60</b>
	P-touch Template function .....	60
	Preparation .....	61
	Specifying settings in the P-touch Template Settings tool .....	61
	Specifying barcode reader settings .....	62
	Connecting a barcode reader .....	63
	Preset template printing .....	64
	Barcode printing (copying) .....	66
	Database-assisted label printing .....	68
	Numbering function (serialized number) printing .....	71
	For a text label .....	71
	For a barcode label .....	74
<b>9</b>	<b>Updating P-touch Editor (all models) / Updating the Firmware (TD-2020/2120N/2130N only)</b>	<b>77</b>
	Updating P-touch Editor Software (all models) .....	77
	How to update the firmware (TD-2020/2120N/2130N only) .....	79
<b>10</b>	<b>Printing labels distributed to multiple printers</b>	<b>82</b>
	Distributed printing .....	82
<b>A</b>	<b>Appendix</b>	<b>86</b>
	General procedure for the P-touch Template function .....	86
	List of barcodes for specifying settings .....	87

# Installing and Uninstalling P-touch Editor and P-touch Update Software

P-touch Editor allows you to create templates with various kinds of designs.

Refer to the P-touch Editor help file for template design samples and details on creating, printing, and saving your templates.

You can use P-touch Update Software to update P-touch Editor and the printer's firmware.

To download the latest driver and software, please visit the Brother Solutions Center website:

<http://solutions.brother.com>

## Installing P-touch Editor / P-touch Update Software

- 1 Insert the CD-ROM into your computer's CD-ROM drive.
- 2 Click [**Standard Installation**].
- 3 Follow the on-screen instructions to install the software.
- 4 Click [**Finish**] to close the installation screen.



Certain functions cannot be used if the printer driver is not installed.  
For details about installing the printer driver, refer to the User's Guide.

# Uninstalling P-touch Editor / P-touch Update Software / Printer Setting Tool


## NOTE

- Perform this procedure only if the P-touch Editor / P-touch Update Software is no longer necessary.
- “Printer Setting Tool” appears in English as **[Printer Setting Tool]** in the Control Panel and shortcut icon.

### 1 For Windows® XP:

Click **[Start]**, **[Control Panel]**, go to **[Add or Remove Programs]**.  
The **[Add or Remove Programs]** dialog box appears.

### For Windows Vista® / Windows® 7:

Click , **[Control Panel]**, go to **[Programs]** and open **[Programs and Features]**.  
The **[Uninstall or change a program]** dialog box appears.

### For Windows® 8:

Click **[Control Panel]** on the **[Apps]** screen, go to **[Programs]** and open **[Programs and Features]**.  
The **[Uninstall or change a program]** dialog box appears.

- 2 Choose **[Brother P-touch Editor / Brother P-touch Update Software / Brother Printer Setting Tool]**, and click **[Remove]** (Windows® XP) / **[Uninstall]** (Windows Vista® / Windows® 7 / Windows® 8).
- 3 Click **[OK]**.  
The uninstall operation starts. After the software is removed from your computer, the **[Maintenance Complete]** dialog box appears.
- 4 Close the **[Add or Remove Programs]** (Windows® XP) / **[Programs and Features]** (Windows Vista® / Windows® 7 / Windows® 8) dialog box.  
Brother P-touch Editor / Brother P-touch Update Software / Brother Printer Setting Tool has been uninstalled.

## Add new paper format

In order to use labels with a size not listed in the [Paper Size] list of the printer driver, the label format must be added to the printer driver. This can be specified using the printer driver or, with TD-2020/2120N/2130N, it can be specified using the Printer Setting Tool.



If the Printer Setting Tool will be used for TD-2020/2120N/2130N, refer to the chapter on the Printer Setting Tool in the User's Guide.

### 1 For Windows® XP

Click [Start], [Control Panel], open [Printers and Other Hardware], open [Printer and Faxes].

### For Windows Vista®

Click , [Control Panel], go to [Hardware and Sound] and open [Printers].

### For Windows® 7

Click , go to [Devices and Printers].

### For Windows® 8

Click [Control Panel] on the [Apps] screen, go to [Hardware and Sound] and open [Devices and Printers].

## NOTE

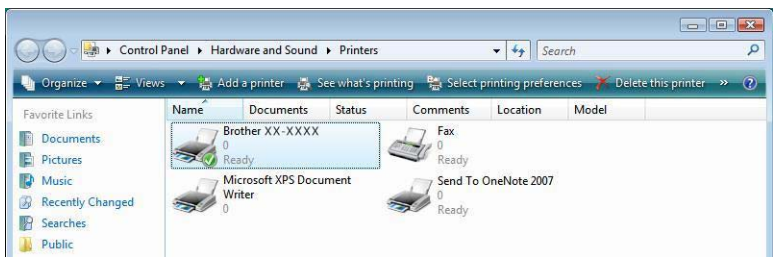
For details, see Windows® Help.

**2 For Windows® XP**

Choose “Brother XX-XXXX”, and click **[File] - [Printing Preferences]**.  
 The **[Printer Properties]** dialog box appears. (XX-XXXX is your model name.)

**For Windows Vista®**

Choose “Brother XX-XXXX”, and click **[Select printing preferences]**.  
 The **[Brother XX-XXXX Printing preferences]** dialog box appears. (XX-XXXX is your model name.)

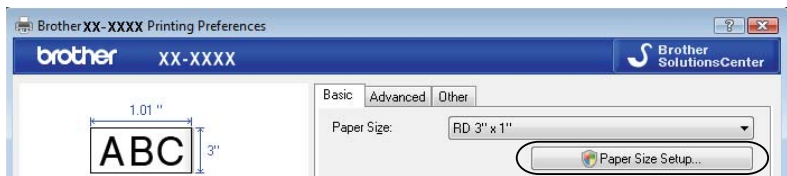


**For Windows® 7 / Windows® 8**

Choose “Brother XX-XXXX”, and right click and select **[Printing preferences]**.  
 The **[Brother XX-XXXX Printing Preferences]** dialog box appears. (XX-XXXX is your model name.)

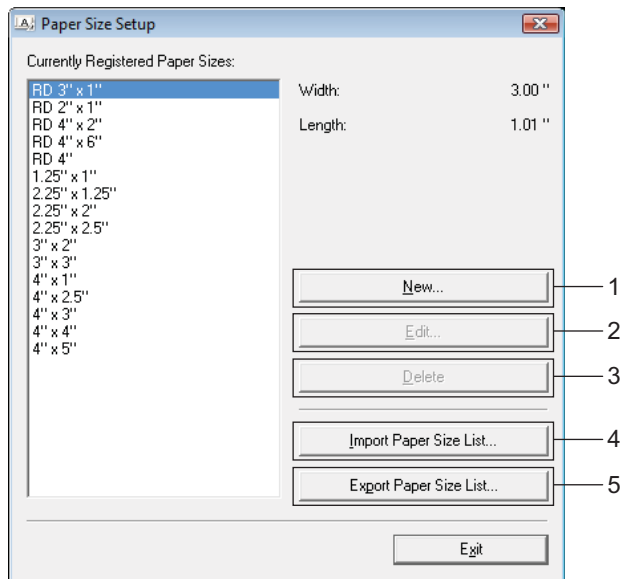
**3 Click [Paper Size Setup].**

**!** Since the dialog box is different for TD-2020/2120N/2130N, refer to the chapter on the Printer Setting Tool in the User's Guide.





The **[Paper Size Setup]** dialog box appears.



**1 New**

Registers new paper formats.

**2 Edit**

Edits the settings for the selected paper format.

To save the selected paper format with the new settings, click **[Overwrite]**. To add a paper format with the new settings, change the name in the **[Paper Size Name]** box, and then click **[Add]**.

Preset RD paper formats (paper formats available when the software was installed) cannot be edited.

**3 Delete**

Deletes the selected paper format. A deleted paper format cannot be restored.

**4 Import Paper Size List**

Reads the text file (TD-4000: bst40ed.txt; TD-4100N: bst41ned.txt) containing the paper format settings, and uses it to replace the contents of the **[Currently Registered Paper Sizes]** list.

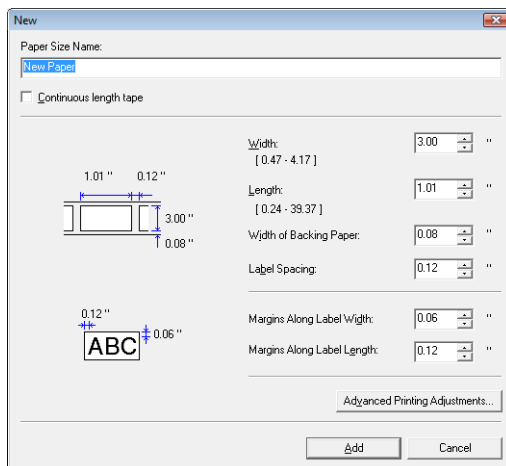
**!** When the list is imported, the entire contents of the **[Currently Registered Paper Sizes]** list will be replaced with the imported paper formats.

**5 Export Paper Size List**

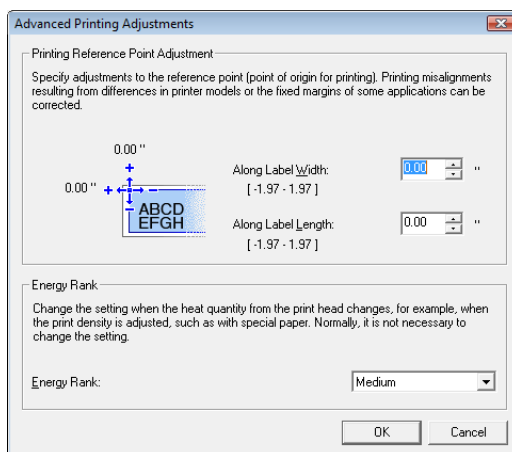
Exports the settings for the paper formats in the **[Currently Registered Paper Sizes]** list to a folder. The exported list can then be distributed to other computers.

For details, see *Distributing paper formats* on page 7.

- Click **[New]**.  
The **[New]** dialog box appears.



- Click **[Advanced Printing Adjustments]** to specify the following settings for each paper size. Under **[Printing Reference Point Adjustment]**, the printing position can be adjusted.



- Under **[Energy Rank]**, the print energy (density) can be adjusted.
- Enter the settings for the paper to be used, and then click **[Add]**.  
A new paper format is created.
- Click **[Exit]**.

## NOTE

When the **[Paper Size Setup]** dialog box is displayed again, the added paper format will appear in the **[Currently Registered Paper Sizes]** list. If the application is running, exit the application, and then start it again in order for the new paper format to appear in the **[Currently Registered Paper Sizes]** list.

## Distributing paper formats

The paper formats exported from the [Currently Registered Paper Sizes] list can be distributed to other computers.

### Distributing paper formats only

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If the printer driver has been installed on the recipient's computer, only the paper formats need to be distributed.

#### ■ For TD-2020/2120N/2130N Users

- 1 At the sender's computer, specify the paper format settings, and then click [**Export**]. Refer to the User's Guide.  
The following files are created.  
TD-2020: bst202ed.txt, bst202ed.ptd, pdt3335.bin  
TD-2120N: bst212ed.txt, bst212ed.ptd, pdt3535.bin  
TD-2130N: bst213ed.txt, bst213ed.ptd, pdt3635.bin
- 2 Save bst2\*.txt created in step 1 at any location on the recipient's computer.  
\* represents any string of characters.
- 3 At the recipient's computer, click [**Import**].  
The paper formats are replaced with the imported ones.

#### ■ For TD-4000/4100N Users

- 1 At the sender's computer, specify the paper format settings, and then click [**Export Paper Size List**]. For details, see *Add new paper format* on page 3.  
The following files are created.  
TD-4000: bst40ed.txt, bst40ed.ptd, pdt3135.bin  
TD-4100N: bst41Ned.txt, bst41Ned.ptd, pdt3235.bin
- 2 Save bst4\*.txt created in step 1 at any location on the recipient's computer.  
\* represents any string of characters.
- 3 At the recipient's computer, click [**Import Paper Size List**].  
The paper formats are replaced with the imported ones.

## Distributing paper formats bundled with the installer

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If the printer driver has not been installed on the recipient's computer, the paper formats that can be distributed are bundled with the installer for the printer driver.

Read "TD-XXXX" in the following steps as your model name.

### ■ For TD-2020/2120N/2130N Users

- 1 At the sender's computer, specify the paper format settings, and then click [**Export**]. Refer to the User's Guide.  
The following files are created.  
TD-2020: bst202ed.txt, bst202ed.ptd, pdt3335.bin  
TD-2120N: bst212ed.txt, bst212ed.ptd, pdt3535.bin  
TD-2130N: bst213ed.txt, bst213ed.ptd, pdt3635.bin
- 2 Insert the CD-ROM into the CD-ROM drive of the sender's computer.
- 3 Copy the folder in CD drive:\your language\Drivers\TD-2000 to any location on the sender's computer.
- 4 Overwrite the contents of the folders at TD-2000\Drivers\custom (copied in step 3) with the three files created in step 1.
- 5 Save folder "TD-2000" at any location on the recipient's computer.
- 6 At the recipient's computer, double-click [**Setup.exe**].  
Complete the installation according to the instructions that appear on the screen.

### ■ For TD-4000/4100N Users

- 1 At the sender's computer, specify the paper format settings, and then click [**Export Paper Size List**].  
For details, see *Add new paper format* on page 3.  
The following files are created.  
TD-4000: bst40ed.txt, bst40ed.ptd, pdt3135.bin  
TD-4100N: bst41Ned.txt, bst41Ned.ptd, pdt3235.bin
- 2 Insert the CD-ROM into the CD-ROM drive of the sender's computer.
- 3 Copy the folder in CD drive:\your language\Drivers\TD-XXXX to any location on the sender's computer.
- 4 Overwrite the contents of the folders at TD-XXXX\x64\custom and TD-XXXX\x86\custom (copied in step 3) with the three files created in step 1.
- 5 Save folder "TD-XXXX" at any location on the recipient's computer.
- 6 At the recipient's computer, double-click [**Dsetuph.exe**].  
Complete the installation according to the instructions that appear on the screen.

## Label creation overview

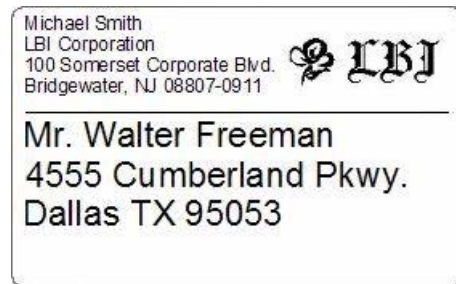
This section describes the general procedure for creating labels using the machine.

For details on step-by-step instructions, see Help files.

## From label creation to printing

- 1 Decide the type of label you want to create. Here are some label design examples to show what is possible.

Label examples (Software used: P-touch Editor)

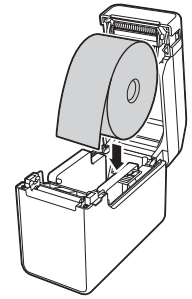
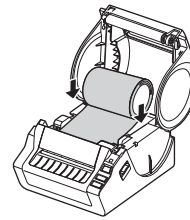
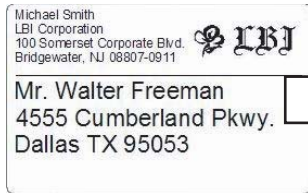


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Serial No.	0011154
Device No.	E6200-A4C

**2** Prepare the appropriate RD Roll for the label you want to create.

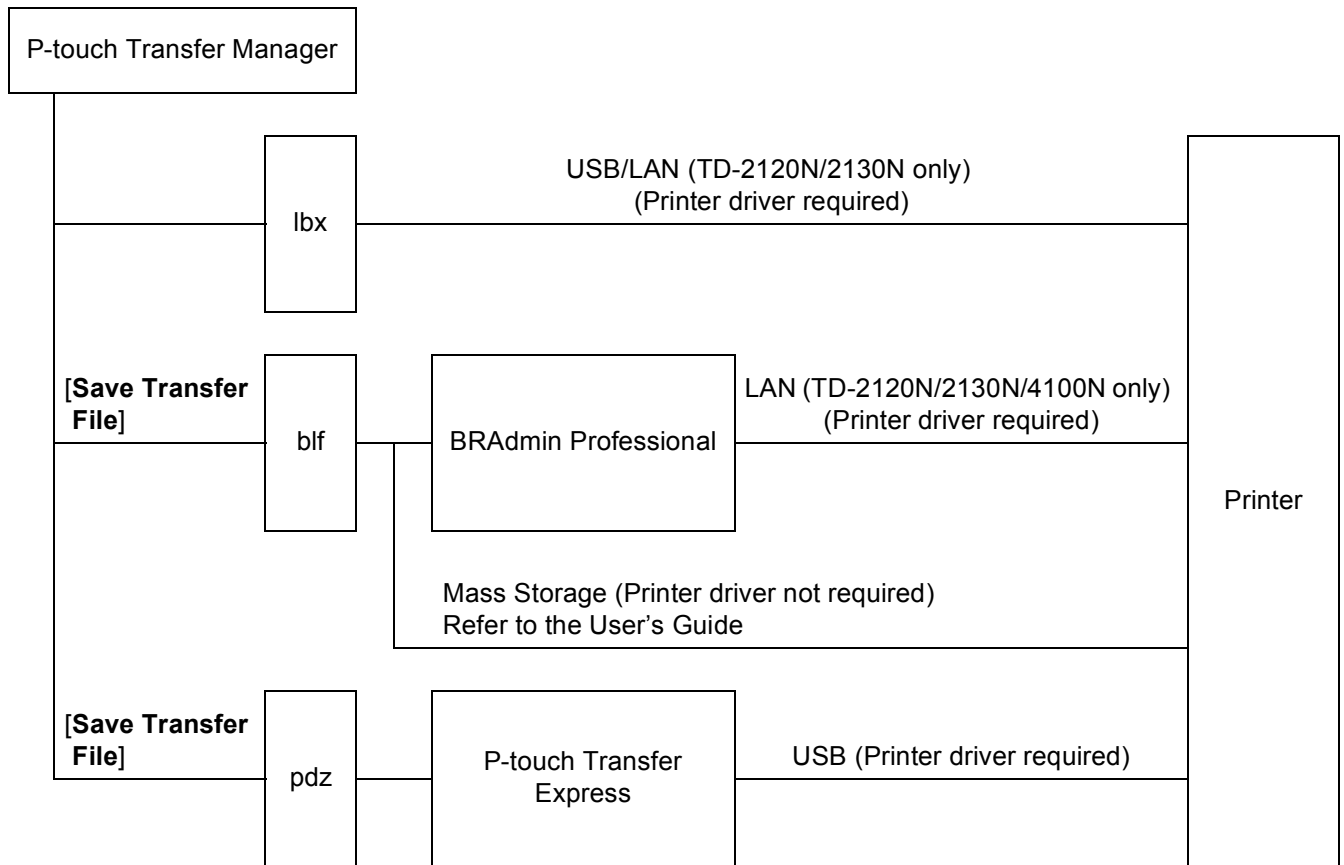
Choose the appropriate RD Roll for the type of label you will create.

Install the RD Roll.

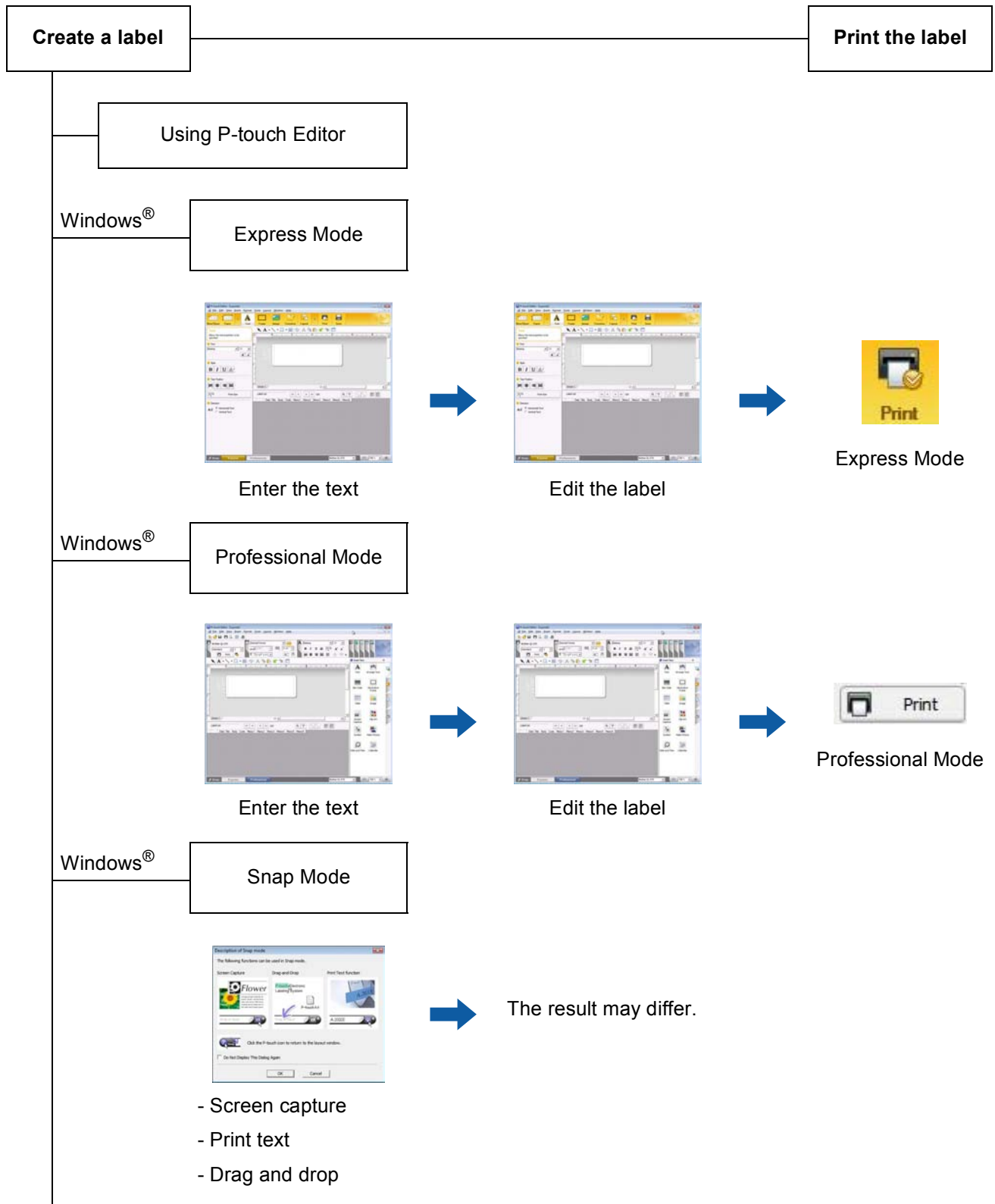


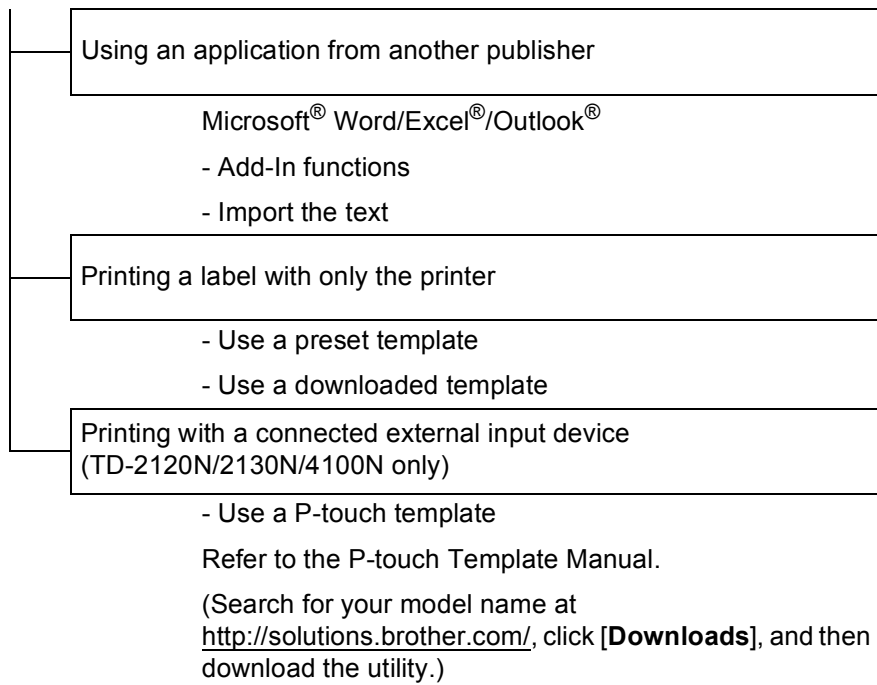
➤➤ Refer to the User's Guide

**3** In order to print a label, the created label must first be transferred to the printer from P-touch Transfer Manager.



4 Create and print the label.







Refer to the procedures below for your computer's operating system. In the screen shots, "XX-XXXX" is displayed to represent the printer model number.

To download the latest driver and software, please visit the Brother Solutions Center at: <http://solutions.brother.com>

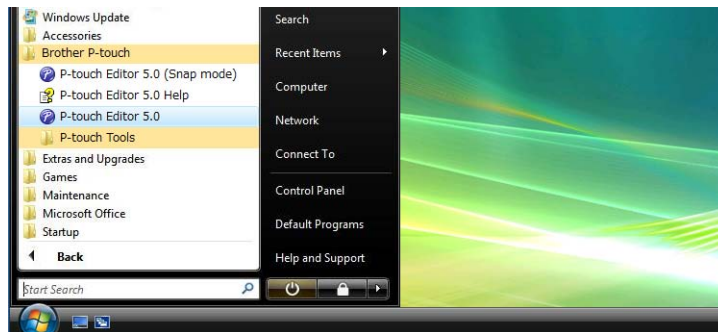
## Using P-touch Editor

### Starting P-touch Editor

#### 1 For Windows® XP / Windows Vista® / Windows® 7

From the Start button, click **[All Programs]-[Brother P-touch]-[P-touch Editor 5.0]**.

When P-touch Editor starts, the **[New/Open]** dialog box is displayed. This dialog box allows you to select whether you want to create a new template or open an existing template.



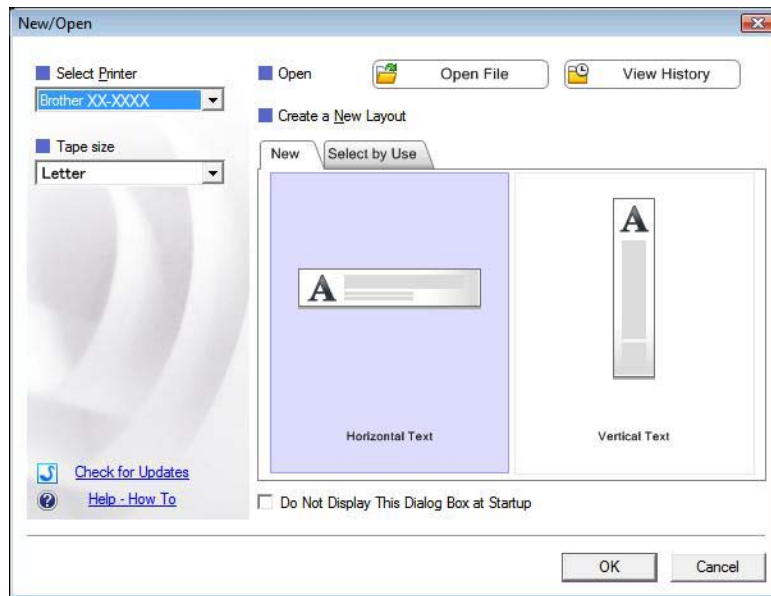
#### For Windows® 8

Click **[P-touch Editor 5.0]** on **[Start]/[Apps]** screen or double-click **[P-touch Editor 5.0]** on the desktop. When P-touch Editor starts, the **[New/Open]** dialog box is displayed. This dialog box allows you to select whether you want to create a new template or open an existing template.

### NOTE

- You can also start P-touch Editor using shortcuts, if you selected to create shortcuts during installation.
  - Shortcut icon on the desktop: double-click to start P-touch Editor
  - Shortcut icon in the Quick Launch bar: click to start P-touch Editor
- To change how P-touch Editor functions when it starts, click **[Tools]-[Options]** in the P-touch Editor menu bar to display the **[Options]** dialog box. In the **[General]** tab, select the desired setting in the **[Operations]** list box under the **[Startup Settings]**. Normally, select **[Display New/Open Dialog Box]**.

- 2 Select an option in the **[New/Open]** dialog box and click **[OK]**.



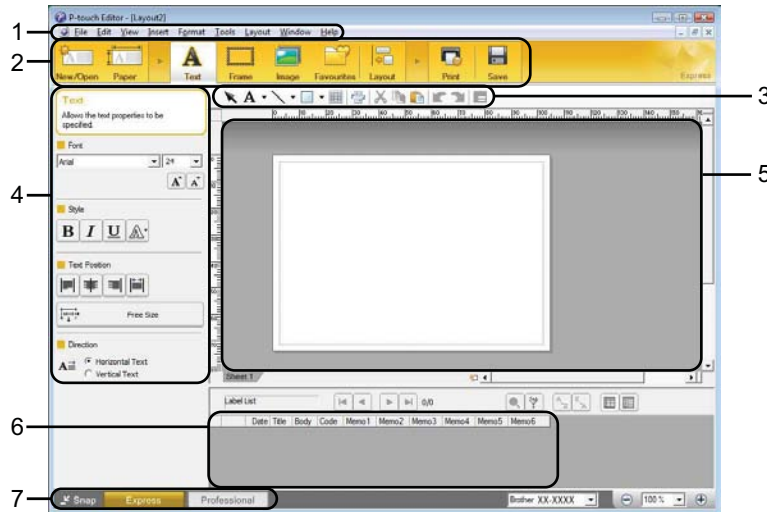
- The printer and media size can be selected in this dialog box.
- Click **[Open File]** to open the **[Open]** dialog box, where you can select and open a previously saved template.
- Click **[View History]** to open the **[History]** dialog box, where you can select and open recently saved templates.
- Click **[New]** to select the desired orientation (vertical or horizontal), and create a new template.
- Click **[Select by Use]** to create a new layout from a variety of layouts categorized by how they are used.
- Click **[Help - How To]** to view the P-touch Editor help file.  
The help file shows you step-by-step how to create a template.
- When you choose **[Check for Updates]** with the PC connected to the Internet, you will be taken to the Brother Solutions Center. Use the Brother Solutions Center to check for the latest software downloads and FAQs.

## Operation modes

P-touch Editor has three different operation modes: **[Express]** mode, **[Professional]** mode, and **[Snap]** mode. You can easily switch between modes by using mode selection buttons.

### ■ **[Express]** mode

This mode allows you to quickly and easily create templates that include text and images. The **[Express]** mode screen is explained below.



#### 1 **Menu bar**

Provides access to all available commands, which are grouped under each menu title ([**File**], [**Edit**], [**View**], and [**Insert**], etc.) according to their functions.

#### 2 **Command bar**

Provides access to frequently used commands, such as [**New/Open**], [**Paper**], [**Text**], [**Frame**], [**Image**], etc.

#### 3 **Draw/Edit toolbar**

Provides tools for selecting objects, entering text, drawing graphics, etc.

#### 4 **Property bar**

Allows you to edit the properties of text, graphics, etc.

#### 5 **Template window**

Provides the area where you create and edit your templates.

#### 6 **Database window**

Displays a connected database.

#### 7 **Mode selection buttons**

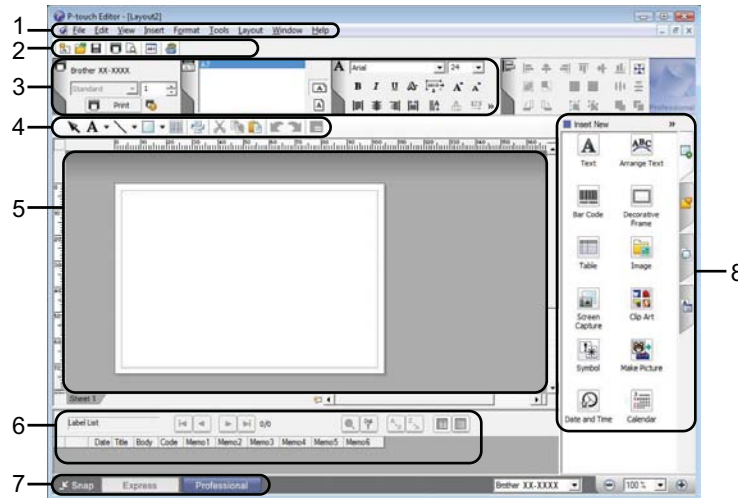
Allows you to switch to another operation mode.

## NOTE

- You can show and hide different toolbars and windows using the commands in the [**View**] menu.
- For details about using **[Express]** mode, refer to the P-touch Editor help file.

■ **[Professional]** mode

This mode allows you to create templates using a wide-range of advanced tools and options. The **[Professional]** mode screen is explained below.



**1 Menu bar**

Provides access to all available commands, which are grouped under each menu title ([File], [Edit], [View], and [Insert], etc.) according to their functions.

**2 Standard toolbar**

Provides access to frequently used commands, such as New Layout, Open, Save, Print, etc.

**3 Property palette**

Provides access to the Print, Paper, Text, and Layout palettes. Click on the left side of each palette to show/hide the available properties.

**4 Draw/Edit toolbar**

Provides tools for selecting objects, entering text, drawing graphics, etc.

**5 Template window**

Provides the area where you create and edit your templates.

**6 Database window**

Displays a connected database.

**7 Mode selection buttons**

Allows you to switch to another operation mode.

**8 Side bar**

Provides access to different tabs that allow you to insert and format text, bar codes, tables, etc., change the order of the objects to create a template, or change advanced settings.

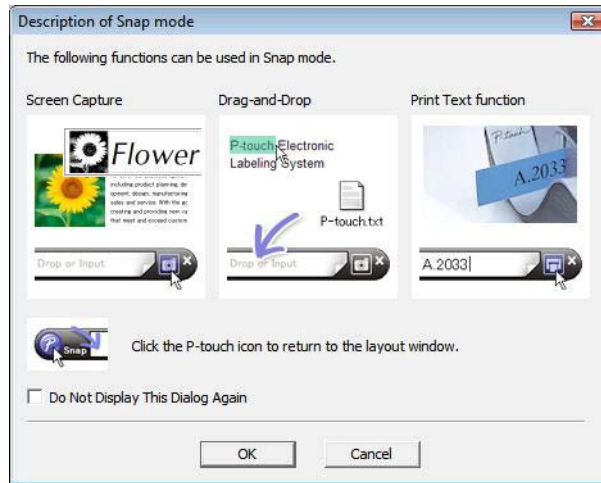
**NOTE**

- You can show and hide different toolbars and windows using the commands in the **[View]** menu.
- For details about using **[Professional]** mode, refer to the P-touch Editor help file.

■ **[Snap]** mode

This mode allows you to capture all or a portion of your computer screen content, print it as an image, and save it for future use.

- 1 Click the **[Snap]** mode selection button. The **[Description of Snap mode]** dialog box is displayed.



- 2 Click **[OK]**. The **[Snap]** mode palette is displayed.



**NOTE**

- If you select the **[Do Not Display This Dialog Again]** check box in the **[Description of Snap mode]** dialog box, you switch to **[Snap]** mode next time without displaying the dialog box.
- **For Windows® XP / Windows Vista® / Windows® 7**  
You can also start P-touch Editor in **[Snap]** mode by clicking the Start menu -**[All Programs]**-**[Brother P-touch]**-**[P-touch Editor 5.0 (Snap mode)]**.
- **For Windows® 8**  
You can also start P-touch Editor in **[Snap]** mode by clicking **[P-touch Editor 5.0 (Snap mode)]** on **[Start]/[Apps]** screen.
- For details about using **[Snap]** mode, refer to the P-touch Editor help file.

# Using P-touch Editor Help

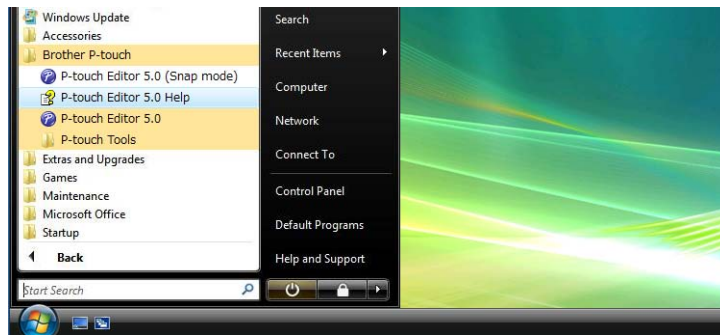
## Viewing the P-touch Editor help file

This section explains how to use the P-touch Editor help file.

### Starting from the Start menu

#### For Windows® XP / Windows Vista® / Windows® 7

From the Start button, click **[All Programs]-[Brother P-touch]-[P-touch Editor 5.0 Help]**.

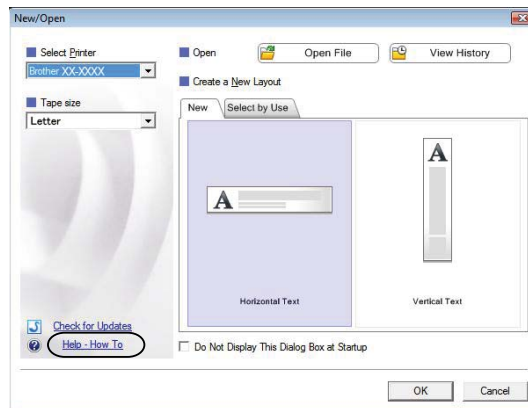


#### For Windows® 8

Click **[P-touch Editor 5.0 Help]** on **[Apps]** screen.

### Starting from the [New/Open] dialog box

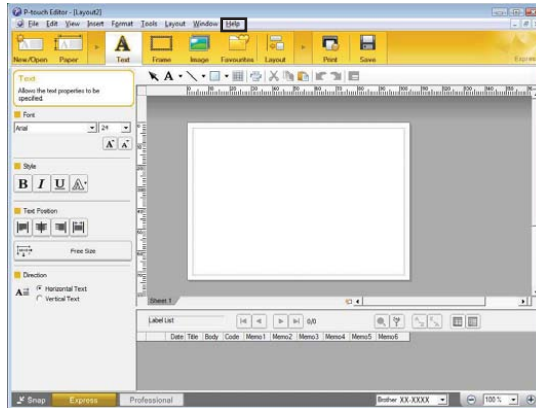
When you start P-touch Editor and the **[New/Open]** dialog box is displayed, click **[Help - How To]**.



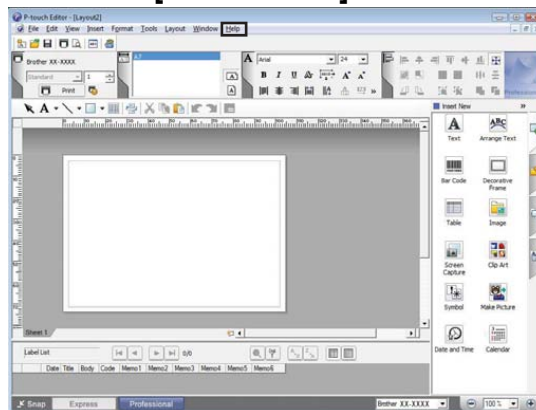
## Starting from P-touch Editor

- In **[Express]** mode or **[Professional]** mode:  
Click the **[Help]** menu and select **[P-touch Editor Help]**.

### [Express] mode

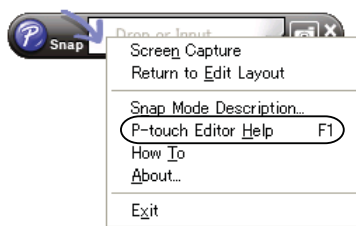


### [Professional] mode



- In **[Snap]** mode:  
Place the mouse pointer within the **[Snap]** mode palette so that the four-way arrow pointer (the "move" pointer) is displayed, right click and then **[P-touch Editor Help]**.

### [Snap] mode



## NOTE

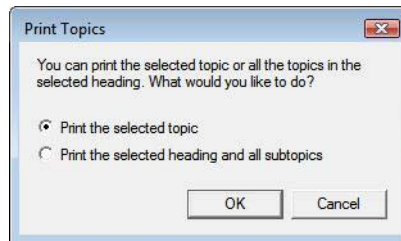
You can also press the **[F1]** key to open the P-touch Editor help file.

## Printing the P-touch Editor help file

---

You can print P-touch Editor help file topics for later reference.

- 1 In the [**Contents**] tab, select the content that you want to print.
- 2 Click [**Print**] on the Toolbar.
- 3 Choose the range of topics to be printed, and click [**OK**].



- 4 Specify the [**Printer**] and click [**Print**].

### NOTE

---

Choose a normal printer that supports general paper sizes, such as A4/Letter.

---



## Printing directly from other applications

You can use this machine to print directly from most Windows® applications, by installing the printer driver.



Because the paper size for this machine is different from other regular printers, you may not be able to print even after installing the driver and application software, unless the application software allows the correct label size to be set.

### Setting the Printer Driver

4

Refer to the procedures below for your computer's operating system. In the screen shots, "XX-XXXX" is displayed to represent the printer model number.

#### 1 For Windows® XP

Click [Start], [Control Panel], open [Printers and Other Hardware], open [Printer and Faxes].

#### For Windows Vista®

Click , [Control Panel], go to [Hardware and Sound] and open [Printers].

#### For Windows® 7

Click , go to [Devices and Printers].

#### For Windows® 8

Click [Control Panel] on the [Apps] screen, go to [Hardware and Sound] and open [Devices and Printers].

### NOTE

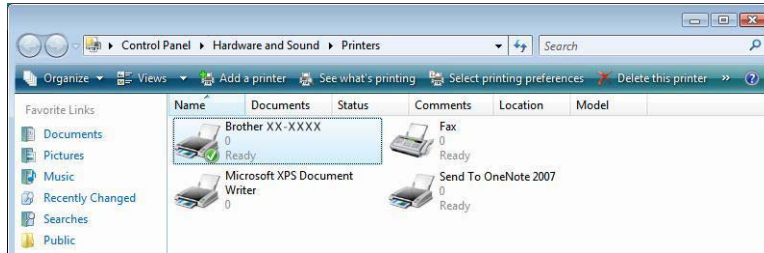
For details, see Windows® Help.

**2 For Windows® XP**

Choose “Brother XX-XXXX”, and click **[File] - [Printing Preferences]**.  
The **[Printer Properties]** dialog box appears.

**For Windows Vista®**

Choose “Brother XX-XXXX”, and click **[Select printing preferences]**.  
The **[Brother XX-XXXX Printing Preferences]** dialog box appears.



**For Windows® 7 / Windows® 8**

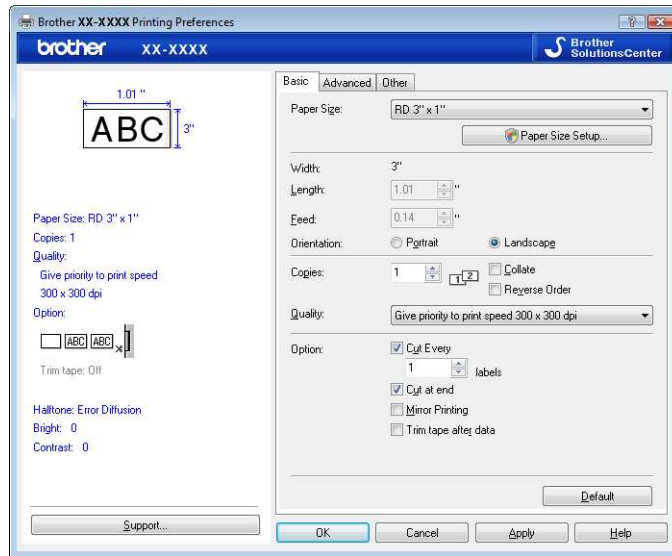
Choose “Brother XX-XXXX”, and right click and select **[Printing preferences]**.  
The **[Brother XX-XXXX Printing Preferences]** dialog box appears.

**3 Choose each item and click [OK].**

■ **[Basic] Tab**

The paper size can be selected.

If the size of paper to be used is not listed in the **[Paper Size]** list, a new paper size can be added.  
For details, see *Add new paper format* on page 3.  
Then, select the paper size from **[Paper Size]** list.

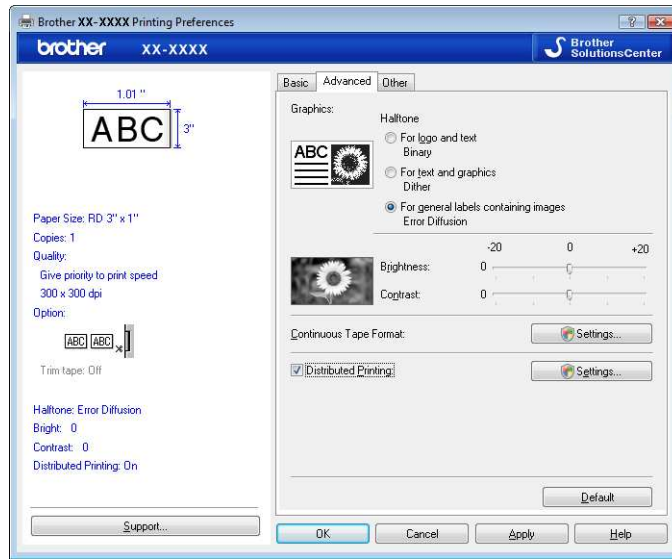


The dialog box that appears differs depending on the model being used.

■ **[Advanced] Tab**

Settings for **[Halftone]**, **[Brightness]** and **[Contrast]** can be specified from this tab.

When using a fixed size, with continuous length tape, click **[Settings]** to display a dialog box, and then specify the necessary settings.

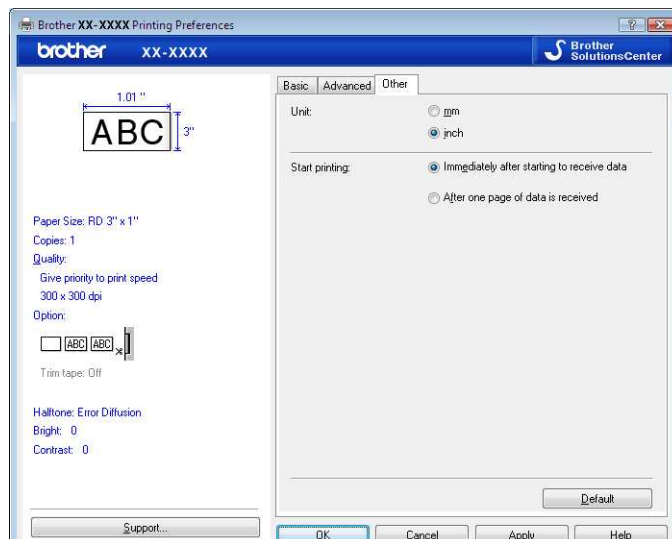


**NOTE**

For details on **[Distributed Printing]**, refer to *Printing labels distributed to multiple printers* on page 82.

■ **[Other] Tab**

Settings for **[Unit]** and **[Start printing]** (TD-4000/4100N only) can be specified from this tab.




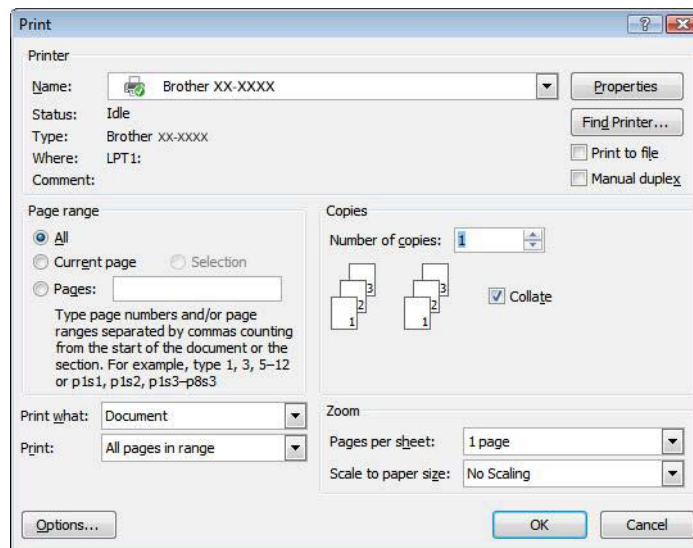
- 4 Close the **[Printer and Faxes]** (Windows® XP) / **[Printers]** (Windows Vista®) / **[Devices and Printers]** (Windows® 7/Windows® 8) window.

## Printing from other applications



We will use Microsoft® Word 2007 as an example.

The following explanations and procedures depict Windows Vista®, and may vary depending on your computer's operating system. In the screen shots, "XX-XXXX" is displayed to represent the printer model number.

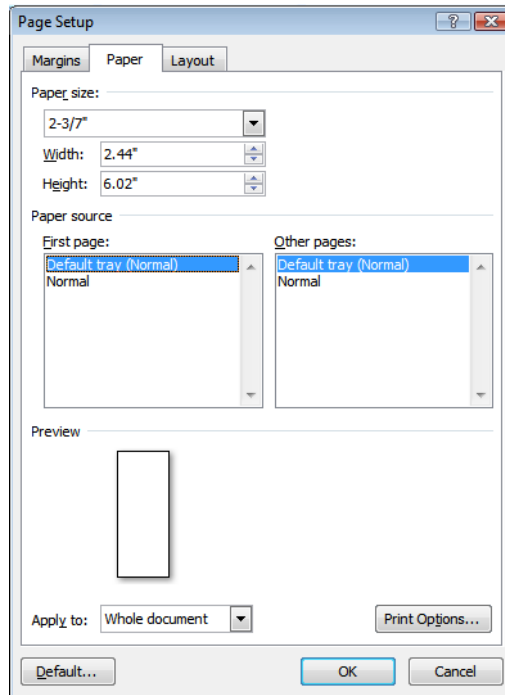
- 1 Click  and **[Print]**.  
The **[Print]** dialog box appears.
- 2 Choose "Brother XX-XXXX"



You can change the settings of the Printer Driver from the **[Properties]** dialog box which appears by clicking **[Properties]**.

- 3 Click  to close the **[Print]** dialog box.
- 4 When you click **[Page Layout]**, the ribbon appears. Then click  to the right of Page Setup. The **[Page Setup]** dialog box appears.

- 5 Click the **[Paper]** tab, and choose the paper size that you want to print.



You can also choose the Paper Format that you added on page 3. Set page margins in the **[Margins]** tab as well.

- 6 Click **[OK]**.  
The size of the Microsoft® Word window is adjusted to the paper size that you have just chosen. Edit the document as needed.
- 7 Click **[OK]**.  
The specified labels are printed.

## Creating labels with other applications by using the Add-In function

When installing the software, if you choose the Add-In function, a P-touch icon will be automatically added onto the Microsoft® Word, Excel®, and Outlook® toolbar. (Only if Microsoft® Word, Excel®, Outlook® are already installed on your computer.) The Add-In function is valid for Windows® only.

In each application, choose the text you want to print, and click the P-touch icon to create and print labels quickly and easily.

Depending on the settings, the text downloaded using the Add-In function will be registered to the Label List. The Label List is a database exclusively for P-touch Editor. To display the Label List, click **[File]-[Database]-[Label List]**.

### NOTE

The Add-In function supports the following applications:

Microsoft® Word 2003/2007/2010, Microsoft® Excel® 2003/2007/2010, and Microsoft® Outlook® 2003/2007/2010

For details or installation information, see the **P-touch Editor Help**.

## Registering and canceling the Add-In function

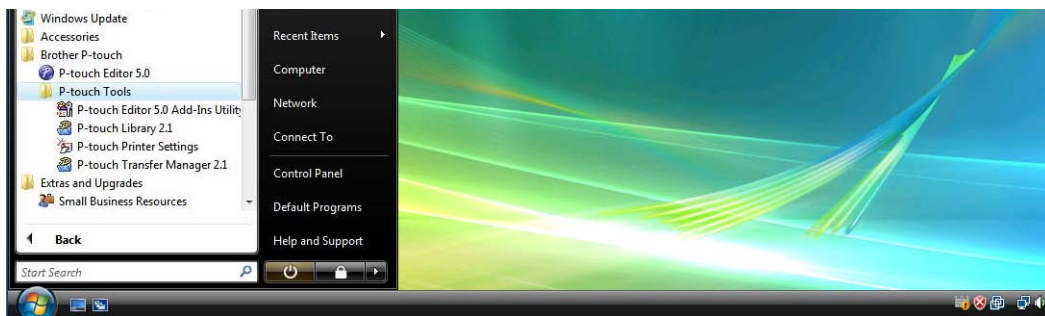
### NOTE

Before running this program, close the Word, Excel® and Outlook® programs.

#### 1 For Windows® XP / Windows Vista® / Windows® 7

From the Start button, click **[All Programs]-[Brother P-touch]-[P-touch Tools]-[P-touch Editor 5.0 Add-Ins Utility]**.

The **[Brother P-touch Add-In Settings]** dialog box appears.

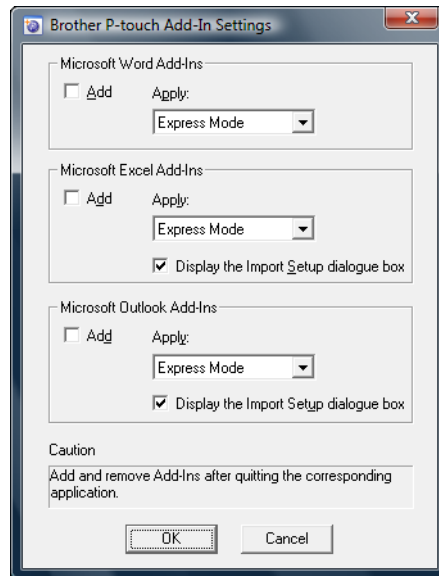


#### For Windows® 8

Click **[P-touch Editor 5.0 Add-Ins Utility]** on **[Start]/[Apps]** screen.

The **[Brother P-touch Add-In Settings]** dialog box appears.

- 2 Click on the checkboxes for the Microsoft® application where you would like the P-touch Editor add-in function button to be installed.



For each Microsoft® application you must select which version of the label creation software you would like to open when the P-touch Editor button on the toolbar is clicked.

- Express Mode: Starts Express Mode.
- Professional Mode: Starts Professional mode.
- Print Immediately: Prints the label.

## Microsoft® Word

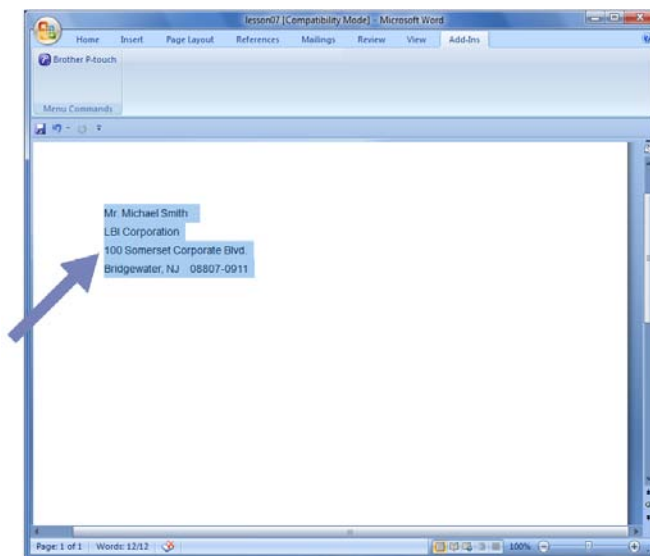
With the Add-In function, you can directly copy the text in Microsoft® Word to a label layout.


### NOTE

If Microsoft® Outlook® is running and Microsoft® Word is chosen as the standard editor, you won't be able to use the Add-In function in Microsoft® Word. Exit Microsoft® Outlook® and restart Microsoft® Word.

## Creating labels using Microsoft® Word

- 1 Open a Microsoft® Word document and select the text you want to include in the label from your word document.



- 2 On the Microsoft® Word ribbon/standard toolbar, click .

### NOTE

For details on how to automatically add the text to a Label List, see *How to add Microsoft® Word text to the Label List shown in the database window* described below.



## How to add Microsoft® Word text to the Label List shown in the database window

### NOTE

For first time use, the message **[Record data in the Label List?]** is displayed. If you click **[Yes]**, new records are automatically created in the Label List and the text is added to each field shown below from next time you register the text. Each time you add new information into your label list it also records the following information for your reference.

The text	Added field
Date of creation	Date field
The first line	Title field
All lines including the first line	Body field
Detected ZIP/Postal code	Code field

### Example of label list data being stored in the database window in P-touch Editor screen

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
<input type="checkbox"/>	1	7/19/2007	Mr. Walter Freeman	Mr. Walter Freeman ABC Transporting Corporation 4555 Cumberland PKWY Anytown, USA 95093	95093						

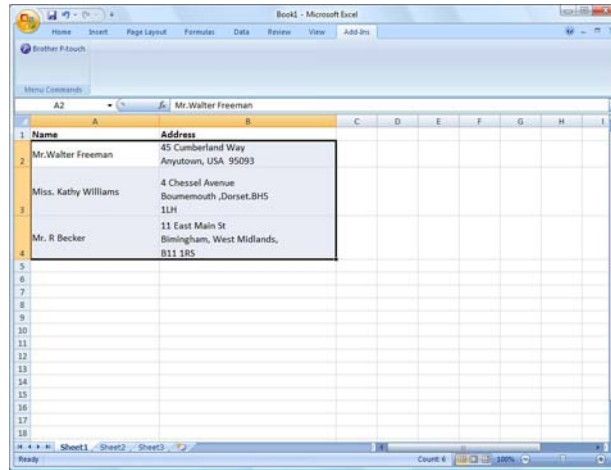
If you click **[No]** when the message **[Record data in the Label List?]** is displayed, but you want to record the data, go to **[Tools]-[Options]**, and check **[Automatically Record Data Imported With Add-In.]** in the **[Label List]** tab.


## Microsoft® Excel®

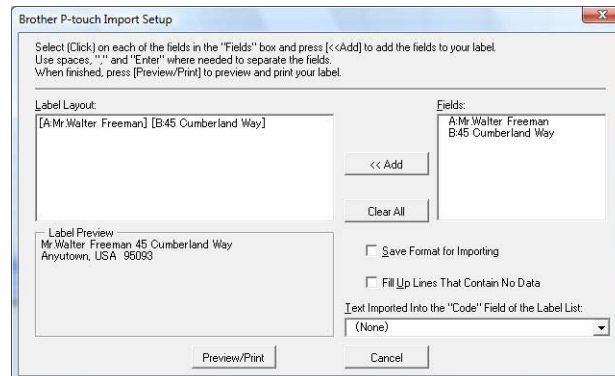
With the Add-In function, you can directly copy text from Microsoft® Excel® to a label layout.

### Creating labels using Microsoft® Excel®

- 1 Open a Microsoft® Excel® worksheet and select the cells of text you want to include in the label.



- 2 On the Microsoft® Excel® ribbon/standard toolbar, click . The [Brother P-touch Import Setup] dialog box appears.
- 3 In [Label Layout], make adjustments to the line spacing in the cells and click [Preview/Print].



## NOTE

[Label Layout] enables you to change the way your text is displayed/printed. When you choose any listed item in the [Fields] box and click [Add], a new field is added to the [Label Layout] box. You can enter spaces, line feeds, commas, and characters for each cell and print them on a label. You can also remove fields in this screen by highlighting the field and pressing the delete key on your keyboard.

**NOTE**

- For details on how to automatically add the text to the Label List, see *How to add text from Microsoft® Excel® to the Label List* on page 31.
- If you want to include the data into the Code field of the Label List, choose **[Text Imported Into the “Code” Field of the Label List]** in the **[Brother P-touch Import Setup]** dialog box.

**How to add text from Microsoft® Excel® to the Label List**

**NOTE**

For first time use, the message **[Record data in the Label List?]** is displayed. If you click **[Yes]**, new records are automatically created in the Label List and the text is added to each field shown below from next time you register the text. Each time you add new information into your label list it also records the following information for your reference.

The text	Added field
Date of creation	Date field
The first line in the text that is specified in the Label Layout	Title field
All lines including the first line in text specified in the Label Layout	Body field
Content of cell specified in <b>[Text Imported Into the “Code” Field of the Label List]</b>	Code field

	Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
<input type="checkbox"/> 1	7/19/2007	Mr. Walter Freeman 45 Cumberland Way	Mr. Walter Freeman 45 Cumberland Way Anytown, USA 95093	Mr. Walter Freeman	45 Cumberland Way Anytown, USA 95093					
<input type="checkbox"/> 2	7/19/2007	Miss. Kathy Williams 4 Chessel Avenue	Miss. Kathy Williams 4 Chessel Avenue Boumemouth ,Dorset.BH5 1LH	Miss. Kathy Williams	4 Chessel Avenue Boumemouth ,Dorset.BH5 1LH					
<input type="checkbox"/> 3	7/19/2007	Mr. R Becker 11 East Main St	Mr. R Becker 11 East Main St Birmingham, West Midlands, B11 1RS	Mr. R Becker	11 East Main St Birmingham, West Midlands, B11 1RS					

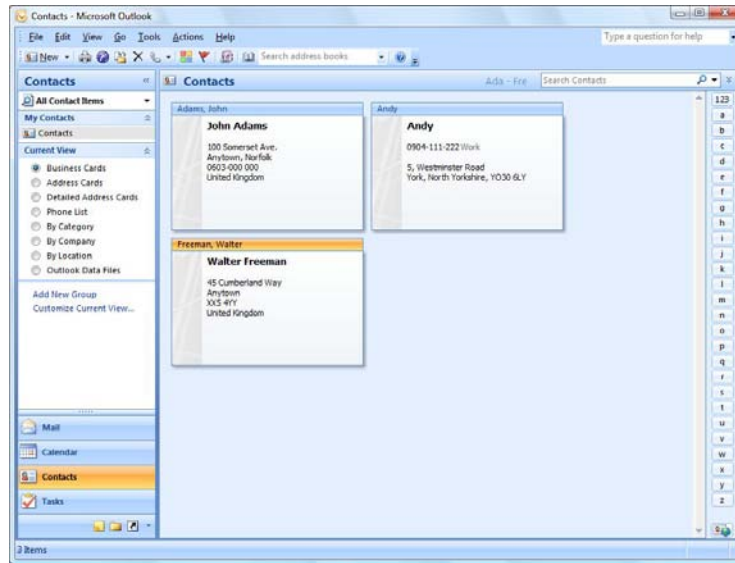
If you clicked **[No]** when the message **[Record data in the Label List?]** is displayed, but want to register, go to **[Tools]-[Options]**, and check **[Automatically Record Data Imported With Add-In.]**.

## Microsoft® Outlook®

With the Add-In function, you can directly copy the text in Microsoft® Outlook® to a label layout. Items you can import are: Contacts, Calendar items, Deleted Items, Drafts, Inbox, Journal, Notes (text in the Notes dialog box is not available), Outbox, Sent Items and Tasks windows.

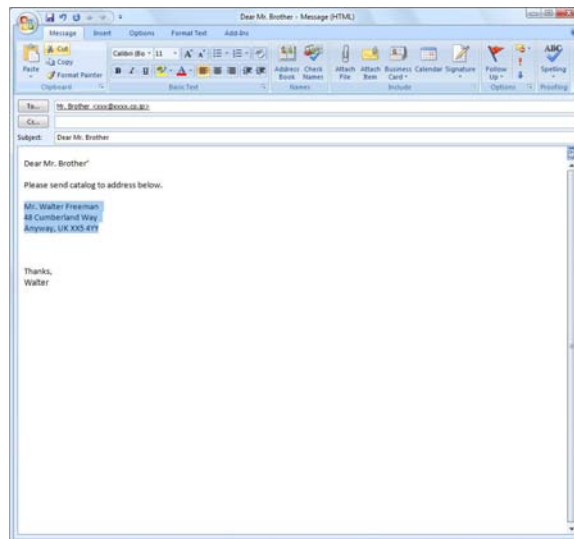
### Creating labels using the Contacts data in Microsoft® Outlook®

- 1 Open Microsoft® Outlook® Contacts and highlight the contact information you want to include.



### NOTE

In Microsoft® Outlook®, you can include not only the Contact data but also the text in a message, as you can do in Microsoft® Word.

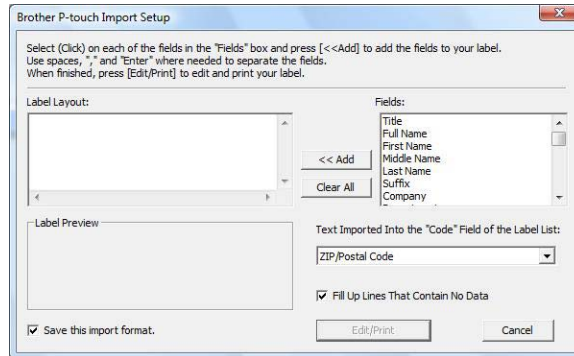


- 2 On the Microsoft® Outlook® ribbon/standard toolbar, click .

## NOTE

For details on how to automatically add the text to the Label List, see *How to add text from Microsoft® Outlook® to the Label List* on page 34.

- 3 In [Label Layout], make adjustments to the line spacing in the cells and click [Edit/Print].



## NOTE

[Label Layout] enables you to change the way your text is displayed/printed. When you choose any listed item in the [Fields] box and click [Add], a new field is added to the [Label Layout] box. You can enter spaces, line feeds, commas, and characters for each cell and print them on a label. You can also remove fields in this screen by highlighting the field and pressing the delete key on your keyboard.

## NOTE

- For details on how to automatically add the text to the Label List, see *How to add text from Microsoft® Outlook® to the Label List* on page 34.
- If you want to include the data into the Code field of the Label List, choose [Text Imported Into the “Code” Field of the Label List] in the [Brother P-touch Import Setup] dialog box.

## How to add text from Microsoft® Outlook® to the Label List

### NOTE

For first time use, the message **[Record data in the Label List?]** is displayed. If you click **[Yes]**, new records are automatically created in the Label List and the text is added to each field shown below from next time you register the text. Each time you add new information into your label list it also records the following information for your reference.

The text	Added field
Date of creation	Date field
The first line in the text that is specified in the Label Layout	Title field
All lines including the first line in text specified in the Label Layout	Body field
Content of cell specified in <b>[Text Imported Into the "Code" Field of the Label List]</b>	Code field

	Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
<input type="checkbox"/> 1	7/19/2007	Walter Freeman	Mr. Walter Freeman 45 Cumberland Way							
<input type="checkbox"/> 2	7/19/2007	John Adams	Anytown, Norfolk100 Somerset Ave.100 Somerset Ave. Anytown, Norfolk 0603-000 000 United KingdomJohn AdamsJohn Adams							
<input type="checkbox"/> 3	7/19/2007	Andy	York, North Yorkshire5, Westminster Road5, Westminster Road York, North Yorkshire, YO30 6LYAndyAndy							

If you clicked **[No]** when the message **[Record data in the Label List?]** is displayed, but want to register, go to **[Tools]-[Options]**, and check **[Automatically Record Data Imported With Add-In.]**.

# How to use P-touch Transfer Manager & P-touch Library

## P-touch Transfer Manager

This program allows you to transfer templates and other data to the printer and save backups of your data on the computer.

After P-touch Transfer Manager is used to transfer data to the printer, P-touch Template is used to send text data to the printer that will be inserted into the template and printed. For details on P-touch Template, download the P-touch Template manual (English only) from the Brother Solutions Center website:

<http://solutions.brother.com>

[**Select your region/country**] - Choose your product - [**Manuals**]

Transfer function is needed to use P-touch Template. For details on P-touch Template, see *Printing labels using P-touch Template* (page 60).

With TD-2120N/2130N/4100N, the template can also be transferred via the network.

To transfer the templates via network, TD-4100N needs BRAdmin Professional. For TD-2120N/2130N, P-touch Transfer Manager or BRAdmin Professional can be used. BRAdmin Professional can be downloaded from our website.

## P-touch Library

This program allows you to use your computer to manage P-touch Template and other data. You can use P-touch Library to print templates.

To transfer the templates via network, TD-4100N needs BRAdmin Professional. For TD-2120N/2130N, P-touch Transfer Manager or BRAdmin Professional can be used. BRAdmin Professional can be downloaded from our website.

## Using P-touch Transfer Manager

In order to use P-touch Transfer Manager, the label templates created in P-touch Editor must first be transferred to P-touch Transfer Manager.

### Transferring the label template to P-touch Transfer Manager

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- 1 In P-touch Editor, open the label template to be transferred.
- 2 Click **[File]** - **[Transfer Template]** - **[Transfer]**.

### Starting P-touch Transfer Manager

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**For Windows® XP / Windows Vista® / Windows® 7**

From the Start button, click **[All Programs]**-**[Brother P-touch]**-**[P-touch Tools]**-**[P-touch Transfer Manager 2.1]**.

**For Windows® 8**

Click **[P-touch Transfer Manager 2.1]** on **[Start]/[Apps]** screen.

When P-touch Transfer Manager starts, the main window is displayed.

#### **NOTE**

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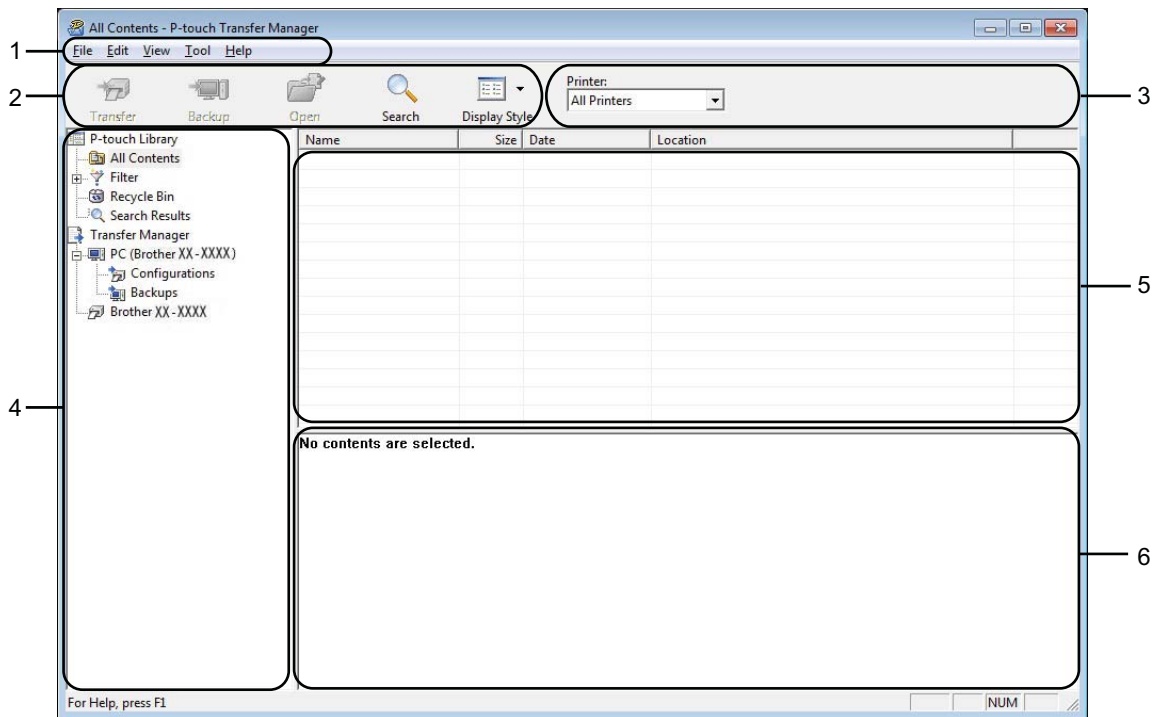
You can also start P-touch Transfer Manager from P-touch Editor.

Click **[File]**-**[Transfer Template]**.

---



## Main window



### 1 Menu bar

Provides access to various commands, which are grouped under each menu title ([File], [Edit], [View], [Tool], and [Help]) according to their functions.

### 2 Toolbar

Provides access to frequently used commands.

### 3 Printer selector

Allows you to select which printer the data will be transferred to. When you select a printer, only the data that can be sent to the selected printer is displayed in the data list.

### 4 Folder list

Displays a list of folders and printers. When you select a folder, the templates in the selected folder are displayed in the template list.

If you select a printer, the current templates and other data stored in the printer are displayed.







### 5 Template list

Displays a list of templates in the selected folder.

### 6 Preview

Displays a preview of the templates in the templates list.

### Explanations of the Toolbar Icons

Icon	Button name	Function
	<b>Transfer</b> (Only for P-touch Transfer Manager)	Transfers templates and other data from the computer to the printer (TD-2120N/2130N network connection also supported).
	<b>Backup</b> (Only for P-touch Transfer Manager)	Retrieves the templates and other data saved in the printer and saves it on the computer (TD-2120N/2130N network connection also supported).
	<b>Open</b>	Opens the selected template.
	<b>Print</b> (Only for P-touch Library)	Prints the selected label template with the printer.
	<b>Search</b>	Allows you to search for templates or other data that are registered to P-touch Library.
	<b>Display Style</b>	Changes the file display style.

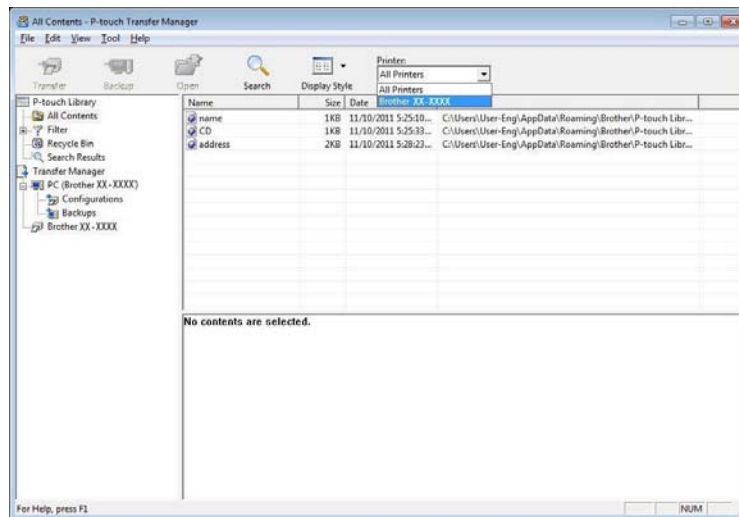
## Transferring templates or other data from the computer to the printer via USB

Use the following procedure to transfer templates from the computer to the printer.



Follow these instructions when the printer is connected to the computer via USB.

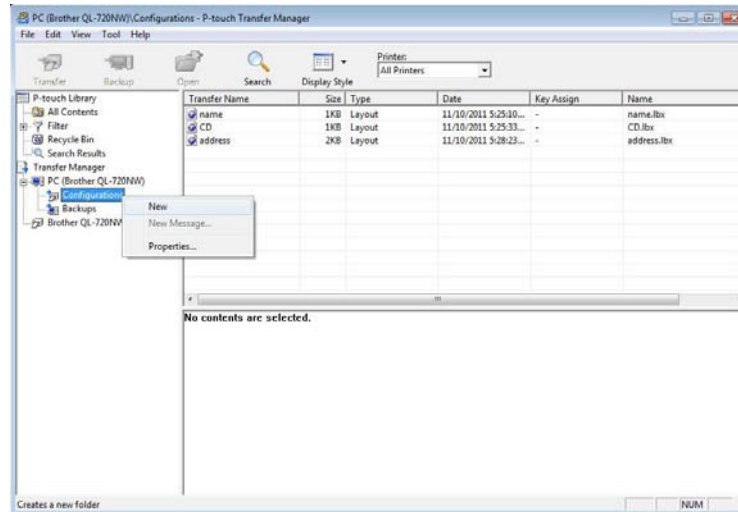
- 1 Connect the computer and the printer via USB and turn on the printer.  
The printer model name is displayed in the folder view.  
If you select a printer in the folder view, the current templates and other data stored in the printer are displayed.
- 2 Select the printer that you want to transfer the template or other data to.



### NOTE

Before transferring data, check that the PC and the printer are correctly connected with a USB cable and that the printer power is On.

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



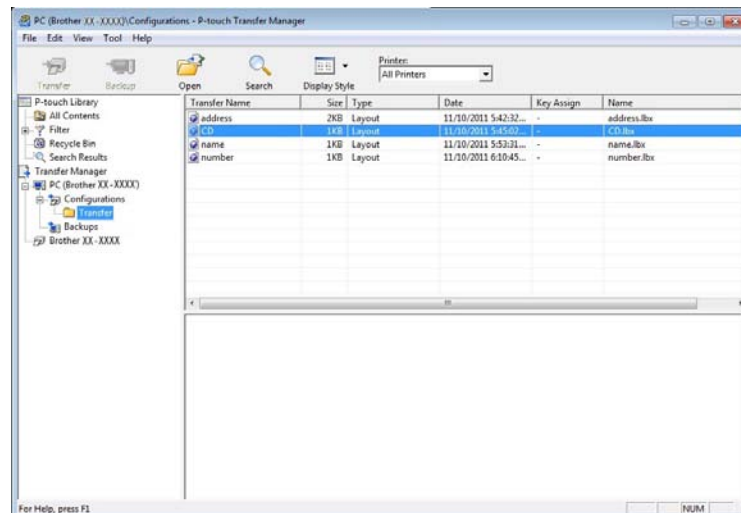
In the example above, the folder **[Transfer]** is created.

- 4 Drag the template or other data that you want to transfer and place it in the new folder.

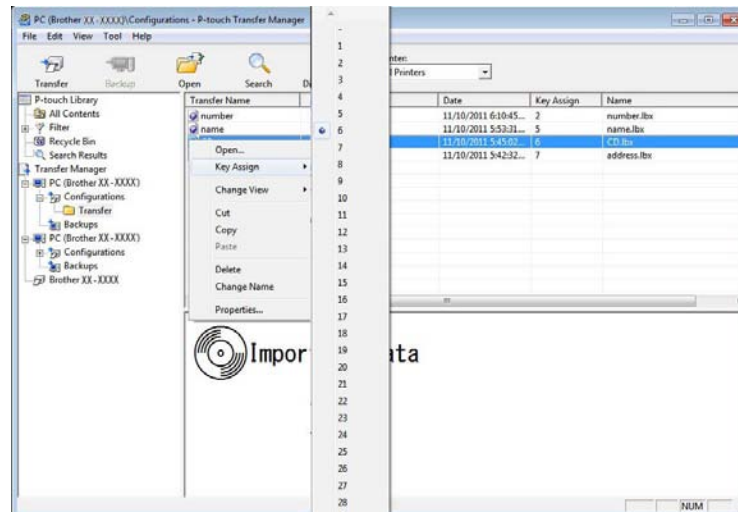
You can view the templates and other data by selecting the folder in the **[Configurations]** folder, selecting **[All Contents]** or by selecting one of the categories under **[Filter]**, such as **[Layouts]**.

When transferring multiple templates or other data, drag all the files that you want to transfer and place them in the new folder.

Each file is assigned a key number (memory location in the printer) when it is placed in the new folder.



- 5 To change the key number assigned to an item, right-click the item, select **[Key Assign]**, and then select the desired key number.

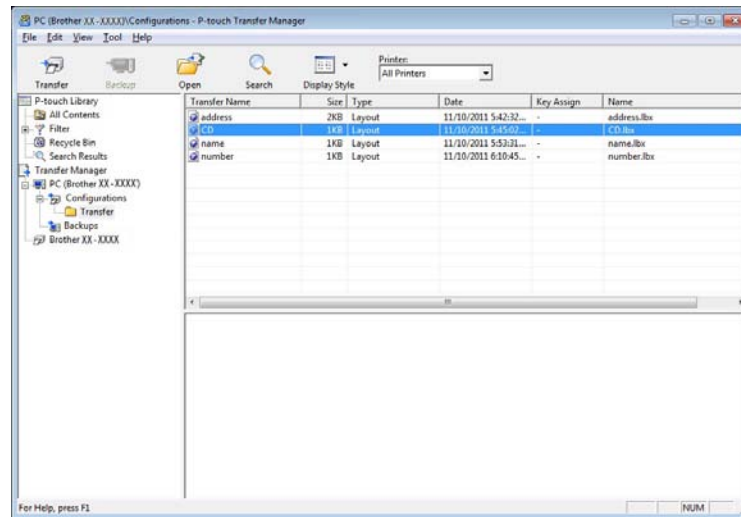


## NOTE

- 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 will overwrite the old one. You can confirm the templates key number assignments saved in the printer by backing up the templates or other data (see *Backing up templates or other data saved in the printer* on page 45).
- If the printer memory is full, remove one or more templates from the printer nonvolatile memory (see *Backing up templates or other data saved in the printer* on page 45).

- 6 To change the names of templates or other data that will be transferred, click on the desired item and enter the new name. The number of characters used for the template names may be limited depending on the printer model.

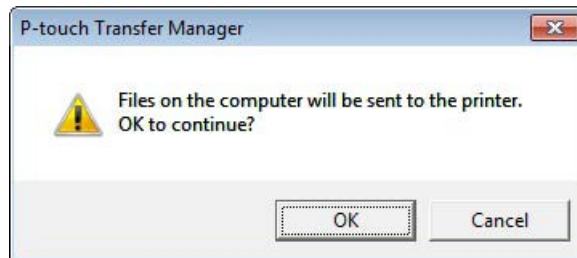
- 7 Select the folder containing the templates or other data that you want to transfer, and then click **[Transfer]**. A confirmation message will be displayed.



**NOTE**

- You can also transfer individual items to the printer without adding them to a folder. Select the template or other data that 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 templates, folders or other data are transferred to the printer.

## Transfer the templates to the printer via network (TD-2120N/2130N/4100N only)

To transfer the templates to the printer via network, you need BRAdmin Professional. BRAdmin Professional can be downloaded from our website at <http://solutions.brother.com>.


With TD-2120N/2130N, P-touch Transfer Manager can also be used to transfer templates via the network. In this case, the printer and computer must be connected to the network. Templates can then be transferred to the printer with P-touch Transfer Manager, in the same way as described in section *Transferring templates or other data from the computer to the printer via USB*.

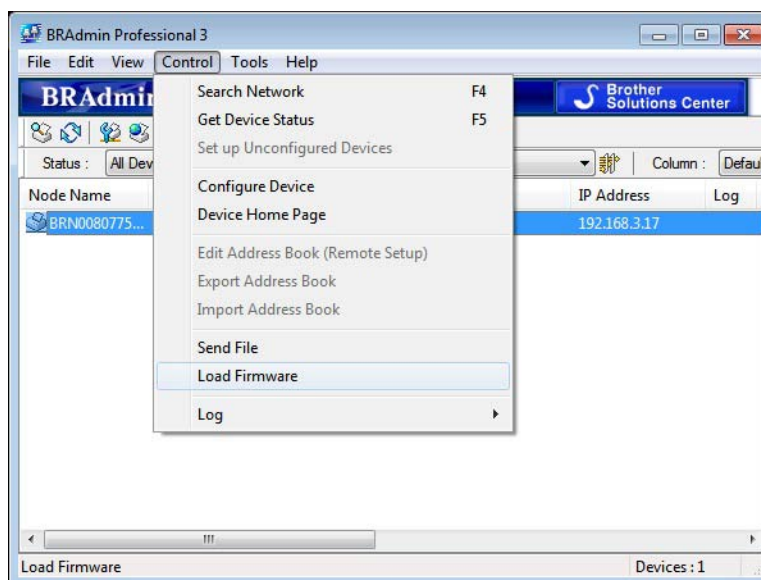
The printer names and pictures in the following screens may differ from your purchased printer. The screens may vary depending on the model.



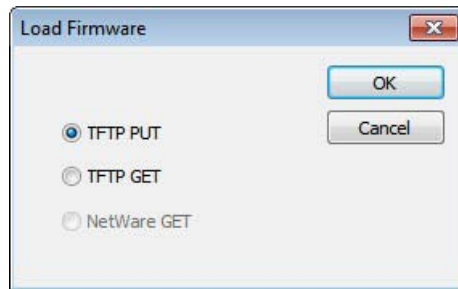
Do not turn off the power when transferring templates.

5

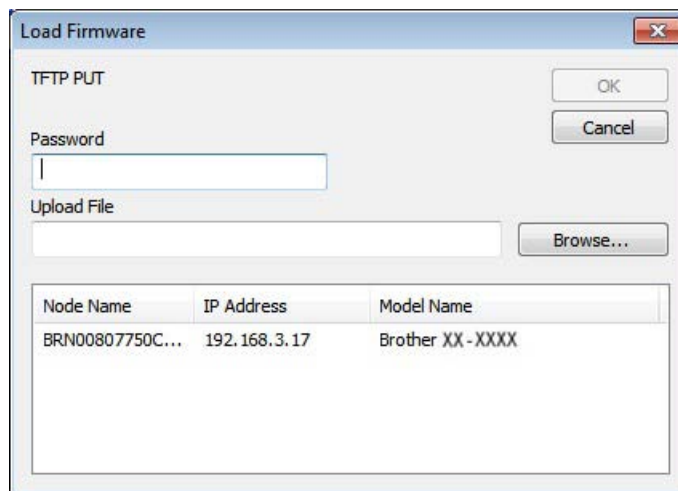
- 1 Create the template you want to transfer with P-touch Editor 5.0, then choose **[File]-[Transfer Template]** menu to register it.
- 2 Click  to save the registered template in .blf format.
- 3 Start BRAdmin Professional. Choose the printer and click on the **[Control]** menu. Select **[Load Firmware]**.



- 4 Choose Load Firmware function of the BRAdmin Professional. Choose [**TFTP PUT**] and click [**OK**] button.



- 5 Choose the file in .blf format which you saved in step 2 and load it to the printer. Choose .blf file and click [**OK**] button.




## NOTE

With TD-4100N, the default password is "access".

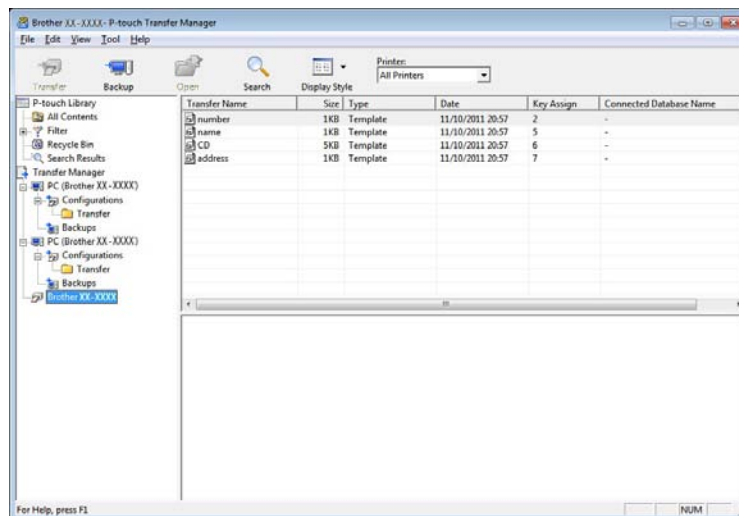


## Backing up templates or other data saved in the printer

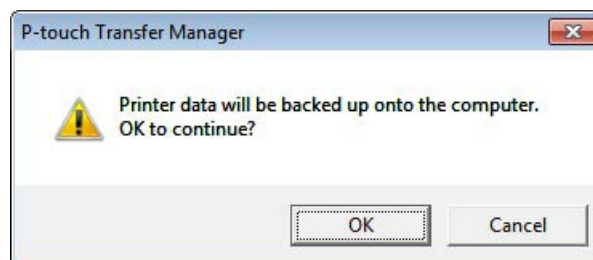
Use the following procedure to retrieve the templates or other data saved in the printer and save it on the computer.

	<ul style="list-style-type: none"> <li>■ With TD-4000/4100N, this feature is only available when the computer and printer are connected via USB.</li> <li>■ Backed up templates or other data cannot be edited on the computer.</li> <li>■ Depending on the printer model, templates or other data backed up from one printer model may not be able to be transferred to another printer model.</li> </ul>
---	--

- 1 Connect the computer and the printer and turn on the printer.  
The printer model name is displayed in the folder view.  
If you select a printer in the folder view, the current templates and other data stored in the printer are displayed.
- 2 Select the printer to back up from, and then click **[Backup]**.  
A confirmation message is displayed.



- 3 Click **[OK]**.  
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.



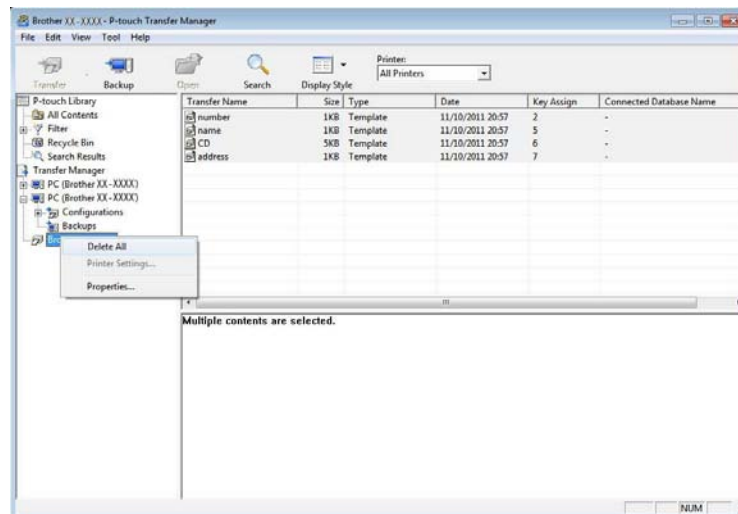
## Deleting all the printer data

Use the following procedure to delete all templates or other data that are saved in the printer.

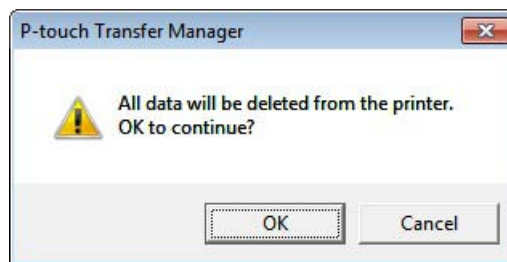


With TD-4000/4100N, this feature is only available when the computer and printer are connected via USB.

- 1 Connect the computer and the printer and switch the printer's power On.  
The printer model name is displayed in the folder view.
- 2 Right-click the printer, and then select [**Delete All**].



A confirmation message is displayed.



- 3 Click [**OK**].  
All templates and other data saved in the printer are deleted.

# Using P-touch Library

## Starting P-touch Library

### For Windows® XP / Windows Vista® / Windows® 7

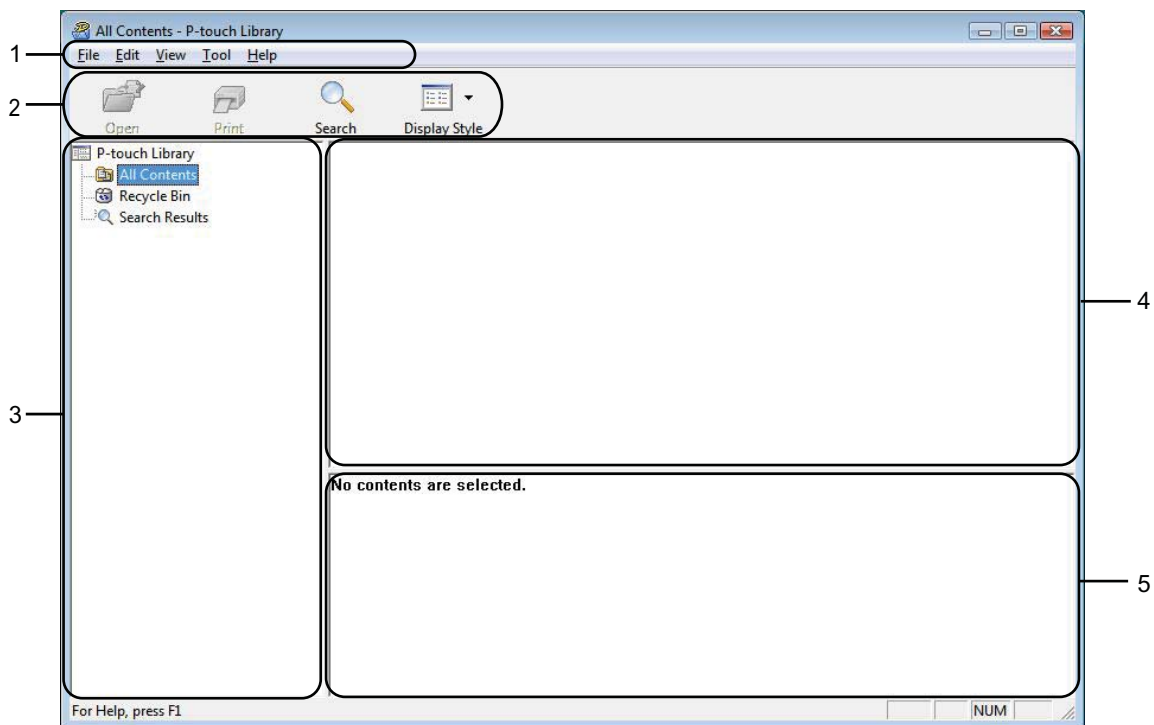
From the Start button, click [All Programs]-[Brother P-touch]-[P-touch Tools]-[P-touch Library 2.1].

### For Windows® 8

Click [P-touch Library 2.1] on [Start]/[Apps] screen.

When P-touch Library starts, the main window is displayed.

### Main window



#### 1 Menu bar

Provides access to all available commands, which are grouped under each menu title ([File], [Edit], [View], [Tool], and [Help]) according to their functions.

#### 2 Toolbar

Provides access to frequently used commands.

#### 3 Folder list

Displays a list of folders. When you select a folder, the templates or other data in the selected folder is displayed in the templates list.





#### 4 Templates list

Displays a list of the templates or other data in the selected folder.

#### 5 Preview

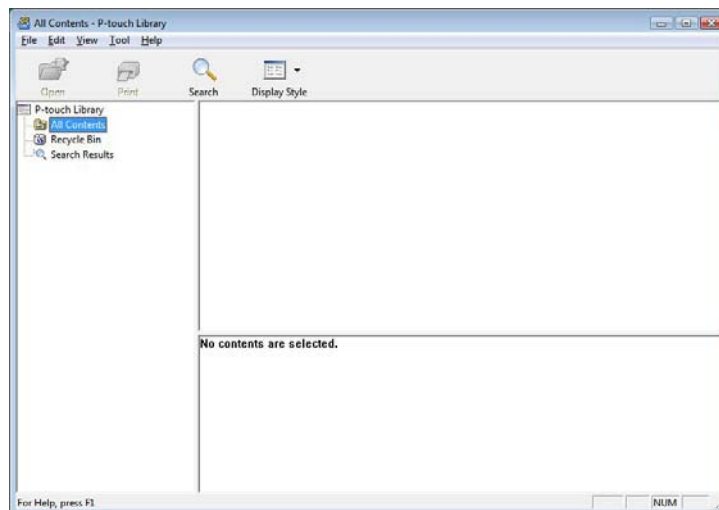
Displays a preview of the templates or other data selected in the templates list.

#### Explanations of the Toolbar Icons

Icon	Button name	Function
	<b>Open</b>	Opens the selected template.
	<b>Print</b> (Only for P-touch Library)	Prints the selected label template with the printer.
	<b>Search</b>	Allows you to search for templates or other data that are registered to P-touch Library.
	<b>Display Style</b>	Changes the file display style.

### Opening and editing templates

Select the template you want to open or edit, and then click **[Open]**.



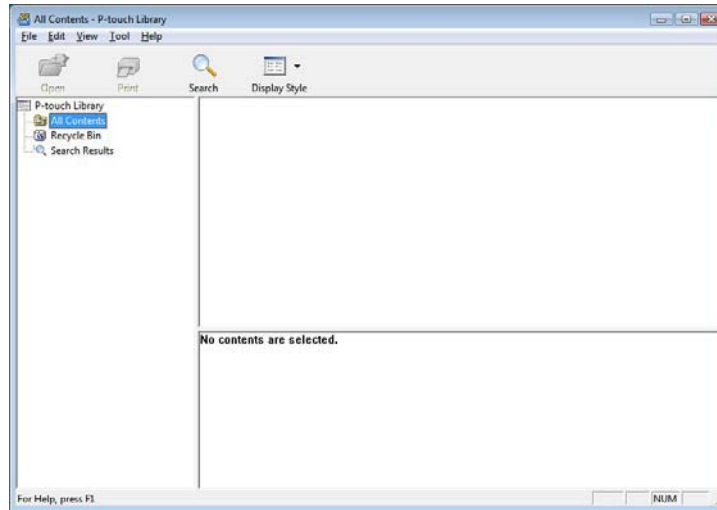
The program that is associated with the template will be started and you can edit the template.

#### NOTE

The program that starts depends on the type of file that is selected. For example, if you select a P-touch Template, P-touch Editor starts.

## Printing templates

Select the template that you want to print and then click **[Print]**.

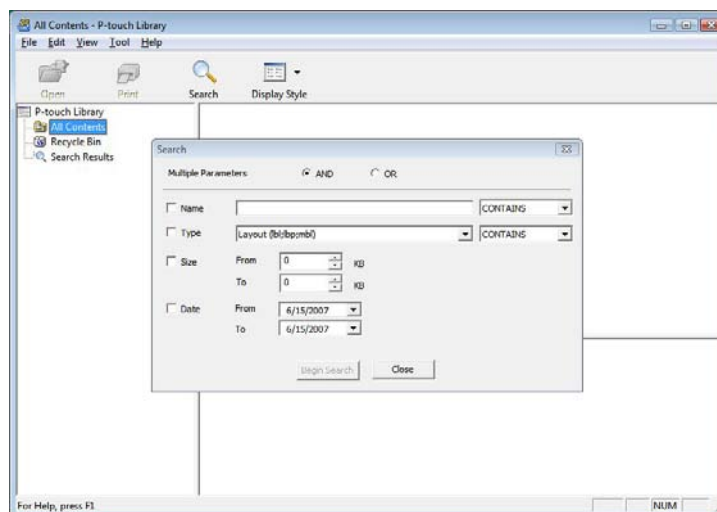


The template is printed using the connected printer.

## Searching for templates or other data

You can search for templates or other data registered to P-touch Library.

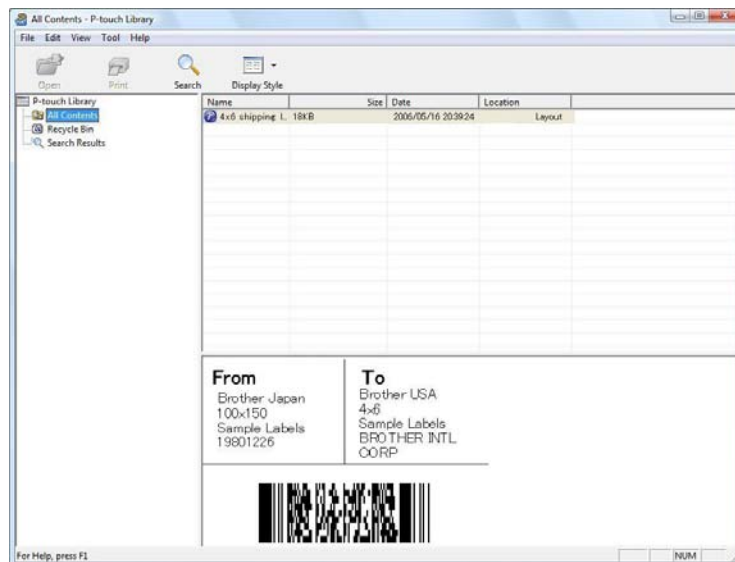
- 1 Click **[Search]**.  
The **[Search]** dialog box is displayed.



- Specify the search criteria.  
The following search criteria are available.

Settings	Details
<b>Multiple Parameters</b>	Determines how the program searches when multiple criteria are specified. If you select <b>[AND]</b> , the program searches for files that satisfy all of the criteria. If you select <b>[OR]</b> , the program searches for files that satisfy any of the criteria.
<b>Name</b>	Allows you to search for a template or other data by specifying the file name.
<b>Type</b>	Allows you to search for a template or other data by specifying the file type.
<b>Size</b>	Allows you to search for a template or other data by specifying the file size.
<b>Date</b>	Allows you to search for a template or other data by specifying the file date.

- Click **[Begin Search]**.  
The search begins.



- Close the **[Search]** dialog box.  
The search results can be confirmed by clicking **[Search Results]** in the folder view.

## NOTE

You can register templates or other data to P-touch Library by dragging and dropping it into the **[All Contents]** folder or to the folder list. You can also configure P-touch Editor to register templates to P-touch Library automatically, using the following procedure.

- From the P-touch Editor menu, select **[Tools]-[Options]**.
- In the **[Options]** dialog box, click **[Registration Settings]** in the **[General]** tab.
- Select the timing for registering templates created with P-touch Editor, and then click **[OK]**.

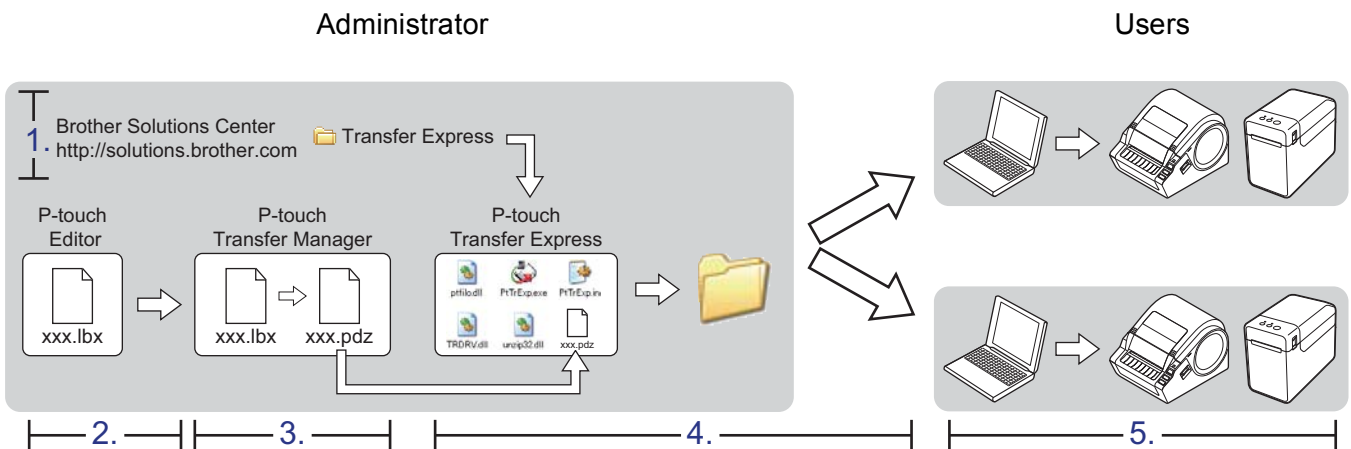
## 6

# Transferring label templates with P-touch Transfer Express

By using P-touch Transfer Express, one or more label templates and a database can be easily transferred into a Brother printer via a local USB. After a label template has been created by an administrator, it can be distributed together with P-touch Transfer Express to many users and easily transfer a label template into each Brother printer locally.



- If the template is to be transferred as a new one, be sure to 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.
- Valid only when the printer is connected via USB.



## Preparing P-touch Transfer Express

The user must prepare P-touch Transfer Express for transferring label templates to the Brother printer.

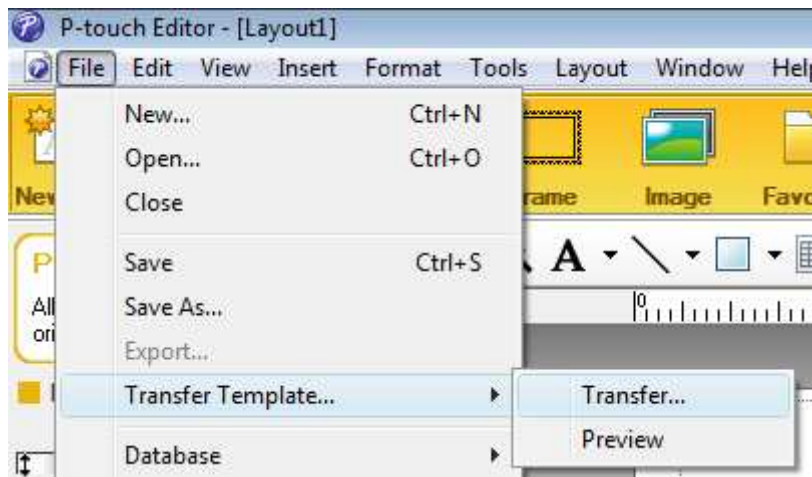


P-touch Transfer Express is developed in English.

- 1 The latest P-touch Transfer Express can be downloaded from the following website.  
<http://solutions.brother.com>  
[Select your region/country] - Choose your product - [Downloads]
- 2 Download Transfer Express to any location on the computer.

## Transferring the label template to P-touch Transfer Manager

- 1 In P-touch Editor, open the label template to be transferred.
- 2 Click [File] - [Transfer Template] - [Transfer].



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

### NOTE

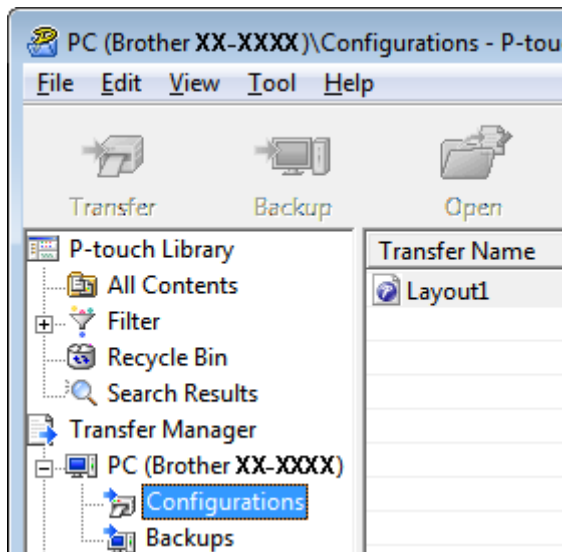
- **For Windows® XP / Windows Vista® / Windows® 7**  
The label template can also be transferred to P-touch Transfer Manager by clicking the Start button - [All Programs] - [Brother P-touch] - [P-touch Tools] - [P-touch Transfer Manager 2.1] to start P-touch Transfer Manager, then dragging the .lbt file to the P-touch Transfer Manager window.
- **For Windows® 8**  
The label template can also be transferred to P-touch Transfer Manager by clicking [P-touch Transfer Manager 2.1] on [Start]/[Apps] screen to start P-touch Transfer Manager, then dragging the .lbt file to the P-touch Transfer Manager window.



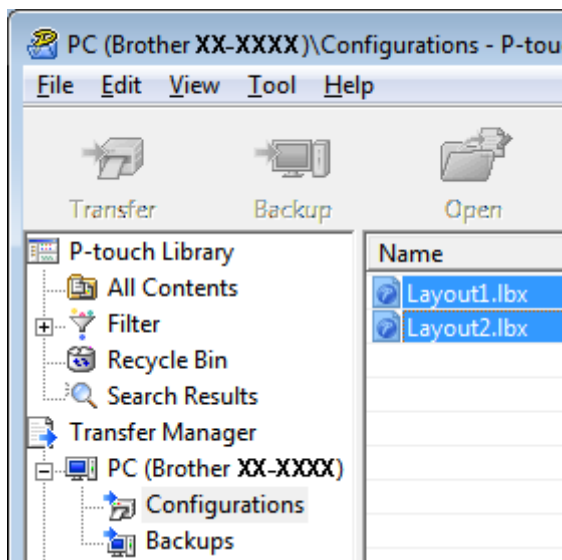
## Saving the label template as a Transfer Package file (.pdz)

In order to create a file in a format that can be used by P-touch Transfer Express, save the label template as a Transfer Package file (.pdz).

- 1 In the folder view, select [Configurations].

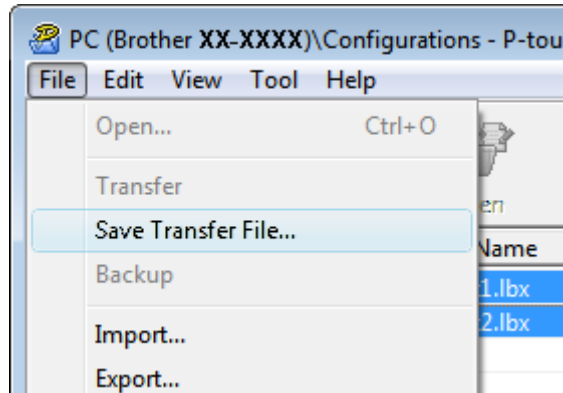


- 2 Select the label template to be distributed.



Multiple label templates can be selected.

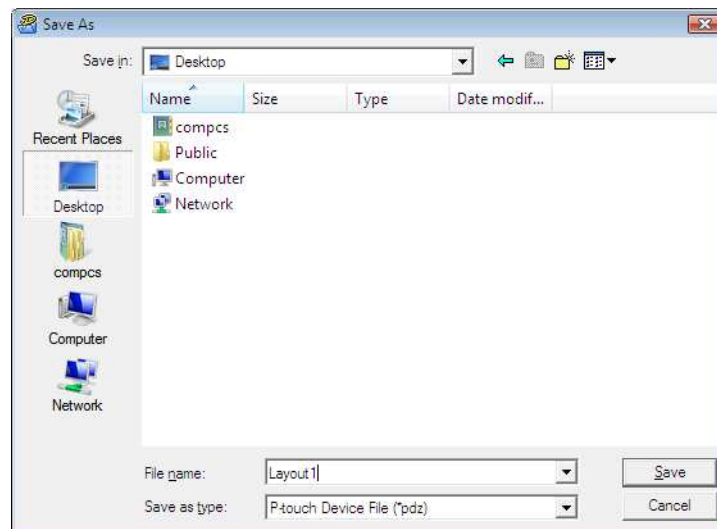
- 3 Click **[File]** - **[Save Transfer File]**.



## NOTE

- If **[Save Transfer File]** was clicked while either **[Configurations]** or a created folder is selected, all label templates in the folder are saved as the Transfer Package file (.pdz).
- Multiple label templates can be combined into a single Transfer Package file (.pdz).

- 4 Type in the name, and then click **[Save]**.



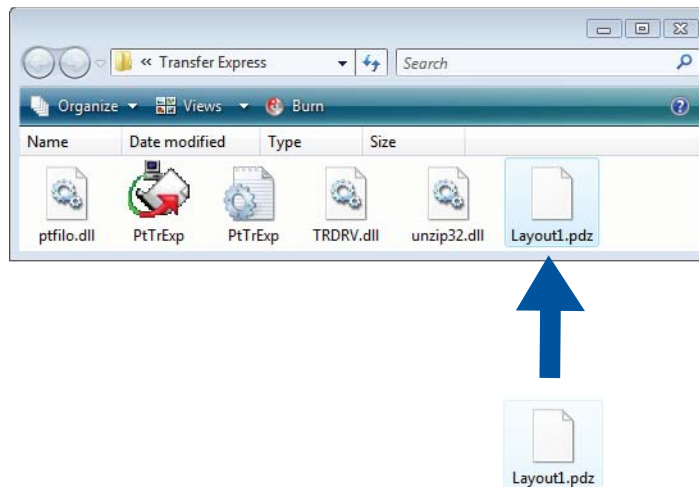
The label template is saved as a Transfer Package file (.pdz).

## Distributing the Transfer Package file (.pdz) and P-touch Transfer Express to the user

### NOTE

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

- 1 Move the Transfer Package file (.pdz) to the downloaded folder.



- 2 Distribute all files in the downloaded folder to the user.

## Transferring the Transfer Package file (.pdz) to Brother printer

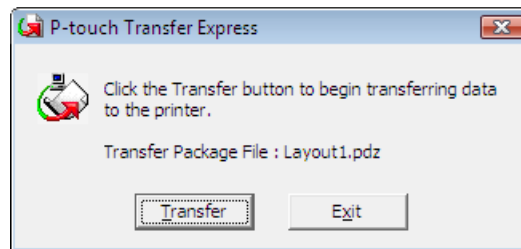
Using P-touch Transfer Express received from the administrator, the user can transfer the Transfer Package file (.pdz) to the Brother printer.



Do not turn off the power when transferring templates.

- 1 Turn on the Brother printer.
- 2 Using a USB cable, connect the Brother printer to the computer.
- 3 Double-click [**PtTrExp.exe**], which was received from the administrator.
- 4 When there is a single Transfer Package file (.pdz) within the folder containing [**PtTrExp.exe**], click [**Transfer**].

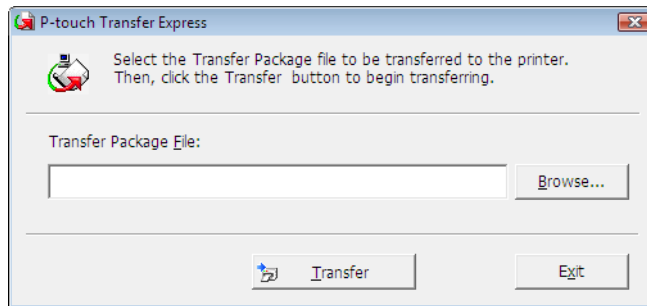
6



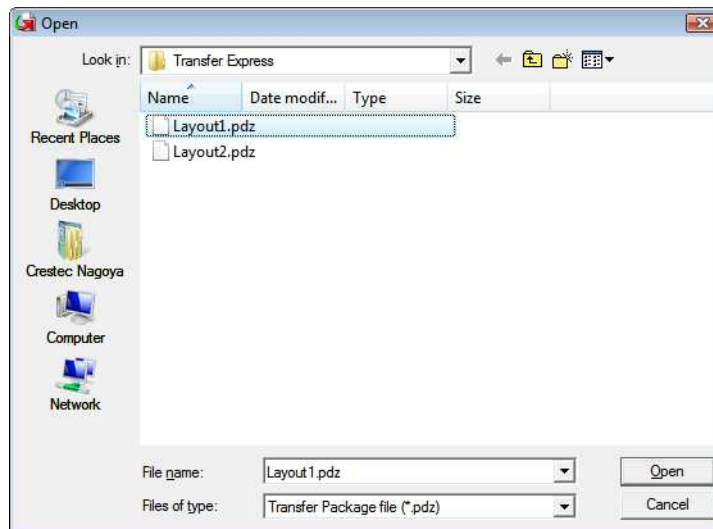
Transfer of the Transfer Package file begins.



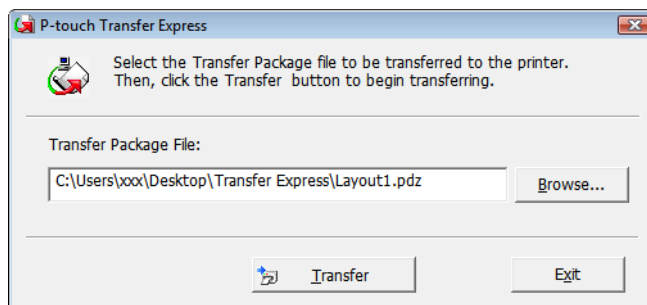
When there are either multiple or no Transfer Package files (.pdz) within the folder containing [PtTrExp.exe], click [Browse].



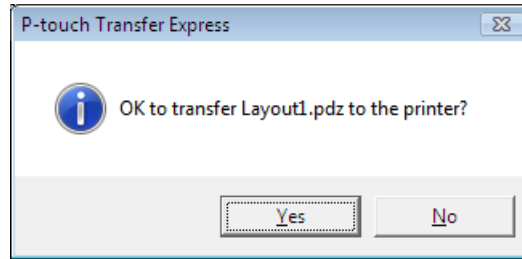
Select the Transfer Package file to be transferred, and then click [Open].



Click [Transfer].



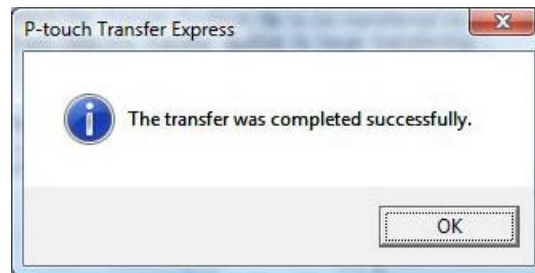
Click **[Yes]**.



Transfer of the Transfer Package file begins.



**5** Click **[OK]**.



Transfer of the Transfer Package file is completed.

# 7


## Printing the list of label templates

A list of the templates stored on the Brother TD printer can be printed.



No more than 99 files will be listed.


### ■ For TD-2020/2120N/2130N Users

- 1 Install a roll of labels with a width of 2.25"(57 mm) receipt paper.
- 2 Turn on the printer.
- 3 Hold down the  (Print) button for at least 1 second.

### ■ For TD-4000/4100N Users

- 1 Install a roll of labels with a width of 2"(50.8 mm) or more.
- 2 Turn on the printer.
- 3 Hold down the FEED button for at least 1 second.

### NOTE

With TD-2020/2120N/2130N, the operation performed when the  (Print) button is pressed can be specified with the Printer Setting Tool.

Refer to the User's Guide.

The list of label templates is printed.

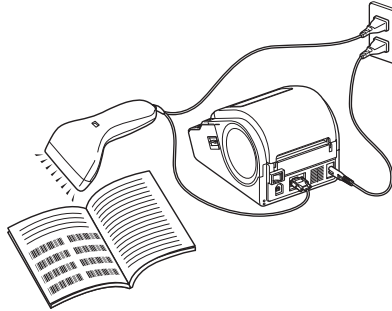
```
[Template List]
KEY Name           Size  Date/Time           Connected Database Name
-----
  1 fruits          2314B 2012/Nov/15 14:00 fruits_datalist
-----

[Database List]
KEY Name           Size  Date/Time
-----
  1 fruits_datalist 174B 2012/Nov/15 14:00
-----
Available memory:6288712B
```

\* Labels are for illustrative purposes only.

## P-touch Template function

With a barcode reader connected to the printer, labels and barcodes can easily be printed by scanning barcodes.



The plug may differ by country.

### Basic operations

■ *Preset template printing* (Refer to page 64)

If frequently used label layouts are stored in the printer, they can be reprinted by simply scanning the barcode for each label layout.

■ *Barcode printing (copying)* (Refer to page 66)

A barcode scanned with the barcode reader can be printed with the protocol and size of a previously created template.

■ *Database-assisted label printing* (Refer to page 68)

By linking objects in a label layout to a database, then scanning the key barcodes for the database, labels can be printed with objects in the template replaced with database data.

### Advanced operations

■ *Numbering function (serialized number) printing* (Refer to page 71)

Labels can be printed while automatically incrementing a number or barcode in the label.



## Preparation

Before connecting the barcode reader to this printer, specify barcode reader settings and the settings in the P-touch Template Settings tool.

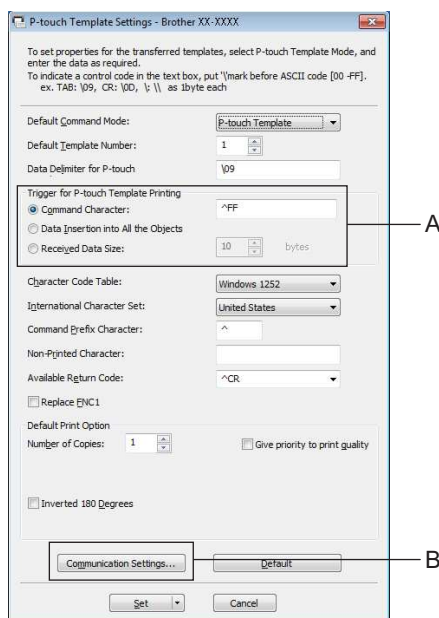
### Specifying settings in the P-touch Template Settings tool

- 1 Download the P-touch Template Settings tool at the specified URL, and then run P-touch Template Settings.exe.  
<http://solutions.brother.com/>  
 Click a product below **[Choose your product]**, click **[Downloads]**, click an operating system below **[Select OS]**, click **[Utilities]**, and then download **[P-touch Template Settings]**.

#### NOTE

TD-2120/2120N/2130N are provided with the “Printer Setting Tool”, which can be installed from the included CD-ROM. Start the “Printer Setting Tool”, and then click the **[P-touch Template Settings]** button. For details, see the User’s Guide included on the CD-ROM.

- 2 Select the appropriate settings, and then click the **[Set]** button.



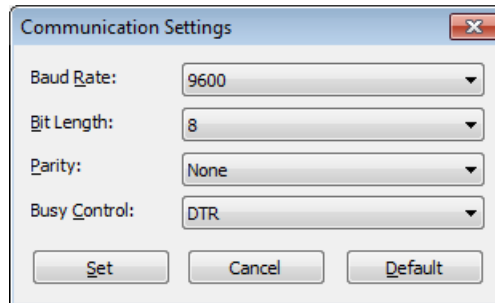
#### NOTE

As a default setting, printing will begin when the code “^FF” is read with the barcode reader. (This can be changed with the settings at A.)

If **[Received Data Size]** is selected and the number of bytes is specified, printing will begin automatically after barcodes for the specified number of bytes are scanned. If printing is performed from the computer after selecting this setting, the parameter will return to the default setting mentioned above. After printing from the computer, change the settings again.

## Specifying barcode reader settings

- 1 Click B in step 2 of “Specifying settings in the P-touch Template Settings tool”.



### NOTE

Various settings such as the baud rate must be changed in order to use the RS-232C connection. For details on changing the settings, refer to the operation manual for the barcode reader. The settings for the serial port of this printer are listed below.

<b>Baud rate</b>	From [300] bps to [115200] bps
<b>Bit Length</b>	[7] bits, [8] bits
<b>Parity</b>	[None], [Odd], [Even]
<b>Busy Control</b>	[DTR], [XON/XOFF]

- 2 Change the settings as necessary, and then click the [Set] button.

\* The settings listed above may differ depending on the scanner. For details, consult the manufacturer of the scanner being used.

## Connecting a barcode reader

Connect a barcode reader to the printer.

■ Barcode reader connection interfaces

For TD-2020/4000/4100N, use RS-232C (D-sub 9-pin) interface.

For TD-2120N/2130N, RS-232C interface or USB host interface can be used.

When using an RS-232C interface with TD-2120/2120N/2130N, the optional RJ25 to DB9M serial adapter (PA-SCA-001) must be used.

■ Barcode reader models whose operation has been confirmed (USB connection)

- OPI-3601, OPI-2201 (OPTOELECTRONICS CO., LTD.)
- LS2208 (Motorola, Inc.)

■ Barcode reader selection criteria

- When using a USB host port
  - 1 HID-class models that can be identified as a keyboard
- When using an RS-232C interface
  - 1 Changeable baud rate setting

The settings for the serial port of this printer are listed below.

<b>Baud rate</b>	From [300] bps to [115200] bps
<b>Bit Length</b>	[7] bits, [8] bits
<b>Parity</b>	[None], [Odd], [Even]
<b>Busy Control</b>	[DTR], [XON/XOFF]

Barcode readers other than the recommended models listed above may be used if they meet the criteria described above.

We recommend checking the barcode reader specifications before using the barcode reader.

### NOTE

- For the FAQ and up-to-date list of barcode reader models whose operation has been confirmed, visit the Brother Solutions Center (<http://solutions.brother.com/>).
- Before this function can be used, the label layout or template to be used must be transferred with P-touch Transfer Manager from the computer to the printer. Refer to page 36 for details of the P-touch Transfer Manager.
- The barcode reader should be set to the English keyboard and for barcodes with no prefix or suffix.
  - When using barcodes with encoded characters, use a barcode reader connected with an RS-232C interface.
  - For details on using the barcode reader and specifying its settings, contact the manufacturer.

## Preset template printing

If a frequently used label layout is stored in the printer, identical labels can be printed simply by scanning barcodes.

<Name label>



<Address label>



### NOTE

- For details on the barcodes that can be scanned for the various settings, refer to *List of barcodes for specifying settings* on page 87.
- Grouped objects will be converted and sent as an image.

- 1 Using P-touch Transfer Manager, transfer (from P-touch Editor 5.0 to the printer) the label layout to be printed. (Refer to page 36 for details of the P-touch Transfer Manager.)

### NOTE

A text object in the label layout can be converted to an image. After being converted to an image, the text cannot be changed. This is useful for protecting frequently used templates from being accidentally edited.

In the P-touch Editor layout window, right-click the text object, and then click **[Properties]**. Click the **[Expanded]** tab, and then select the **[Text Cannot Be Edited]** check box.

Otherwise, click **[Options]** in the **[Tools]** menu, click the **[General]** tab, and then select the **[Display Expanded Tabs of Object Properties]** check box under **[Others]**.

When the check box is cleared, the object is converted back to text that can be edited.

- 2 When data is transferred to **[Configurations]** in P-touch Transfer Manager, the **[Key Assign]** number is automatically specified.

### NOTE

Specify a **[Key Assign]** number between 1 and 10 for label layouts to be used with preset template printing.

- 3 Select the folder containing the data to be transferred, and then click the **[Transfer]** button to transfer the data to the printer.
- 4 Scan the “P-touch template command (Initialize + begin specifying settings)” barcode. Refer to *List of barcodes for specifying settings* on page 87.
- 5 From the “Basic settings” barcodes, scan the barcode for the parameter whose setting is to be specified.

## NOTE

---

- Settings can be specified for multiple parameters.
- If no settings have been specified, a label will be printed by P-touch Template Settings. The default settings for P-touch Template Settings is a single copy with “Auto cut on”.

For details on P-touch Template Settings, download “P-touch Template manual” (English only) from the following website.

<http://solutions.brother.com/>

[**Select your region/country**] - Choose your product - [**Downloads**] .

- To specify the number of copies to be printed, scan the “Number of copies” barcode, and then scan the barcodes under “For entering numbers” to specify a three-digit number.

Example:

Specify numbers by scanning barcodes as follows: 7-[0][0][7], 15-[0][1][5]

- To change the setting for the number of copies, scan the “Number of copies” barcode again, and then scan the barcodes for the new three-digit number.

- 
- 6 Scan the barcode under “Preset template number” with the same number as the [**Key Assign**] number for the label layout to be printed.
  - 7 The specified label is printed.

## Barcode printing (copying)

A barcode scanned with the barcode reader can be printed with the protocol and size of a previously created template.

### NOTE

- For details on the barcodes that can be scanned for the various settings, refer to *List of barcodes for specifying settings* on page 87.
- If the barcode to be scanned with the barcode reader has a different protocol than the barcode template already registered with the printer, it may not be possible for the barcode to be created and printed.

- 1 Using P-touch Transfer Manager, transfer (from P-touch Editor 5.0 to the printer) the barcode template to be printed. (Refer to page 36 for details of the P-touch Transfer Manager.)



CODE128/9-digit/2.7"×0.65"

### NOTE

Be sure to create barcode templates that comply with the limits on the size and number of digits for the barcode to be created. The barcode cannot be created if it exceeds the number of digits specified in the template.

- 2 When data is transferred to [**Configurations**] in P-touch Transfer Manager, the [**Key Assign**] number is automatically specified.
- 3 Select the folder containing the data to be transferred, and then click the [**Transfer**] button to transfer the data to the printer.
- 4 Scan the "P-touch template command (Initialize + begin specifying settings)" barcode. Refer to *List of barcodes for specifying settings* on page 87.
- 5 From the "Basic settings" barcodes, scan the barcode for the parameter whose setting is to be specified.

## NOTE

- Settings can be specified for multiple parameters.
- If no settings are specified, labels will be printed according to the settings specified in the P-touch Template Settings tool. The default settings for P-touch Template Settings is a single copy with “Auto cut on”. For details on P-touch Template Setting Tool, download “P-touch Template manual” (English only) from the following website.

<http://solutions.brother.com/>

[**Select your region/country**] - Choose your product - [**Downloads**]

- To specify the number of copies to be printed, scan the “Number of copies” barcode, and then scan the barcodes under “For entering numbers” to specify a three-digit number. The setting is automatically applied when three digits have been specified.

Example:

Specify numbers by scanning barcodes as follows: 7-[0][0][7], 15-[0][1][5]

- To change the setting for the number of copies, scan the “Number of copies” barcode again, and then scan the barcodes for the new three-digit number.

- 6 Scan the “Select template” barcode, and then scan the barcodes under “For entering numbers” to specify the [**Key Assign**] number (three digits) for the barcode template.

## NOTE

- The setting is automatically applied when three digits have been specified.

Example:

Specify numbers by scanning barcodes as follows: 7-[0][0][7], 15-[0][1][5]

- If P-touch Editor 5.0 has been used to create and print barcodes “^TS007” or “^TS015” (for the above examples), scanning those barcodes reduces the number of barcodes that will need to be scanned.
- To change the number, scan the “Select template” barcode again, and then scan the barcodes for the new three-digit number.

- 7 Scan the barcode whose data is to be used.



(CODE128/9-digit)

- 8 Scan the “Begin printing” barcode.

- 9 The barcode is printed with the protocol and size specified in the template.



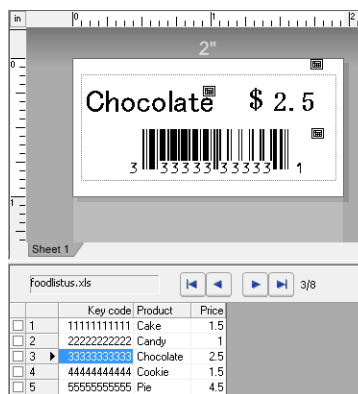
## Database-assisted label printing

By linking objects in a label layout to a database, then scanning the key barcodes for the database, labels can be printed with objects in the template replaced with database data.

### NOTE

- The key barcode is the barcode for the information appearing in the database file, in the leftmost column of record view (field “A” in form view). These key barcodes must be created in advance.
- The database information in field “A” of the form view must not include any other data. In addition, even if the information contains two lines of data, only the first line of data is recognized when the barcode is scanned with the barcode reader. Therefore, enter only one line of data into the information in field “A” of the form view.
- For details on the barcodes that can be scanned for the various settings, refer to *List of barcodes for specifying settings* on page 87.

- 1 Connect the database file to the label layout to be printed.



For details on specifying the settings, refer to the **[P-touch Editor Help]**.

- 2 Using P-touch Transfer Manager, transfer the label layout from P-touch Editor 5.0 to the printer. (Refer to page 36 for details of the P-touch Transfer Manager.) The database file is also transferred.
- 3 When data is transferred to **[Configurations]** in P-touch Transfer Manager, the **[Key Assign]** number is automatically specified.
- 4 Select the folder containing the data to be transferred, and then click the **[Transfer]** button to transfer the data to the printer.
- 5 Scan the “P-touch template command” barcode. Refer to *List of barcodes for specifying settings* on page 87.
- 6 From the “Basic settings” barcodes, scan the barcode for the parameter whose setting is to be specified.



## NOTE

- Settings can be specified for multiple parameters.
- If no settings are specified, labels will be printed according to the settings specified in the P-touch Template Settings tool. The default settings for P-touch Template Settings is a single copy with “Auto cut on”. For details on P-touch Template Setting Tool, download “P-touch Template manual” (English only) from the following website.

<http://solutions.brother.com/>

**[Select your region/country]** - Choose your product - **[Downloads]**

- To specify the number of copies to be printed, scan the “Number of copies” barcode, and then scan the barcodes under “For entering numbers” to specify a three-digit number. The setting is automatically applied when three digits have been specified.

Example:

Specify numbers by scanning barcodes as follows: 7-[0][0][7], 15-[0][1][5]

- To change the setting for the number of copies, scan the “Number of copies” barcode again, and then scan the barcodes for the new three-digit number.

- 
- 7 Scan the “Select template” barcode, and then scan the barcodes under “For entering numbers” to specify the **[Key Assign]** number (three digits) for the barcode template.

## NOTE

- The setting is automatically applied when three digits have been specified.

Example:

Specify numbers by scanning barcodes as follows: 7-[0][0][7], 15-[0][1][5]

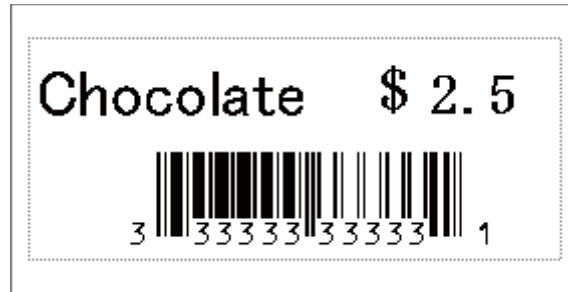
- In the same way, “Delimiter” (in step 9) and “Begin printing” (in step 10) below could be combined to create a single barcode.
- To change the number, scan the “Select template” barcode again, and then scan the barcodes for the new three-digit number.

- 
- 8 Scan the key barcode whose data is to be used in the database file.



- 9 Scan the “Delimiter” barcode.
- 10 Scan the “Begin printing” barcode.

- 11 The object data in the specified template is replaced with the database data, and the labels are printed.



## Numbering function (serialized number) printing

Labels can be printed while automatically incrementing a number or barcode in the label.

### For a text label

---

#### ■ Operating procedures

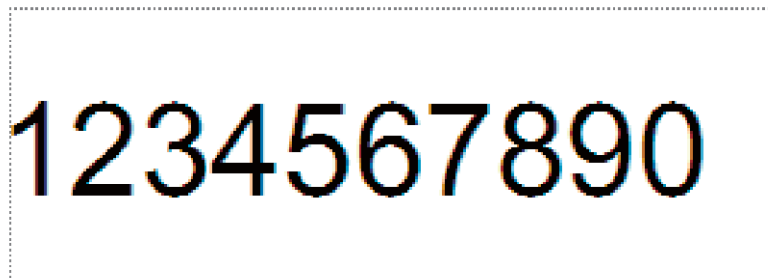
Create text label → Transfer label layout to printer → Print label

#### ■ Procedure

① Create the text label.

- 1 Start P-touch Editor 5.0.
- 2 Type in the text.

Example:



- 3 Click and drag the pointer to highlight the Numbering field.



- 4 Right-click the numbers, and then click [Numbering].

### NOTE

---

- Up to 9 Numbering objects can be specified in a single template.
  - A maximum of 15 characters can be specified for a Numbering field.
-

- 2 Make sure that the printer is connected to the computer, and then transfer the label layout to the printer.

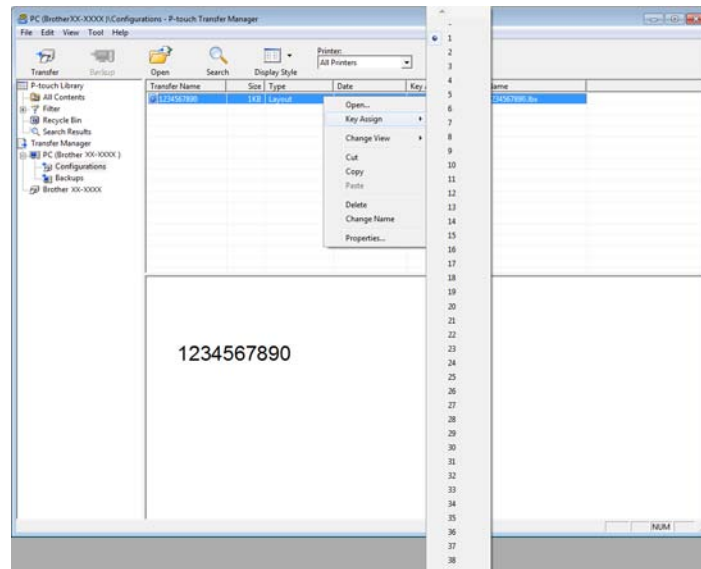
- 1 Click **[File]-[Transfer Template]** to start Transfer Manager.

## NOTE

Select the label layout from the list, and then right-click it to display a menu.

Click **[Key Assign]** to select a key number.

This is the label template number that will be used when printing.



- 2 Click **[Transfer]** to transfer the label layout to the printer.

- 3 Connect the barcode reader.  
For details on making connections, refer to *Connecting a barcode reader* on page 63.

- 4 Print the label.

- 1 With the barcode reader, scan the “P-touch template command (Initialize + begin specifying settings)” barcode.



- 2 Refer to the example below, and scan the barcode for the number specified as the key number.  
Example for key number 5:

- Select template



- 3 Scan the “Number of serialized copies” barcode.



- 4 Specify the number of copies to be printed.  
Refer to “For entering numbers” on page 88, and scan the barcodes for the three digits of the number of copies to be printed.  
Example for 5 copies:



- 5 Scan the “Begin printing” barcode, shown below.



For this example, labels with the numbers 1234567890 to 1234567894 will be printed.

## NOTE

- The Numbering field will increase by 1 with each label that is printed.
- The count will be stored in the printer, even if it is turned off.
- To reset the count to the original number, scan the “Initialize template data” barcode, shown below.



## For a barcode label

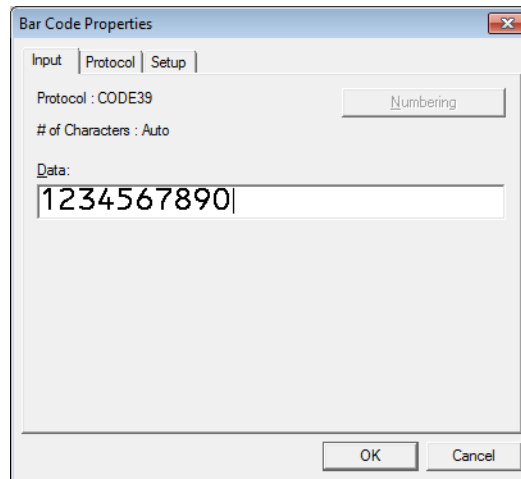
### ■ Operating procedures

Create barcode label → Transfer label layout to printer → Print label

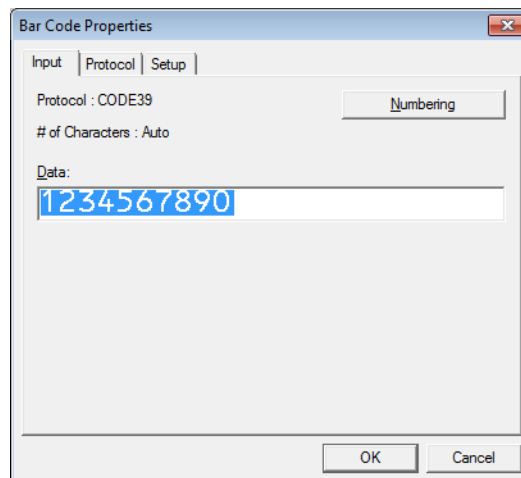
### ■ Procedure

- 1 Create the barcode label.
  - 1 Start P-touch Editor 5.0.
  - 2 Click **[Insert]-[Bar Code]** to display the Bar Code Properties dialog box, and then specify the settings.

Example:



- 3 Click and drag the pointer to highlight the Numbering field.



- 4 Click the **[Numbering]** button, and then click the **[OK]** button.

## NOTE

- Up to 9 Numbering objects can be specified in a single template.
- A maximum of 15 characters can be specified for a Numbering field.

2 Make sure that the printer is connected to the computer, and then transfer the label layout to the printer.

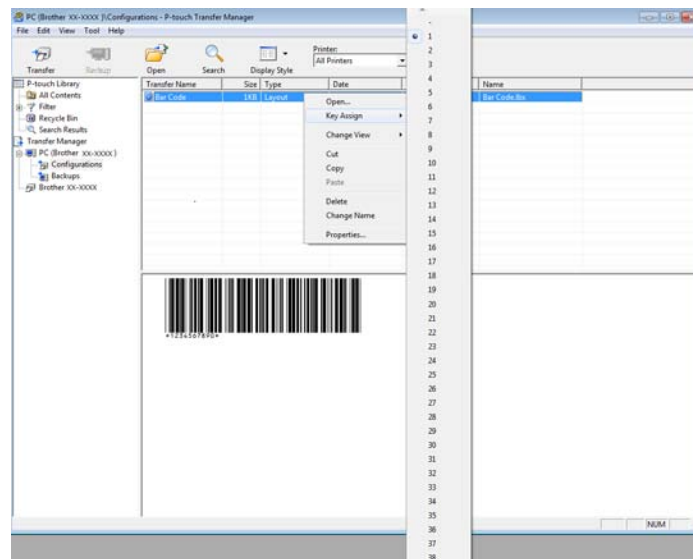
1 Click **[File]-[Transfer Template]** to start Transfer Manager.

## NOTE

Select the label layout from the list, and then right-click it to display a menu.

Click **[Key Assign]** to select a key number.

This is the label template number that will be used when printing.



2 Click **[Transfer]** to transfer the label layout to the printer.

3 Connect the barcode reader.  
For details on making connections, refer to *Connecting a barcode reader* on page 63.

4 Print the label.

1 With the barcode reader, scan the “P-touch template command (Initialize + begin specifying settings)” barcode.



- 2 Refer to the example below, and scan the barcode for the number specified as the key number.  
Example for key number 6:

- Select template



- 3 Scan the “Number of serialized copies” barcode.



- 4 Specify the number of copies to be printed.  
Refer to “For entering numbers” on page 88, and scan the barcodes for the three digits of the number of copies to be printed.  
Example for 5 copies:



- 5 Scan the “Begin printing” barcode, shown below.



For this example, labels with the numbers 1234567890 to 1234567894 will be printed.

## NOTE

- The Numbering field will increase by 1 with each label that is printed.
- The count will be stored in the printer, even if it is turned off.
- To reset the count to the original number, scan the “Initialize template data” barcode, shown below.





## Updating P-touch Editor (all models) / Updating the Firmware (TD-2020/2120N/2130N only)

The software can be upgraded to the latest version using this tool.

In the following steps, you will see XX-XXXX. Read "XX" as your printer name.

### NOTE

- To use the P-touch Update Software, it is necessary to install it from the CD-ROM provided. You can also download from the Brother Solutions Center (<http://solutions.brother.com>)
- You must be connected to the internet in order to launch the P-touch Update Software.
- You may find that the software and the contents in this manual are different.
- Upon installation of the P-touch Update Software, an icon will be installed on your desktop for your convenience.
- Do not turn off the power when transferring data or updating firmware.

## Updating P-touch Editor Software (all models)

- 1 For Windows® XP / Windows Vista® / Windows® 7  
Double-click the [P-touch Update Software] icon.

### NOTE

The following method can also be used to start the P-touch Update Software.

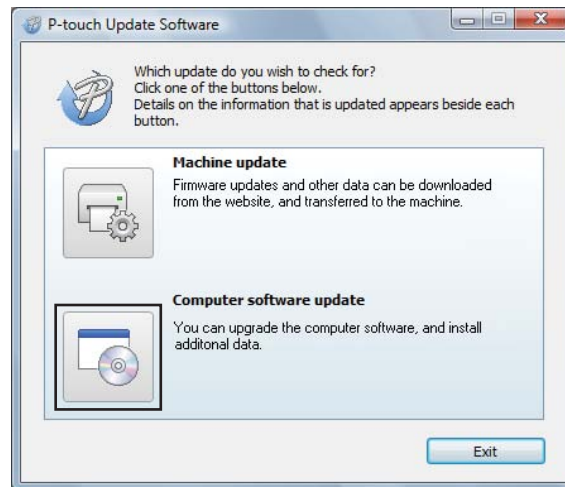
Click the Start button, and then select [All Programs] - [Brother P-touch] - [P-touch Update Software].

#### For Windows® 8

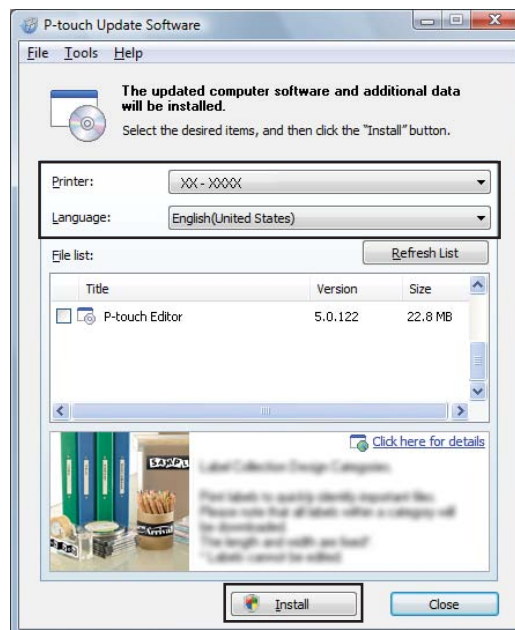
Click [P-touch Update Software] on [Start]/[Apps] screen or double-click [P-touch Update Software] on the desktop.



- 2 Click the **[Computer software update]** icon.



- 3 Select the **[Printer]** and **[Language]**, select the check box next to P-touch Editor and then click **[Install]**.



- 4 A message is displayed to indicate that installation has finished.

## How to update the firmware (TD-2020/2120N/2130N only)

- 1 Turn the printer on and connect the USB cable.
- 2 For Windows® XP / Windows Vista® / Windows® 7  
Double-click the [P-touch Update Software] icon.

### NOTE

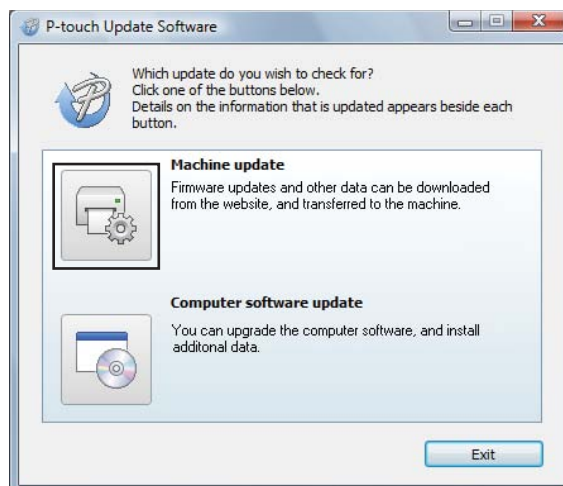
The following method can also be used to start the P-touch Update Software.  
Click the Start button, and then select [All Programs] - [Brother P-touch] - [P-touch Update Software].

### For Windows® 8

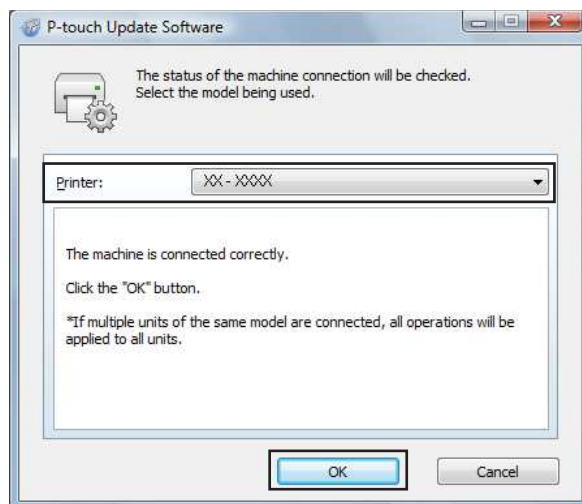
Click [P-touch Update Software] on [Start]/[Apps] screen or double-click [P-touch Update Software] on the desktop.




- 3 Click the [Machine update] icon.

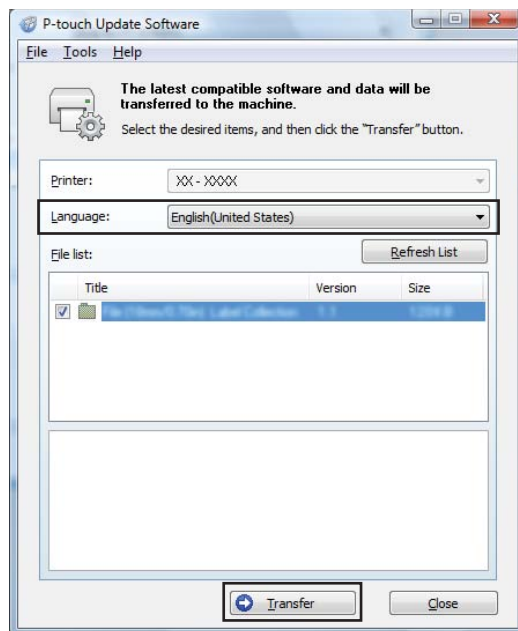


- 4 Select the **[Printer]**, ensure that **[The machine is connected correctly.]** is displayed, and then click **[OK]**.

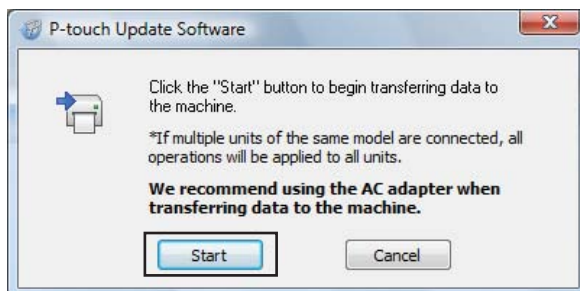


- 5 Select the **[Language]**, select the check box next to the firmware to be updated, and then click **[Transfer]**.

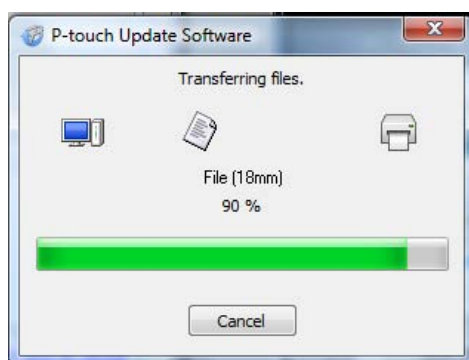
 Do not turn off the printer or disconnect the cable while the data is being transferred.



- 6 Check the content to be updated, and then click [**Start**] to begin the update.



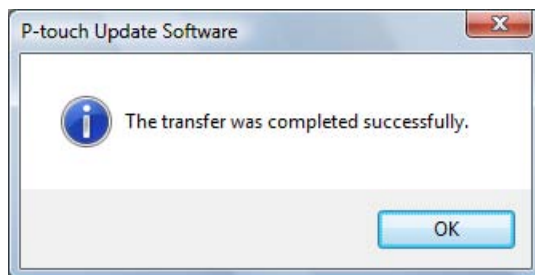
- 7 This screen is displayed on your computer while the software is being updated.



## NOTE

Do not turn off the machine during the update process.

- 8 Click [**OK**] to complete the update.

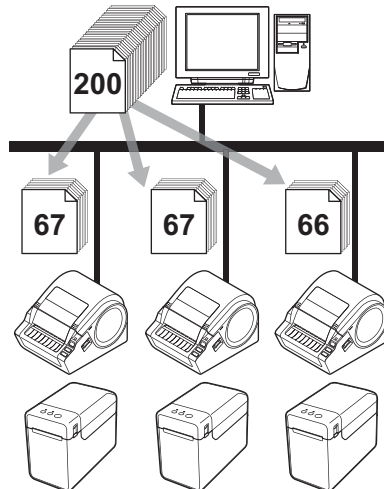


## Distributed printing

When printing a large number of labels, printing can be distributed among multiple printers. Since printing is performed at the same time, the total printing time can be reduced.

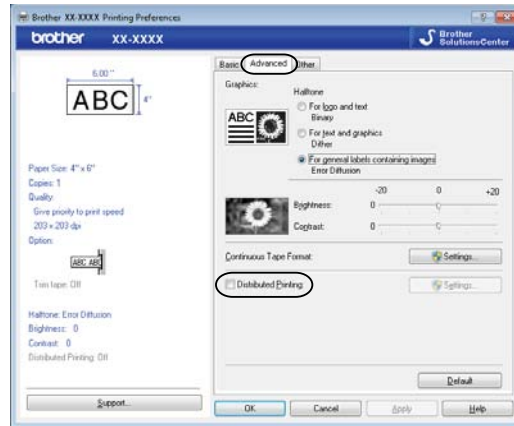
### NOTE

- Printing can be distributed to printers connected via a USB connection or network connection (Network Connection is available only with TD-2120N/2130N/4100N).
- The number of pages to be printed is automatically divided among the selected printers. If the specified number of pages cannot be evenly divided among the printers, it will be divided in the order of the printers listed in the dialog box when the print settings are specified in step ④.

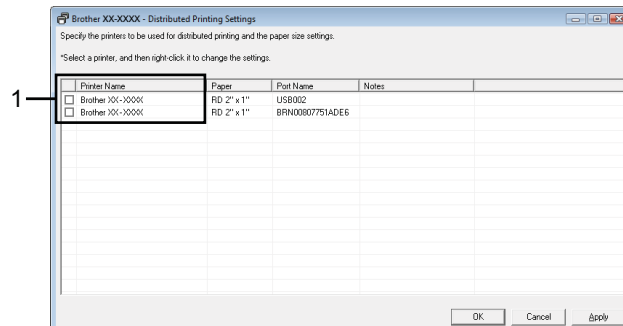


- ① From the **[File]** menu in P-touch Editor 5.0, click **[Print]**.
- ② Click **[Properties...]**.

- 3 Select the **[Advanced]** tab, select the **[Distributed Printing]** check box, and then click **[Settings]**.



- 4 In the **[Distributed Printing Settings]** dialog box, select the printers to be used for distributed printing.

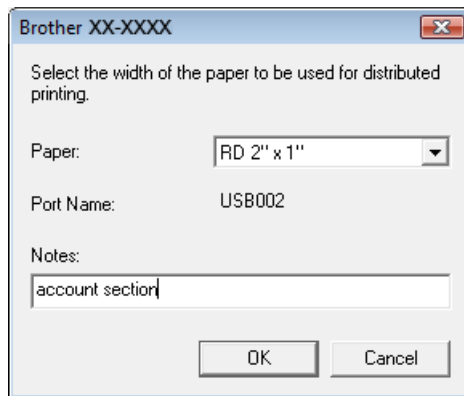


- 1 Select the check box beside the **[Printer Name]** to be used for distributed printing.

**5** Specify the label size to be used for printing.

**A. If only one printer has been selected.**

In the dialog box from step **4**, select the printer whose setting is to be specified, and then either double-click it or right-click it and click **[Settings]**. From the **[Paper]** drop-down list, select the label size.

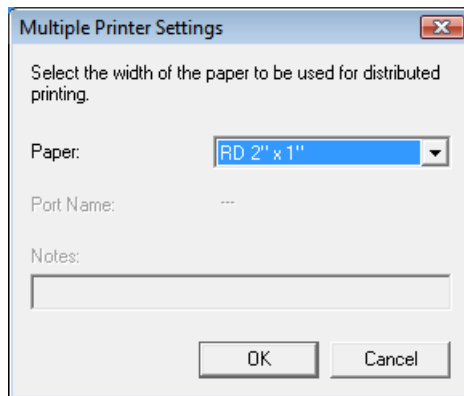


**NOTE**

- Information to be displayed in the dialog box from step **4** can be entered in the **[Notes]** text box.
- If you select **[\* Any paper]** from the **[Paper]** drop-down list, all selected distributed printers will print, regardless of the loaded label size.

**B. If multiple printers have been selected.**

In the dialog box from step **4**, select the printers whose setting are to be specified, and right-click them and click **[Settings]**. From the **[Paper]** drop-down list, select the label size. The same label size setting is applied to all selected printers.



**NOTE**

- The settings below **[Printer Settings]** and **[Notes]** are not available.
- If you select **[\* Any paper]** from the **[Paper]** drop-down list, all selected distributed printers will print, regardless of the loaded label size.

**6** Click **[OK]** to close the label size setting window.



- 7 Click **[OK]** to close the **[Distributed Printing Settings]** window. Setup is completed.
- 8 Click **[OK]** to start distributed printing.

---

**NOTE**

We recommend performing a connection test for your operating environment. For more information, contact a sales representative.

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## General procedure for the P-touch Template function

The general procedure for using the P-touch Template function is described below.

For details on specifying the various settings, refer to *Printing labels using P-touch Template* on page 60.

Before connecting the barcode reader to this printer, be sure to specify barcode reader settings and the settings in the P-touch Template Settings tool specified during preparation. For a detailed procedure, see *Preparation* on page 61.

- 1 Use P-touch Editor 5.0 to create a template, and then transfer it to the printer.
- 2 Connect the barcode reader to the printer.
- 3 Scan the “P-touch template command” barcode.  
This allows the settings to be specified or clears the previous settings.
- 4 Scan the “Basic settings” barcode.  
Specify the number of copies to be printed.
- 5 Specify the appropriate settings (A, B or C).

### A.Preset template printing

- 1 Scan the “Preset template number” barcode.

### B.Barcode printing

- 1 Scan the “Select template” barcode, then the barcodes under “For entering numbers”.
- 2 Scan the barcode whose data is to be used or copied.
- 3 Scan the “Begin printing” barcode.

### C.Database-assisted label printing

- 1 Scan the “Select template” barcode, then the barcodes under “For entering numbers”.
  - 2 Scan the key barcode for the database data to be used.
  - 3 Scan the “Delimiter” barcode.
  - 4 Scan the “Begin printing” barcode.
- 6 The specified label is printed.

## List of barcodes for specifying settings

These are the barcodes for specifying settings used with the *Printing labels using P-touch Template* on page 60.

### NOTE

---

- When using the barcodes in this list, set “Trigger for P-touch Template Printing” and “Command Prefix Character” to default in P-touch Template Settings.
  - When printing barcodes that will be scanned for printing labels, print the barcodes at a high resolution.
  - It is possible that these sample bar codes may not be read correctly, depending on the quality of your printout.
- 

- P-touch template command (Initialize + begin specifying settings)



Escia3^II

- Basic settings

#### Number of copies <sup>1</sup>



^CN

■ For entering numbers <sup>1</sup>



■ Preset template number

**Preset template 1**



**Preset template 2**



**Preset template 3**



**Preset template 4**



A

**Preset template 5**



**Preset template 6**



**Preset template 7**



**Preset template 8**



**Preset template 9**



**Preset template 10**



■ Select template



■ Number of serialized copies



■ Delimiter



■ Initialize template data



■ Begin printing



<sup>1</sup> These are used when specifying the number of copies printed and when selecting a template number. Scan barcodes to specify a three-digit number, such as [0][0][7] or [0][1][5]. The setting is automatically applied when three digits have been specified. To change settings, scan the “Number of copies” barcode again when changing the number of copies or scan the “Select template” bar code again when changing the template number, and then scan the bar codes for the new three-digit number.

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