brother®

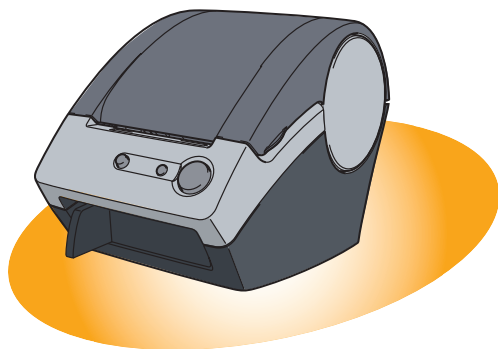## BROTHER QL-500/550/650TD/1050/1050N
PC LABEL PRINTER

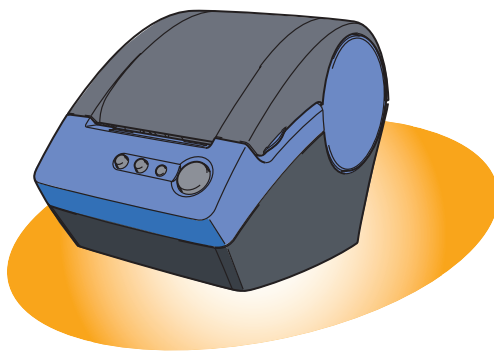DK ROLLS P-touch®

Software User's Guide

QL-500

QL-650TD

QL-550

QL-1050/1050N

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Introduction

Creating Labels (For Windows)

Creating Labels (For Macintosh)

Appendix

Introduction

Congratulations on purchasing a Brother QL-series label printer.

The Brother QL-500/QL-550/QL-650TD/QL-1050/QL-1050N label printer (hereafter referred to as "the printer") enables you to quickly and easily print custom labels created with the label software, P-touch Editor. With the Brother QL-650TD, you can also create and print labels directly from the label printer which is connected to a PC.

▶ About This Manual

This manual is a "PDF manual" contained on the included CD-ROM.

> In this manual, when the mouse pointer changes to 👆 you can just click to jump to the corresponding pages.
> For the basic functions of Adobe® Reader, refer to the Adobe® Reader Help files.

▶ Manual Structure

The following manuals are provided to help you use the printer properly and extensively.
Make sure to read them before using the printer.

● Setup & Operation Guide (Quick Start Guide)

Read this guide before reading the Software User's Guide (this manual).
The guide includes information you should read before using the printer, such as general precautions for use, installation and setting up of the main unit, and how to create/print labels using just the printer (Brother QL-650TD only).
Also included is information describing how to install the accompanying software to connect the printer to a PC, and maintenance/troubleshooting of the printer.

● Software User's Guide (this manual)

This manual describes how to create labels using the P-touch Editor software that has been installed on a PC connected to the printer.

> • If you use Windows®, this manual can be can be viewed from the P-touch Setup application when it is run from the CD-ROM.
>   After installing this manual on your PC, you can also view it from the Start menu.
> • If you use a Macintosh®, refer to the PDF files in the [Manuals] folder on the CD-ROM.

▶ Symbols Used in this Manual

The symbols used throughout this guide are as follows:

> This symbol indicates information or directions that should be followed. If ignored, the result may be injury, damage, or failed operations.

> This symbol indicates information or directions that can help you better understand and use the printer more efficiently.
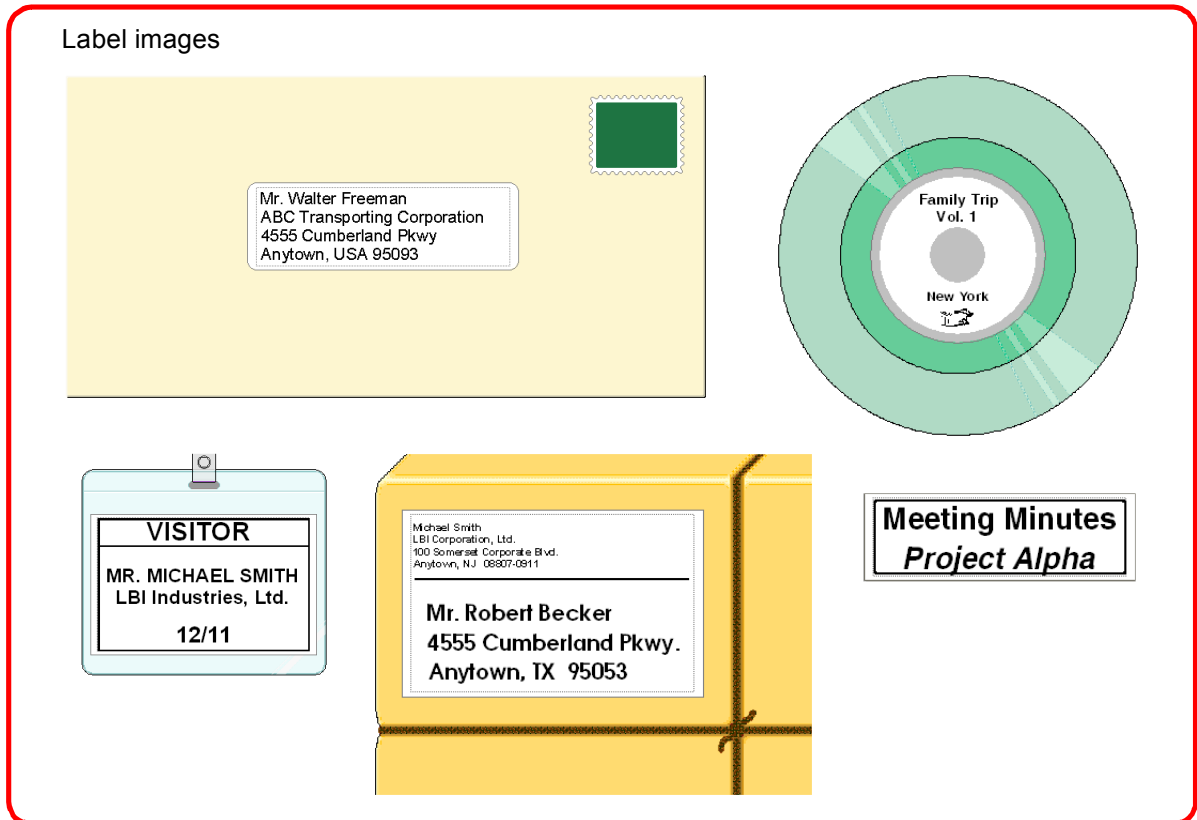
Creating Labels (For Windows)

Label Creation Overview

This section describes the general procedure for creating labels using the printer.
For detailed step-by-step instructions, refer to the related pages or Help files.

▶ From Label Creation to Printing

1 **Choose the type of label you want to create.**

Label images

Mr. Walter Freeman
ABC Transporting Corporation
4555 Cumberland Pkwy
Anytown, USA 95093

Family Trip
Vol. 1

New York

VISITOR

MR. MICHAEL SMITH
LBI Industries, Ltd.

12/11

Michael Smith
LBI Corporation, Ltd.
100 Somerset Corporate Blvd.
Anytown, NJ 08807-0911

Mr. Robert Becker
4555 Cumberland Pkwy.
Anytown, TX 95053

Meeting Minutes
Project Alpha

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

The printer comes with sample roll. (Other rolls can be purchased separately.)

Check the appropriate DK Roll for the label
you will create.

Install the DK Roll.

VISITOR

MR. MICHAEL SMITH
LBI Industries, Ltd.

12/11

DK
ROLLS

➔Setup & Operation Guide or Quick Start Guide

➔Setup & Operation Guide or Quick Start Guide
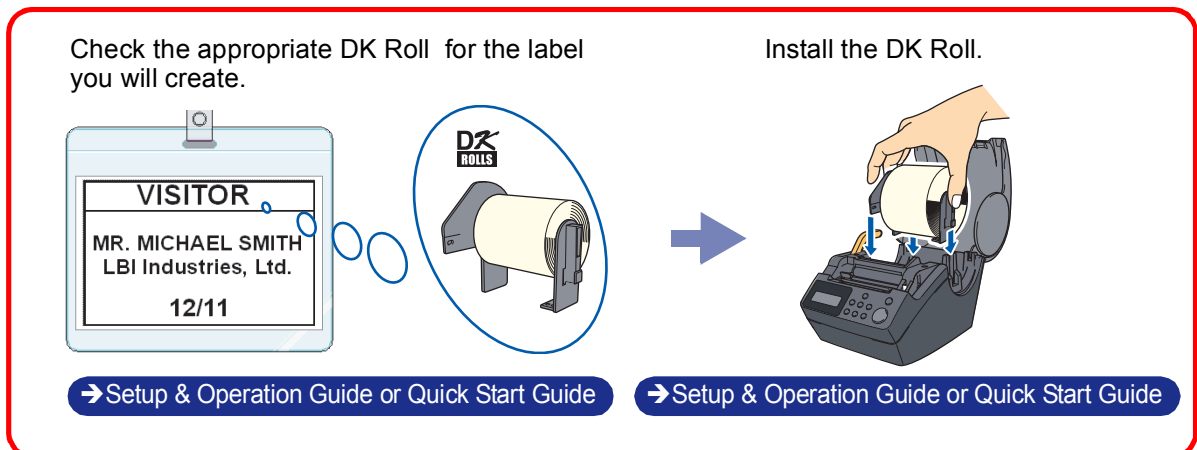
3 Create and print the label.

Select your preferred method: printing labels directly from the printer, or print from a PC.

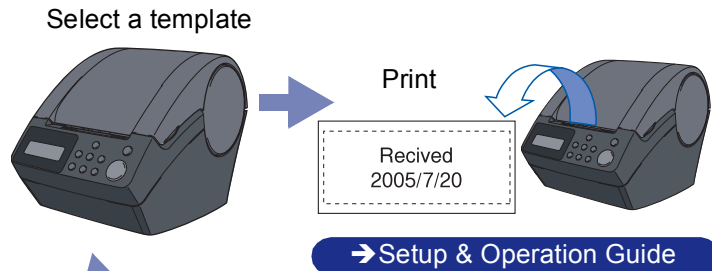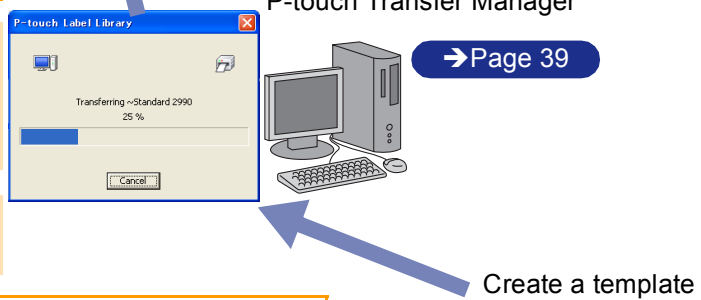### Printing directly

Create and print a label using just the printer. (Brother QL-650TD only) The QL-1050 can also transfer templates, but it cannot select templates with machine side operation. So use the ESC/P command, which can transfer templates.
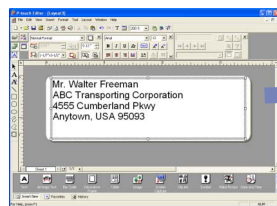
Select a template

Print

Recived
2005/7/20

→Setup & Operation Guide

Transfer

Printing using the PC

After creating a template with your PC, create and print the label using the printer.

P-touch Transfer Manager

→Page 39

Create and print the label using a PC.

Create a template

→Page 39

Create and print a label using P-touch Editor.

P-touch Editor

P-touch Editor

Mr. Walter Freeman
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Anytown, USA 95093

Mr. Walter Freeman
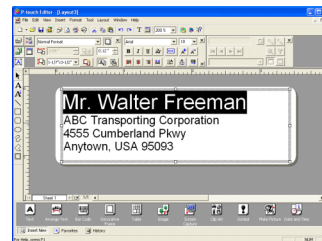ABC Transporting Corporation
4555 Cumberland Pkwy
Anytown, USA 95093

Enter the text   →Page 9

Edit the label

→Page 7
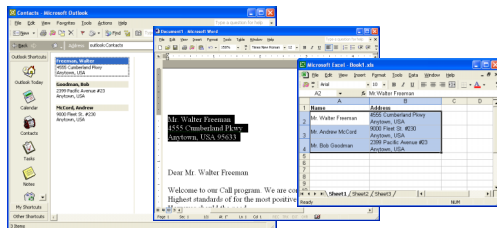
Use an application from another manufacturer.

Microsoft® Word/Excel/Outlook® Add-In functions

Import the text

→Page 26

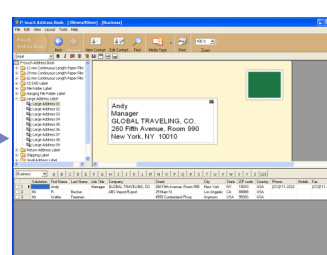Create and print a label using P-touch Address Book.

P-touch Address Book

P-touch Address Book
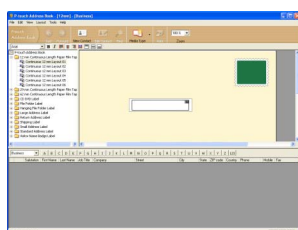
Enter the text   →Page 35

Import the text   →Page 36

Edit the label

→Page 37

Introduction

Creating Labels (For Windows)

Creating Labels (For Macintosh)

Appendix

How to Use P-touch Editor

This section explains the procedure for creating various kinds of labels using P-touch Editor.

▶ Starting P-touch Editor

1 **Click [Start]-[All Programs (Programs)]-[Brother P-touch]-[P-touch Editor 4.2].**

You can also start the P-touch Editor using the following methods (only if you created the shortcut during installation):
• Double-click the shortcut icon on the desktop.
• Click the shortcut icon on the Quick Launcher bar.

When the P-touch Editor is launched, the [Startup] dialog box appears, allowing you to select whether you want to create a new label layout or open an existing label.

To specify how the P-touch Editor works when it starts, click [Tool]-[Options] to display the [Options] dialog box. In the [General] tab, you can choose the setting in the [Operations] list box in the [Startup Settings]. Normally, select [Display Startup Dialog Box].

2 **Select an option in the [Startup] dialog box and click OK.**

• When you select [New layout] , [Apply a Layout Style], or [Open the Last Layout Used], the layout window appears.
• When you select [Use the Auto Format Wizard], the [Auto Format Wizard] appears. This dialog box allows you to create a layout by choosing an existing template.
• When you select [Open an Existing Layout], the [Open] dialog box appears. You can use a previously saved layout. Refer to ➔"Opening a Label File" on page 11.
• When you select [Help-How To], the P-touch Editor Help appears.
The Help files allow you to learn step by step how to create a label layout.
• When you select [Check for Updates] with a PC connected to the Internet, you will be taken to the Brother Solutions Center. Use this Brother Solutions Center to check for the latest software downloads and FAQs.
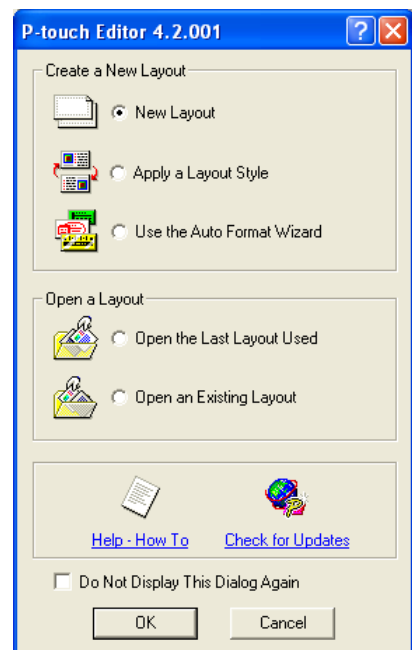
Layout window

The layout window consists of the following seven sections:
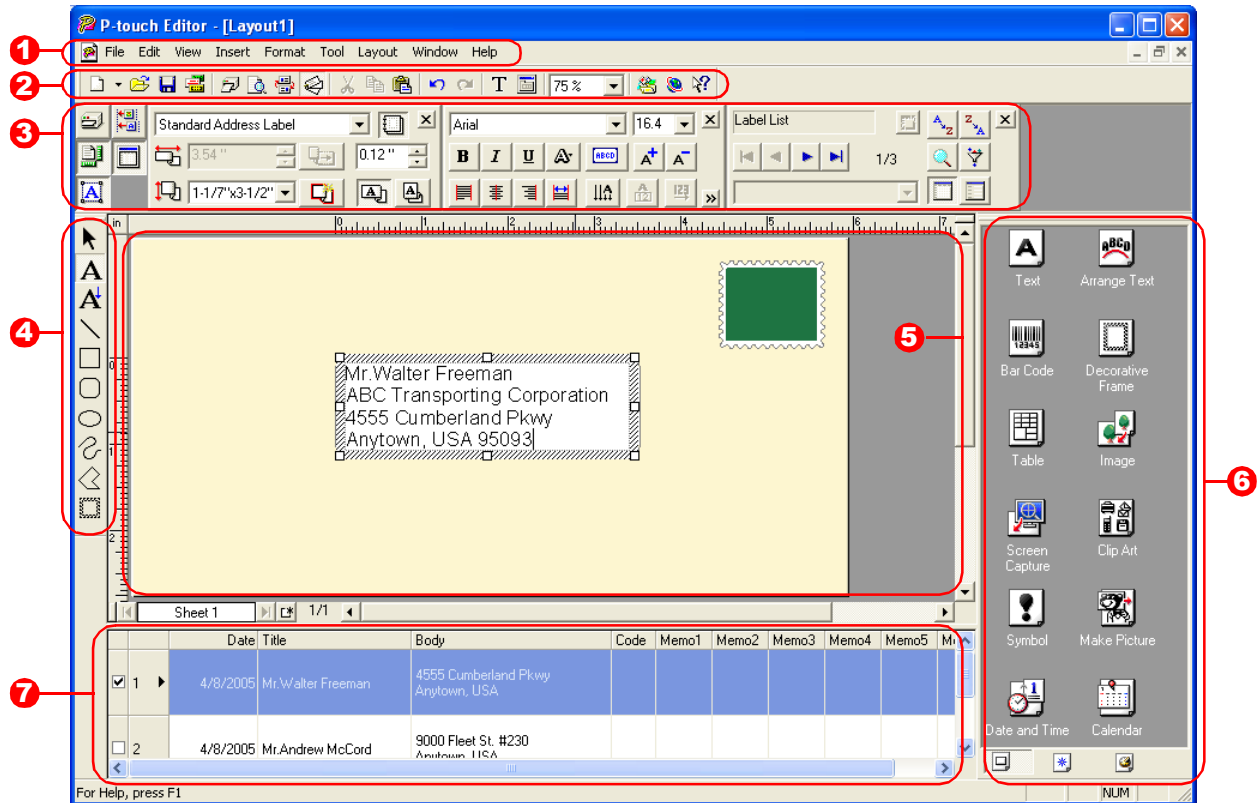
❶ Menu

Commands are categorized under each menu (File, Edit, View, and Insert) by function.

❷ Standard toolbar

A group of frequently used commands (New Layout, Open, Save, Auto Format, etc.) are provided in this toolbar.

❸ Property dock

The property dock contains the Print, Page, Text, Layout, and Database property boxes. Click on the buttons at the left of the dock to show/hide the corresponding property box.

❹ Draw toolbar

Provides tools for selecting an object, entering text, drawing graphics, and so on.

❺ Layout work area

The layout work area is used to display and edit objects.

❻ Object dock

Using the object dock, you can easily insert and format text, barcodes, frames, tables, figures, etc.

❼ Label list/Database window

Displays a database or a label list.

The [View] menu allows you to show/hide the toolbars, docks, and windows.

► Creating an Address Label

This section describes the process of creating an address label.

## 1 In the Page properties box, select [Standard Address Label] from the [Label Format] list box.

📝 If the Page property box is not shown in the Property dock, click 🖳 to display the box.

- The label format in the layout work area changes to Standard Address Label.
- The tape length and width settings are automatically set to the size of a standard address label.
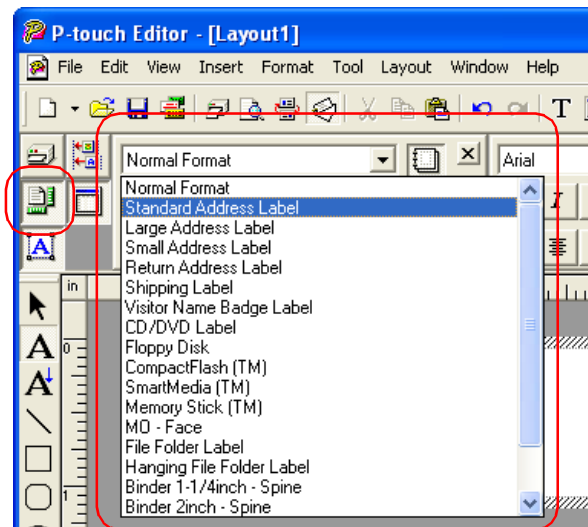
2 Click Ⓐ(Text) in the Object dock and type in the name and address.
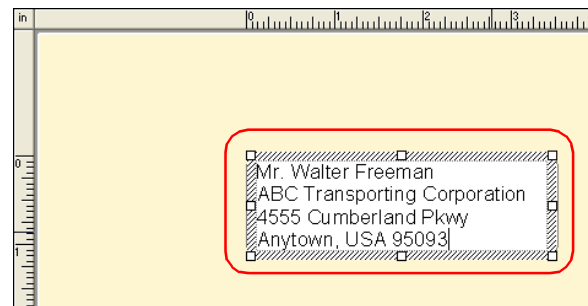
3 Adjust the font size.

Select the name and apply the bold (**B**) and scaled-up font size (A⁺) settings using the Text property box.
Select the address and apply the scaled-down font size (A⁻) setting.

📝 • When the Text property box is not shown in the Property dock, click Ⓐ to display the box.
- Changes made in the Text property box will be applied only to the selected text.
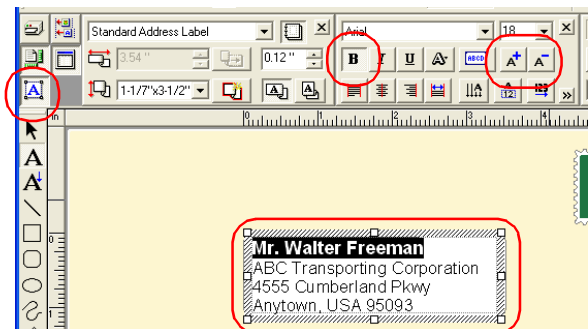
Now you are ready to print your label.
For detailed information on how to print, refer to ➜ "Printing a Label" on next page.

▶ Printing a Label

This section explains the procedure for printing a label you have created.

1 **In the Print property box, set the number of copies to be printed to [1] and click** 🖶 Print **.**

The label is printed.

> ✎ If the Print property box is not shown in the Property dock, click 🖼 to display the box.

2 **Cut off the printed label using the Cut button or the Cut lever (Brother QL-500) of the printer.**

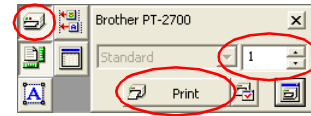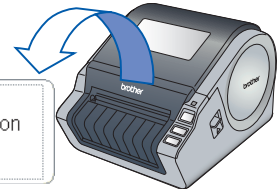> ✎ In the [Print] dialog box, if [Auto Cut] is checked in [Options], the printed labels will be automatically cut. (Not available for QL-500)

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Anytown, USA 95093

Print Options and label cutting

When you click 🖼 in the Print property box, the [Print] dialog box appears.

This dialog box allows you to set the print options and the number of copies.

> ✎ You can set the number of labels between cuts with the Option tab in the Print dialog box displayed when you click the Properties button. (QL-1050/1050N only)
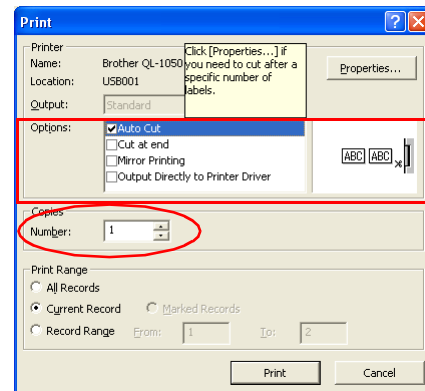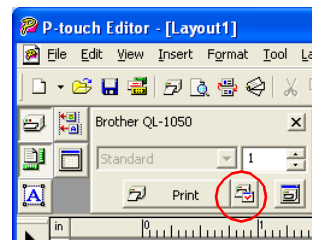
Setting		Description
Options	Auto Cut (QL-550/650TD/ 1050/1050N)	When this check box is checked, each label will be automatically cut. When this check box is not checked, labels won't be automatically cut after printing. Press the Cut button in the printer to cut.
	Cut at end (QL-650TD/ 1050/1050N)	When multiple labels are printed, only cuts after the final label is printed.
	Mirror Printing	When this check box is checked, labels will be printed so they can be seen when looking through a window.
	Output directly to Printer Driver	For normal use, this check box should be checked.
Copies	Number	Used to specify the number of copies to be printed.

> By clicking [Properties...] in the [Print] dialog box, you can select more detailed settings.
> For example, you can specify that priority be given to printing quality or printing speed when printing labels.
> When you print labels that require higher quality, such as barcode labels, select [Give priority to print quality].

▶ Saving a Label

You can save a label you have created in a file for later use. This section explains the procedure for saving a label you have created.

1 Click [File]-[Save As].

The [Save As] dialog box appears.

> If the same file already exists, changes are saved to the existing file.

2 Select the folder where you want to save the file, enter the [File name], and then click [Save].

The file is saved in the folder you have specified.

> You can enter up to 255 characters for the [File name], the following characters are not allowed:
> / \ > < * ? " | :
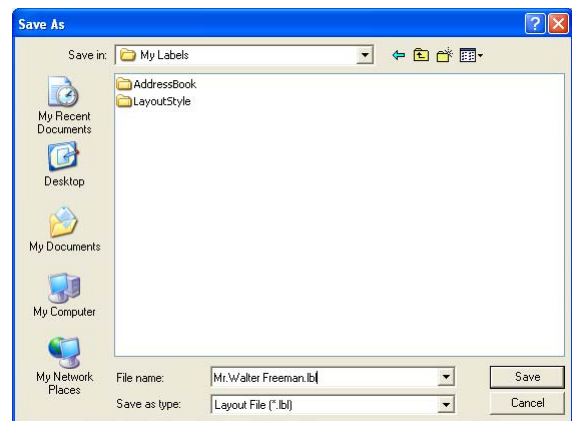
▶ Opening a Label File

To use a label you have saved, open the label file. This section describes the procedure for opening the label file.

1 Click [File]-[Open].

The [Open] dialog box appears.
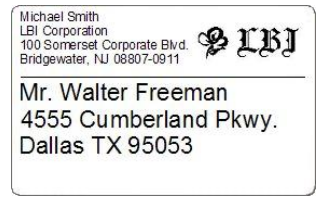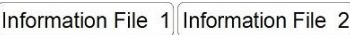
2 Select the folder containing the file you want to open, select the file, and click the [Open].

In the layout window, the label layout from the selected file is displayed.

▶ Creating Different Types of Labels

The following are examples of the labels that can be created using various functions of the P-touch Editor. Refer to the Creating Labels section in the P-touch Editor Help for further details.

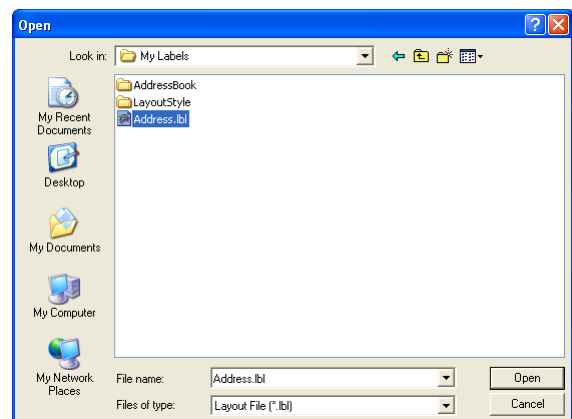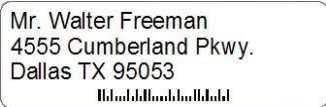| Help Section	Sample Label	Process
1: Making an address label with P-touch Editor	Mr. Michael Smith LBI Corporation 100 Somerset Corporate Blvd. Bridgewater, NJ 08807-0911	• Printing • Saving a layout
2: Changing the text properties of an address label	Mr. Michael Smith LBI Corporation 100 Somerset Corporate Blvd. Bridgewater, NJ 08807-0911	• Changing the font size and style • Adjusting text, images and other objects
3: Making an address label by using an Add-in	Mr. Michael Smith LBI Corporation 100 Somerset Corporate Blvd. Bridgewater, NJ 08807-0911	Using add-ins • Microsoft® Word • Microsoft® Excel • Microsoft® Outlook®
4: Making a label by using the label list	Mr. Walter Freeman 4555 Cumberland Pkwy. Dallas TX 95053	• Saving to the label list • Using label list to create a new layout
5: Using layout styles to create labels	Michael Smith LBI Corporation 100 Somerset Corporate Blvd. Bridgewater, NJ 08807-0911 Mr. Walter Freeman 4555 Cumberland Pkwy. Dallas TX 95053	• Choosing/Changing the default layout style • Editing and saving a layout style
6: Making a label by using a database	USB Cable CB-001 AC Adapter AC-123	• Using / Connecting an Microsoft® Excel file
7: Making a banner or sign with continuous length tape	⊗NO SMOKING⊗	• Specifying the label length or using auto setting • Inserting clip art illustrations
8: Making sequential labels using the Numbering function	Information File 1 Information File 2	• Specifying the field to increment (numbering field) • Printing
9: Using P-touch Editor to make a label that contains a bar code	*19.99*	• Selecting a protocol
10: Making address labels with continuous length tape	Mr. Michael Smith LBI Corporation 100 Somerset Corporate Blvd. Bridgewater, NJ 08807-0911	• Using tape as vertical direction
11: Making a label by using the Auto Format feature	Emergency Exit	• Using the Auto Format function
12: Making a label by using the P-touch Library	Mr. Michael Smith LBI Corporation 100 Somerset Corporate Blvd. Bridgewater, NJ 08807-0911	• Using the P-touch Library

▶ Using the P-touch Editor Help

The P-touch Editor Help offers detailed information on available features and explains on how to use the P-touch Editor.

● Opening the Help files

1 Starting P-touch Editor

Refer to ➔"Starting P-touch Editor" on page 7.
The layout window appears.

2 Click [Help]-[P-touch Editor Help].
Or, press the [F1] key on the keyboard.

The [P-touch Editor4 Help] window appears.

P-touch Editor Help window
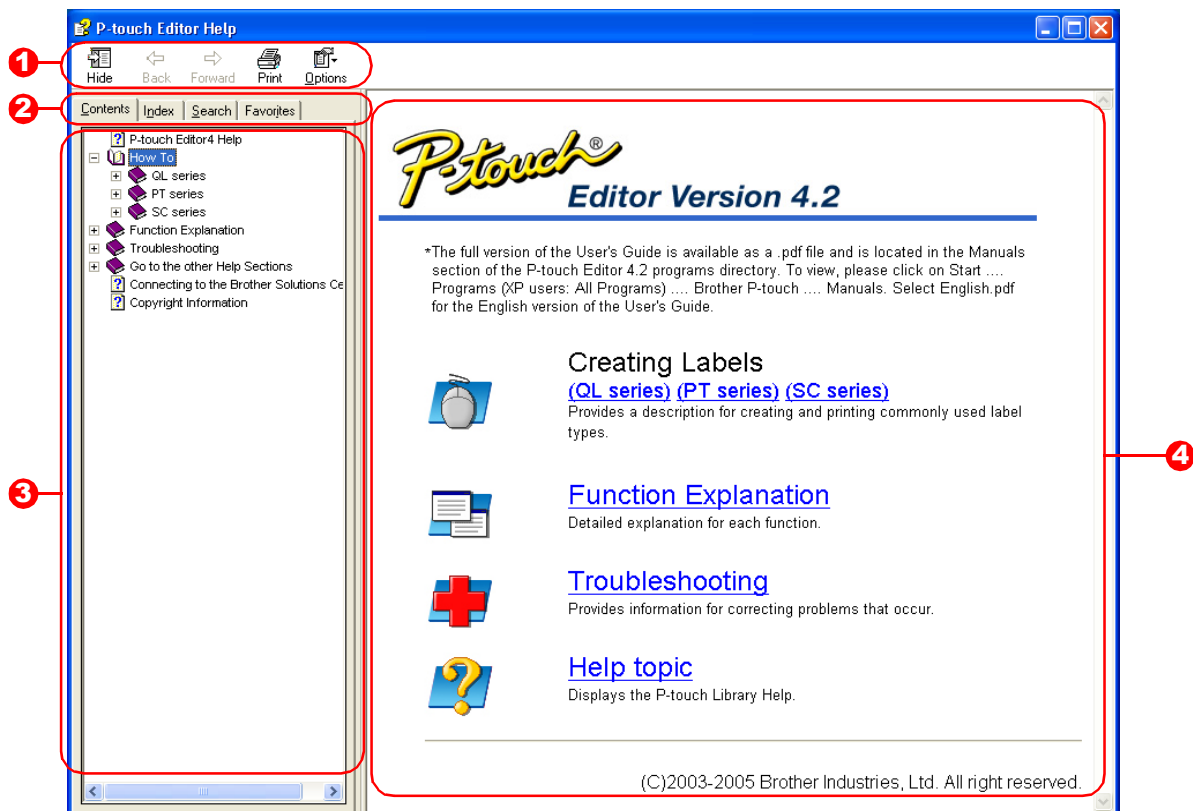
❶ **Toolbar**

A group of icons that allows quick and easy access to the Help.

❷ **Tabs**

Using four different ways ([Contents], [Index], [Search], and [Favorites]), you can search the information in the P-touch Editor Help.

❸ **Menu**

Displays the information for the tab you chose.

❹ **Topic Area**

Displays the description for the item you chose.

● Printing a Help description

The information given in P-touch Editor Help can be printed. Use your normal printer to print the P-touch Editor Help information.

1 In the [Contents] tab, select any topic you want to print.

2 Click [Print] on the Toolbar.

The [Print Topics] dialog box appears.

3 Select the range of topics to be printed, and click [OK].

The [Print] dialog box appears.

Print Topics

You can print the selected topic or all the topics in the selected heading. What would you like to do?

◉ Print the selected topic

○ Print the selected heading and all subtopics

[OK] [Cancel]
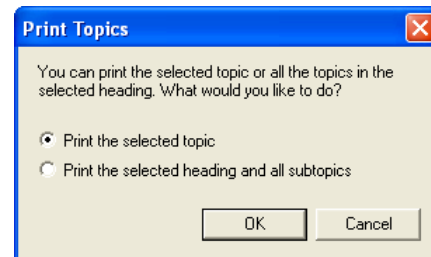
4 Specify the [Printer] item and click [Print].

The Help information is printed.

Select a normal printer that supports general paper sizes, such as Letter.

▶ Creating Labels Efficiently

To create labels efficiently, you can utilize the Label List and Database functions of P-touch Editor. Since labels can be automatically created from a database or label log, you can create many labels quickly and easily if you specify the label layout beforehand.

The label list function allows you to create a data log by directly entering text into the label list window of the P-touch Editor. The log can also be edited (added, deleted, or modified). The list is saved together with the labels to allow you to use it again.

The database function is used to import information from an existing database created by another application. For detailed information on the database function, refer to ➜"Using external database files" on page 23.

> • The label list can be exported only in the CSV format.
> • Supported database file formats are: mdb (Microsoft® Access), xls (Microsoft® Excel), csv, and txt.
> • To create labels using the Add-In function of the P-touch Editor in any other application, refer to ➜"Creating Labels with Other Applications" on page 26.
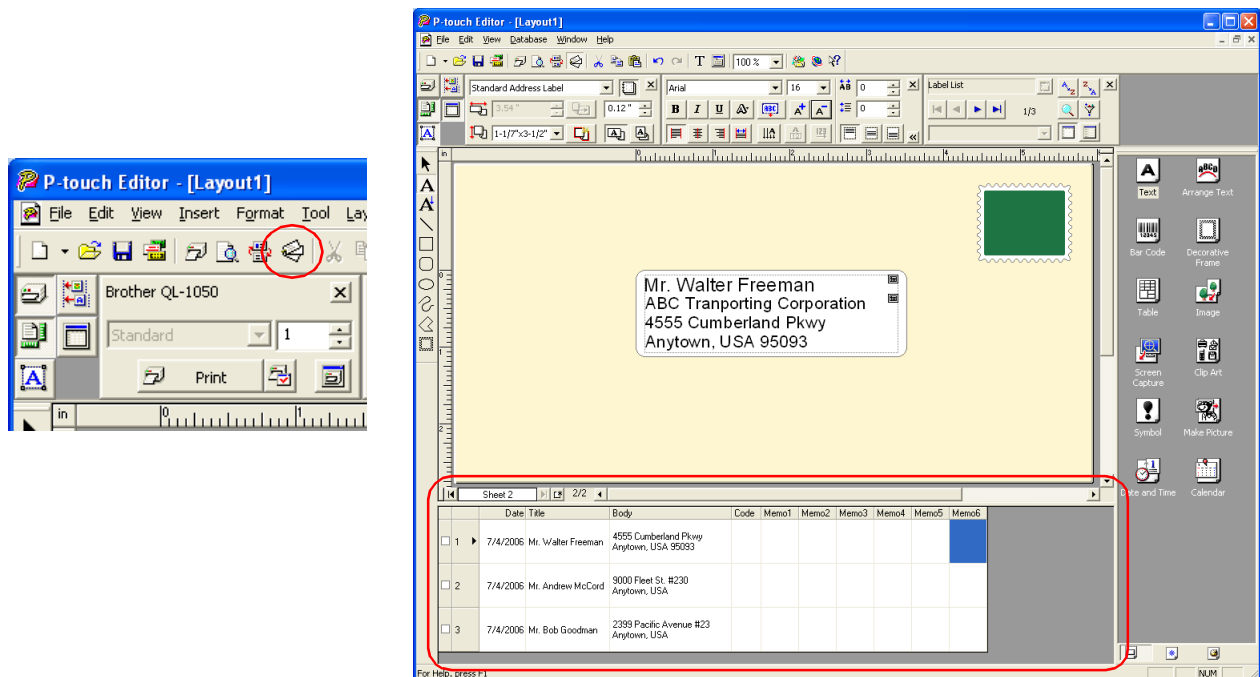
● Using the Label List

Using the following example, this section describes the procedure for creating address labels by directly entering text into the label list.
First, create a new layout by referring to ➜"Creating an Address Label" on page 9 and choose the label size.

Opening the Label List

1 **Click [File]-[Database]-[Label List].**
The Label List/Database window appears.

Switching the Label List view

There are two ways to display the Label List/Database window: Record View and Form View. To change the view, right-click in the Label List/Database window, and select either Record View or Form View.

■Record View
This view displays the list information.

❶ Record selector

Clicking the record selector allows you to select a record.
The selected record is highlighted. The active record is indicated by a ▶ mark.

❷ Field selector

Displays the field names.

❸ Cell

Displays the field information for each field in a record.

❹ Record check mark

Records with a mark can be printed.

Once fields are linked to a label layout, the corresponding data from the database automatically appears in the label when a record is selected.
To change what you see on the label, select another record.

> • The font used in the record view can be changed by choosing a different setting in the [Database] tab in the [Options] dialog box.
> Click [Tool]-[Options] in the menu to open the [Options] dialog box. (If [Tool] is not displayed, click on the layout work area once.)
> • The height of a record can be adjusted by dragging the record divider line in the record selector column. Similarly, the width of a field can be adjusted by dragging the field divider line in the field selector row.

■Form View
Displays the data for the current record in a form.

❶ Field name

Displays the field names.

❷ Field data

Displays the field information for the record selected in the record selector.
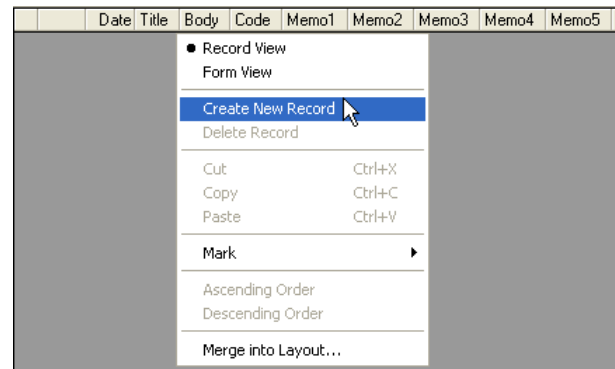
Entering data

In the following example, type an address and a name in the Body field.

1 **Right-click in the Label List/Database window, and click [Create New Record].**

You can also display the menu by right-clicking on the record selector.

	Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5

● Record View
Form View
Create New Record
Delete Record

Cut   Ctrl+X
Copy   Ctrl+C
Paste   Ctrl+V

Mark   ▶

Ascending Order
Descending Order

Merge into Layout…

A new record is added to the list.

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
☐	1 ▶	4/8/2005									

2 **Double-click in the [Body] field to place the cursor in the field, and type in the address and name.**

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4
☐	1 ▶	4/8/2005		Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA					

- To enter a new line in a cell, hold down the [Ctrl] key and press the [Enter] key.
- The field name cannot be modified.

3 **Repeat Step 1 to enter the data for all the fields you need.**

4 **To add another new record, right-click in the Label List/Database window and click [Create New Record].**

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4
☐	1 ▶	4/8/2005		Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA					

● Record View
Form View
Create New Record
Delete Record

A new record is added to the list.

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4
☐	1	4/8/2005		Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA					
☐	2 ▶	4/8/2005							

5 **Enter data, such as the name and address, for the new record.**

6 **To add more records, repeat Steps 4 and 5 above.**

Layout Styles

The Layout Style function allows you to create labels using label list information in a simple way.

■What is a Layout Style?
• The Layout Style function lets you use a variety of saved label layouts easily.
• You can also save new layouts you have created, and later recall them quickly and easily.

■When is it useful to use a Layout Style?
• You can easily create labels by simply selecting a layout style and typing text in the P-touch Editor Layout window.
• With the Merge Fields function, you can quickly create and print labels by dropping a dragged data from the Label List or a database.

■Changing the Layout Style for each DK Roll
A default layout style can be specified for each type of DK Roll.

Default layout styles have been preset. You may make changes to the default styles by following the procedure below:

---

1 **Choose the DK Roll for the layout style you want to change, and insert it in the printer.**

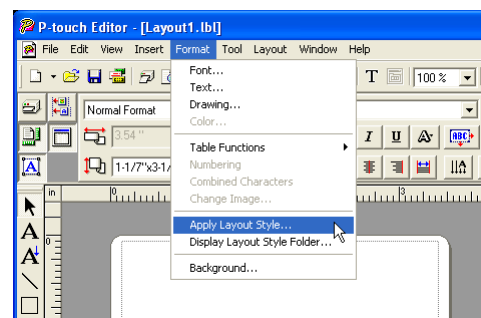**2** **Click [Format] -[Apply Layout Style].**

If [Format] is not displayed, click on the layout work area once.
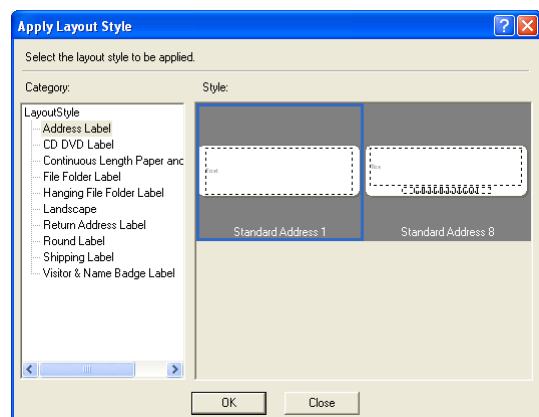
The [Apply Layout Style] dialog box appears.

• The layout style that is currently the default is surrounded with a frame.
• If your desired layout style is not listed, create a new layout style.
• Refer to the following section "Using a Layout Style to create labels".

---

3 **For the inserted DK Roll, click the layout style you want to use, and click [OK].**

Now the default layout style for the DK Roll installed in the printer has been set.

■Using a Layout Style to create labels

1 **With the Label List/Database window displayed, click [Format]-[Apply Layout Style].**
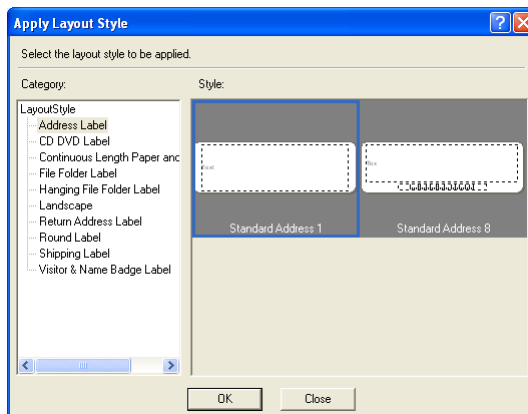
> If [Format] is not displayed, click on the layout work area once.
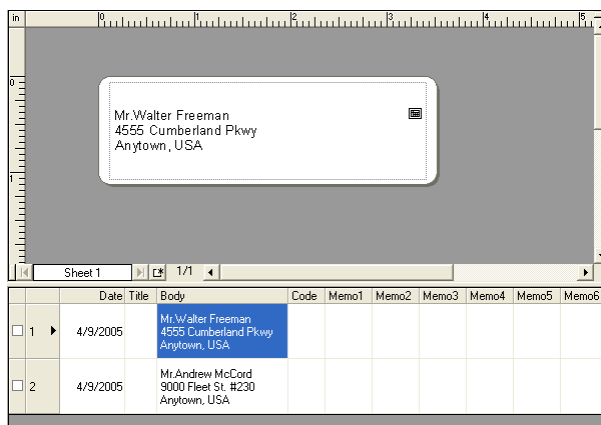
The [Apply Layout Style] dialog box appears.

2 **Select a layout suitable for the label you want to create, and click [OK].**

> Every DK Roll has its own default layout. The layout style for that DK Roll is automatically saved as the default setting.

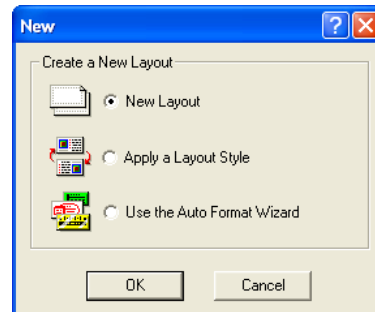**3** **Return to the Layout window to check the labels.**

■Creating and registering a new Layout Style

When there is no layout style appropriate for the label you want to create, you can create a new layout style. You can then save it as a new layout style for later use.
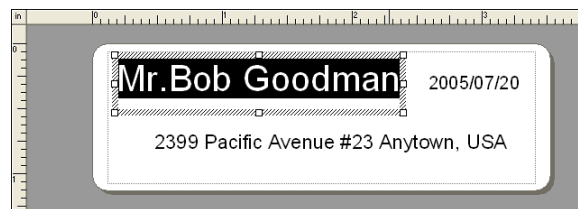
1 Click [File]-[New].

The [New] dialog box appears.

2 Click [New Layout], and click [OK].

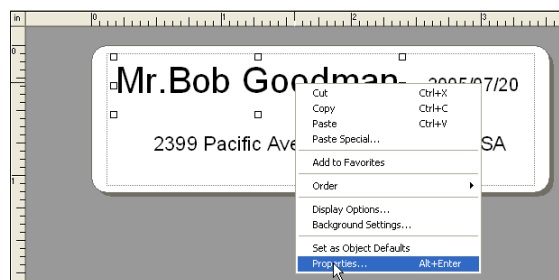**3** Create a text object and adjust its position or format.

4 Right-click on the created text object and select [Properties] from the menu displayed.

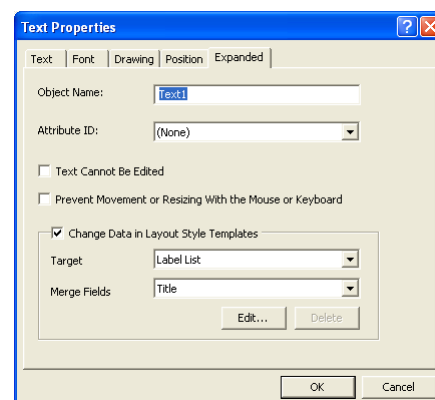The [Text Properties] dialog box appears.

> The [Text Properties] dialog box also appears when you double-click the created text object.

5 Click the [Expanded] tab and check the [Change Data in Layout Style Template] check box.

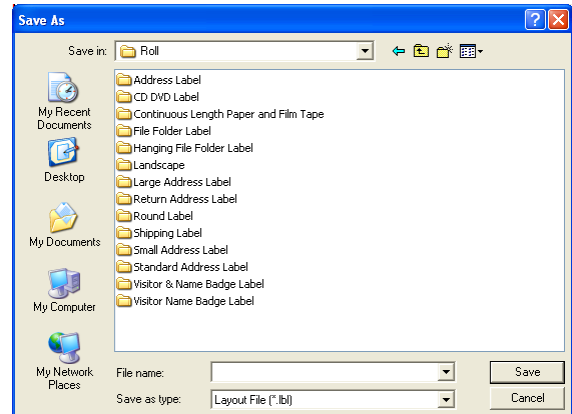Select [Label List] in [Target], select a field (such as [Title]) map from the label list, and click [OK].

6 Repeat Steps 4 and 5 for every text object you have created.

7 Click [File]-[Save As].

The [Save As] dialog box appears.

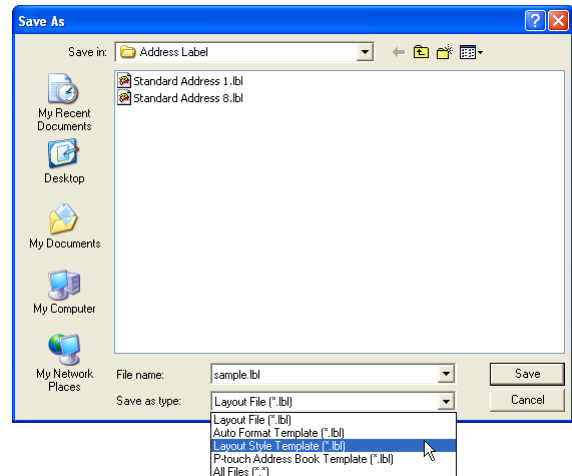## 8 Move to the folder in which you want to save the label layout.

9 From the [Save As] type pull down, select [Layout Style Template].
Enter the [File name] and click Save .

The layout style you have created is now saved.
At this point, the new style has not yet been applied to the label list information.
You need to apply the created layout style.

10 With the Label List/Database window displayed, click [Format]-[Apply Layout Style].
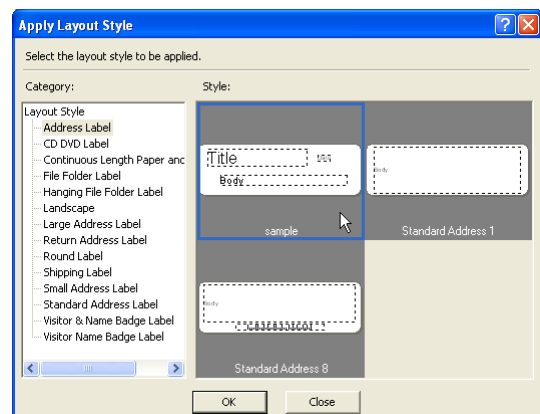
When [Format] is not displayed, click on the layout work area once now saved.

The [Apply Layout Style] dialog box appears.

11 Select the layout style you have created, and click OK .

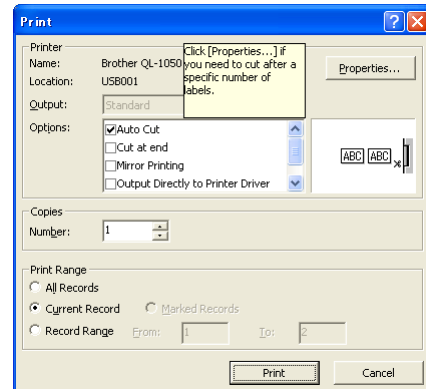The label list information and layout are now updated.

Printing labels from the Label List

1 **Click 🖼 in the Print properties.**

The [Print] dialog box appears.

2 **Choose the Print Options.**

Refer to ➜"Print Options and label cutting" on page 10.

3 **In [Print Range], specify the records to be printed.**

Print Range setting	Details
All Records	Prints all records in the database or Label List.
Current Record	Prints the record currently displayed.
Marked Records	Prints the records marked in the database or Label List.
Record Range	Prints the records designated by the range specified in the From and To boxes.

4 **Click Print .**

The labels are printed.

📝
- When you select any record in the database or label list and click 🔄 on the standard toolbar, the selected record can be printed instantly.
- Selecting records while holding down the [Ctrl] key allows you to select multiple non-contiguous records.

● Using external database files

This section describes the procedure for creating barcode labels with a database.
The following example uses a Microsoft® Excel file as a database.

> The supported database file formats are: mdb (Microsoft® Access®), xls (Microsoft® Excel), csv, and txt.

1 Prepare a database file.

The following example uses a file (.xls) created with Microsoft® Excel, as shown right.
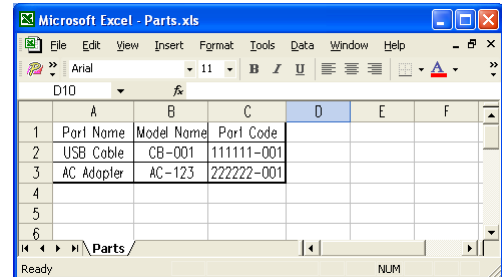
2 Start the P-touch Editor and specify the label size.

In this example, specify [1-1/7"x3-1/2"] for the Tape Width box in the Page properties.
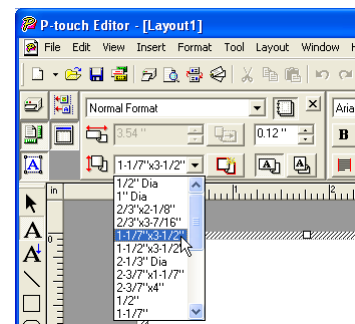
3 Click [File]-[Database]-[Connect].

The [Open Database] dialog box appears.
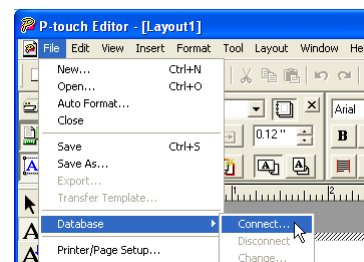
4 Select the Microsoft® Excel file you have prepared and click [Open].

The [Select Database Editing Mode] dialog box appears.

> If the file you use has multiple sheets, the [Table Selection] dialog box appears.
> Select the sheet you want to use.

5 Specify how the file will be opened, and click [OK].

The Database window appears.
• Connect as read-only.
  Used to print the original data.
  The data cannot be edited.
• Create a copy that can be edited.
  Allows you to update the database. The original database will not be changed.
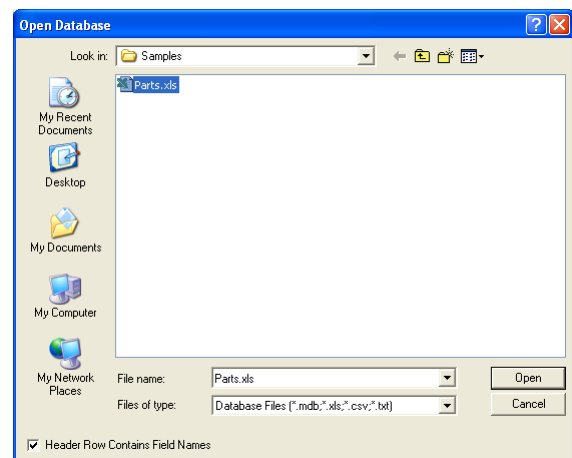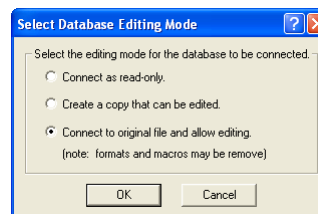• Connect to original file and allow editing.
  Allows you to update the original database. Cell types may be changed, and special settings such as macros may disappear.

6 Click [Part Name] (one of the field names in the Database window) to select it, and drag and drop it anywhere in the layout work area.

The pop-up menu appears.
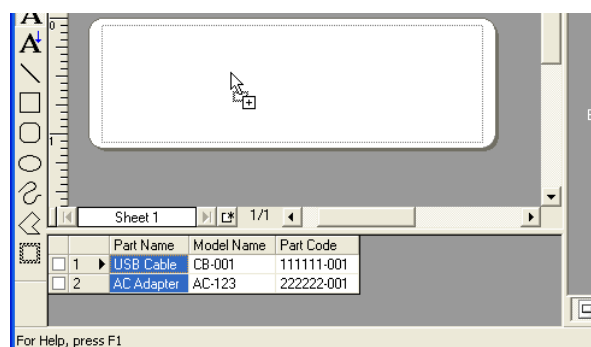
7 Click [Text].

The database content appears in the layout work area as text-based data.

📝 Change the font, style and format of the text as needed.
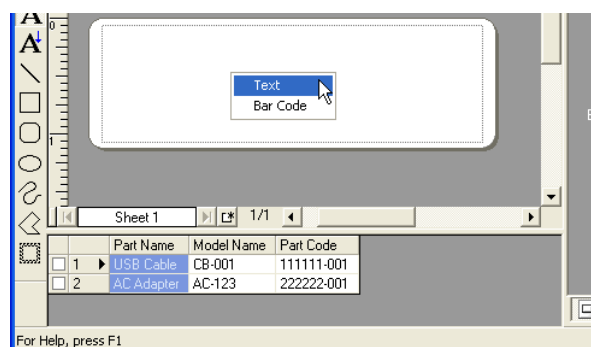
8 Repeat Steps 6 and 7 to display the [Model Name] data similarly.

9 Click [Part Code] (one of the field names in the Database window) to select it, and drag and drop it anywhere in the layout work area.

The pop-up menu appears.
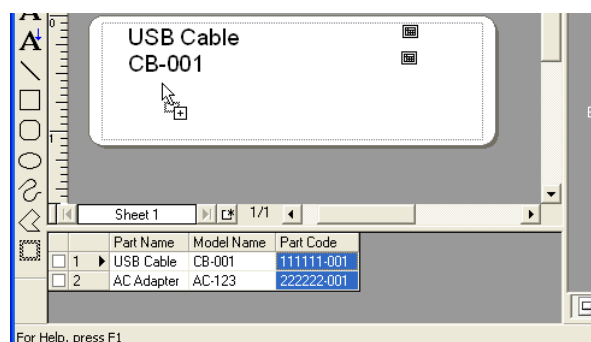
10 Select [Bar Code].

The database content is merged into the layout work area as bar code data.

📝 Change the format and settings of the bar code as needed.
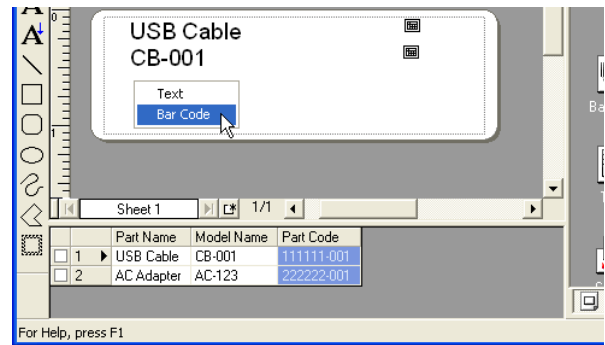
11 Click 🔳 in the Print properties.

The [Print] dialog box appears.

📝 If you want to print just the label shown in the layout work area, click 🖨 Print in the Print properties.
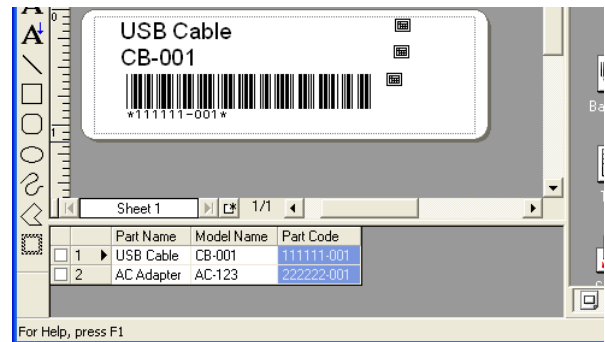
12 In [Print Range], select [All Records] and click Print .
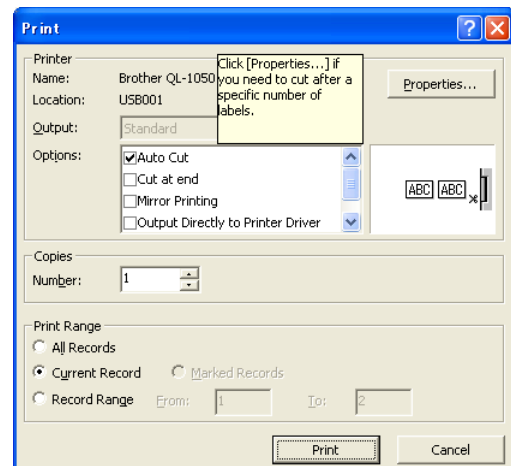
13 All the labels are printed, using the database information.

▶ Creating Labels with Other Applications

When installing the software, if you select the Add-In function, a P-touch tool will be automatically installed onto the Microsoft® Word, Excel, and Outlook® tool bar. (If Microsoft® Word, Excel, Outlook® are already installed on your PC.)
In each application, by selecting the text you want to print and clicking on the P-touch icon, you can create and print labels quickly and easily.

> • The Add-In function supports the following applications:
> Microsoft® Word 97/2000/2002/2003, Microsoft® Excel 97/2000/2002/2003, and Microsoft® Outlook® 2000/2002/2003
>
> • After the Add-In function is installed into Microsoft® Word, Excel, or Outlook®, the [Security Warning] dialog box may appear when starting these applications, depending on the application's security settings. If this dialog box appears, check the [Always trust macros from this source] checkbox, and click on [Enable Macros]. For details on security settings, refer to the Help files for the application.

● Add-In settings

To register or cancel the Add-In function, after the software installation, use the Add-In settings.

1 Click [Start]-[All Programs(Programs)]-[Brother P-touch]-[P-touch Tools]-[P-touch Editor 4.2 Add-Ins Utility].

The [Brother P-touch Add-In Settings] dialog box appears.
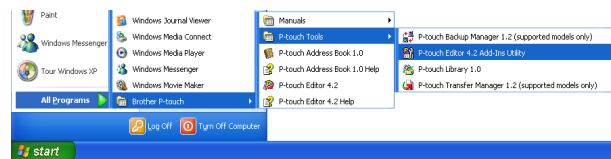
2 Click on the checkboxes for the applications in which the Add-In function is to be used, and turn off the checkboxes for the others.

[Apply] is used to specify what action is taken when the 🖉 (Add-In button) is pressed in each application.

• Add-In Preview : Displays the Add-In Preview.
• P-touch Editor : Starts P-touch Editor, enabling edit operations.
• Print Immediately : Prints the label.

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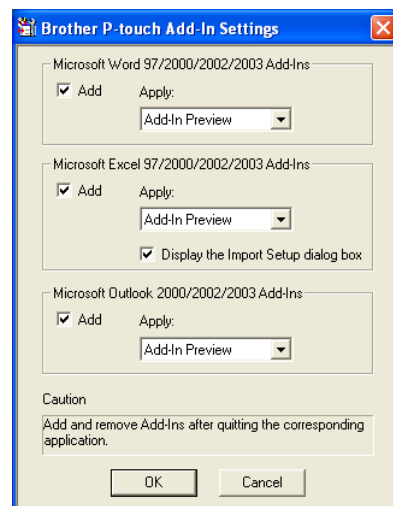
● Microsoft Word

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

Creating labels using Microsoft Word

1 **Open a Microsoft® Word document and select the text you want to print.**
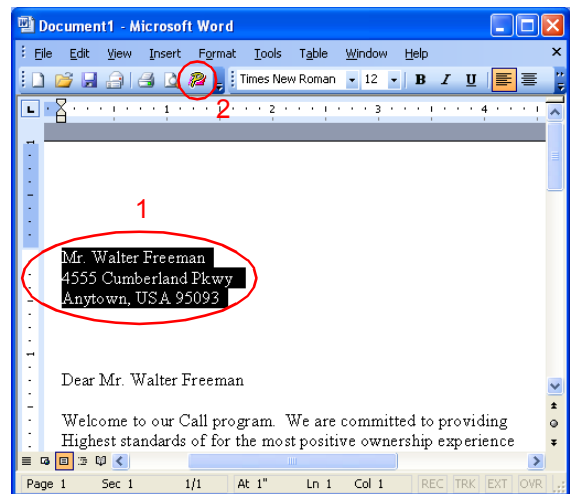
2 **On the Microsoft® Word standard toolbar, click [icon].**

The Add-In Preview window appears.
In the Add-In Preview window, the imported text is displayed in the preset layout style.
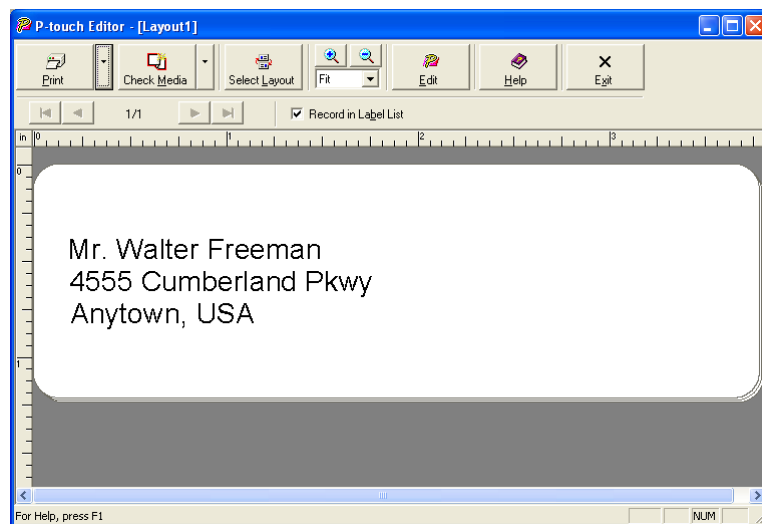
Toolbar in the Add-In Preview window

Icon	Button name	Function
Print	Print button	Prints labels.
▾	Print Settings button	Allows you to display the [Print] and [Printer Setup] dialog boxes using the menu displayed with a click on this button.
Check Media	Check Media button	Checks the size of the DK Roll.
▾	Paper Settings button	Used to select the paper.
Select Layout	Select Layout button	The [Apply Layout Style] dialog box appears. Allows you to choose a different layout style.

Icon	Button name	Function
[Zoom in/out buttons] Fit	Zoom controls	Used to zoom in or zoom out on the label layout, or to select the magnification using the pull-down list.
[Edit icon] Edit	Edit button	Used to edit the currently displayed label with the P-touch Editor.
[Help icon] Help	Help button	Opens the P-touch Editor Help files.
✕ Exit	Exit button	Exits the Add-In Preview window.
⏮ ◀ ▶ ⏭	Record buttons	When multiple records are selected, displays the first record (⏮), previous record (◀), next record (▶), or last record (⏭). The figures between the buttons show the "current record number/total number of records".
☑	Record in Label check box	When this check box is turned on, the selected text is added to a label list.

> • For details on how to automatically add the selected text to a label list, refer to "How to add the Microsoft® Word text to a label list" described below.
> • If Microsoft® Outlook® is running and Microsoft® Word is selected 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.

3 **Click** [Print] **.**

The labels are printed.

> If you want to edit or customize the text or label layout, click [Edit] .
> This operation opens the P-touch Editor layout window, which allows you to edit labels.

How to add the Microsoft Word text to a label list

If you want to register the text in the label list, check the [Record In Label List] check box in the Add-In Preview window. New records are automatically created in the label list and the selected text is added to each field shown below:

Selected 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

|		Date	Title	Body		Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
☐	1	4/8/2005	Mr.Andrew	Mr.Andrew McCord 9000 Fleet St. #230 Anytown, USA								
☐	2 ▶	4/8/2005	Mr.Walter Freeman	Mr.Walter Freeman 4555 Cumberland Pkwy Anytown, USA								

● Microsoft Excel

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

Creating labels using Microsoft Excel

**1** **Open a Microsoft® Excel worksheet and select the cells that contain the text you want to include on the label.**
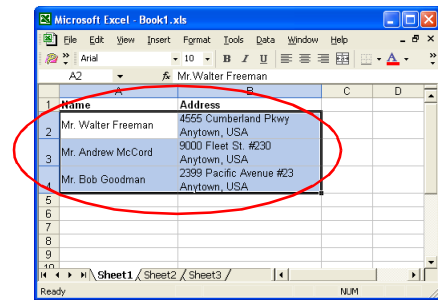
2 **On the Microsoft® Excel standard toolbar, click 📷 .**

The [Brother P-touch Import Setup] dialog box appears.

3 **In [Label Layout], make adjustments to the line feed in the cells and click Preview/Print .**

📝 [Label Layout] enables you to change the way a label will be done its layout. When you select 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 preview the layout in the [Label Preview] box.
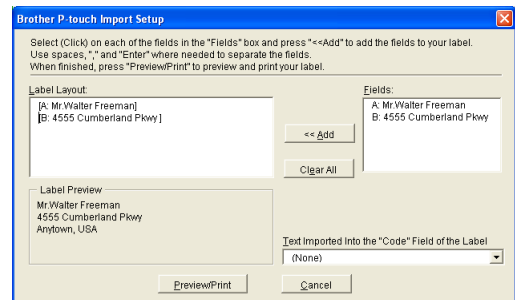
The Add-In Preview window appears.
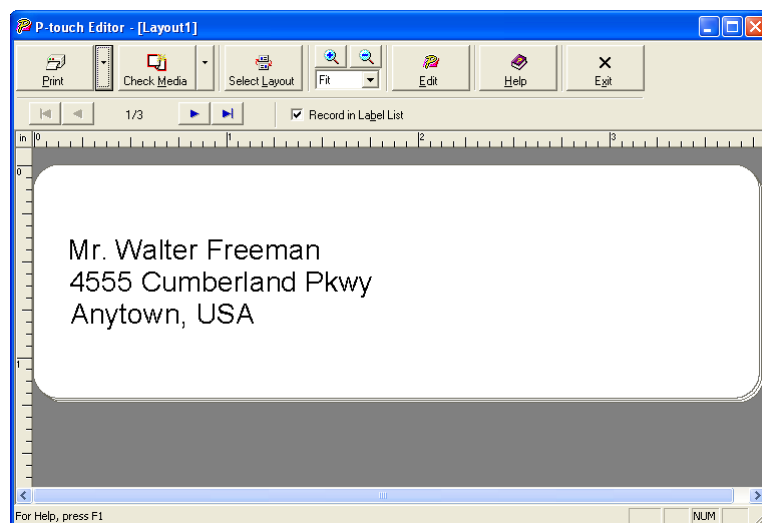
• For details on how to automatically add the selected text to a label list, refer to "How to add the Microsoft® Excel text to a label list" described below.
• For details on the Toolbar of the Add-In Preview window, refer to ➔"Toolbar in the Add-In Preview window" on page 27.
• If you want to include the data into the Code field of the label list, select [Text Imported Into the "Code" Field of the Label List] in the [Brother P-touch Import Setup] dialog box.
• When multiple records are selected in Excel, use the ◄ ► buttons to show the other lines.

4 **Click** [Print].

The labels are printed.

To edit or customize the text or label layout, click [Edit].
This operation opens the P-touch Editor layout window, which allows you to edit labels.

How to add the Microsoft Excel text to a label list

If you want to register the text in the label list, check the [Record In Label List] check box in the Add-In Preview window. New records are automatically created and the selected text is added to each field as shown below:

Selected 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 [Text Imported Into the "code" Field of the Label List]	Code field

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
☐	1 ▶	4/8/2005	Mr. Walter Freeman	Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA							
☐	2	4/8/2005	Mr. Andrew McCord	Mr. Andrew McCord 9000 Fleet St. #230 Anytown, USA							
☐	3	4/8/2005	Mr. Bob Goodman	Mr. Bob Goodman 2399 Pacific Avenue #23 Anytown, USA							

Microsoft Outlook

With the Add-In function, you can directly copy the text selected 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 the Microsoft® Outlook® Contacts and select the Contact information you want to include.**

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.
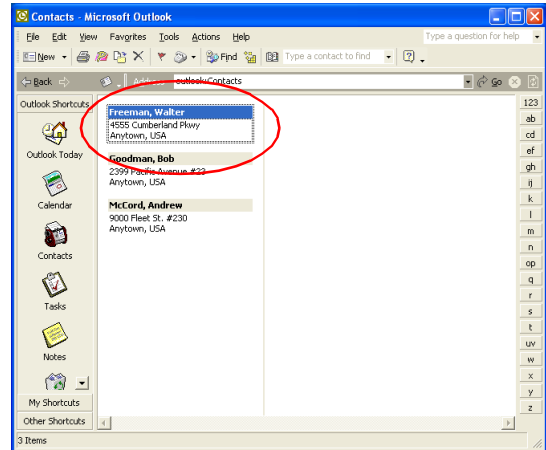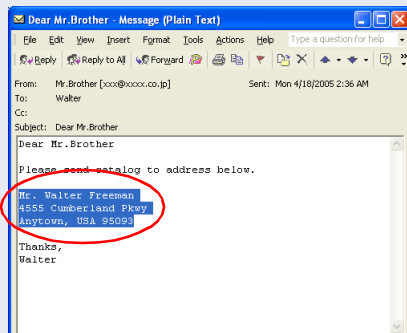
2 **On the Microsoft® Outlook® standard toolbar, click 📇.**

The Add-In Preview window appears.

In the Add-In Preview window, the selected text is displayed in the preset layout style.

Mr. Walter Freeman
4555 Cumberland Pkwy
Anytown, USA 95093
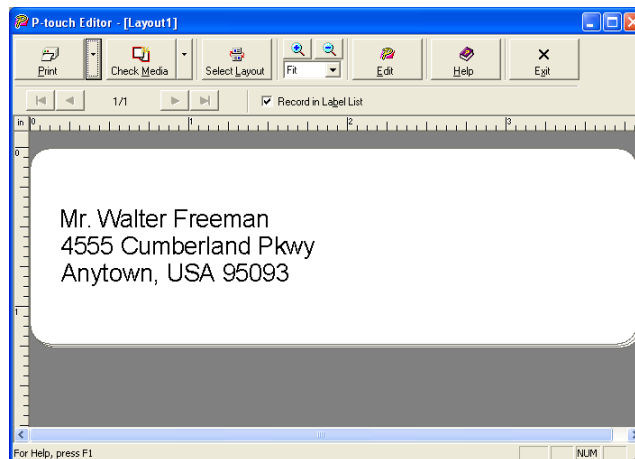
- For details on how to automatically add the selected text to the label list, refer to "How to add the Microsoft® Outlook® text to a label list" described below.
- For details on the Toolbar of the Add-In Preview window, refer to ➡ "Toolbar in the Add-In Preview window" on page 27.

3 **Click 🖨.**

The labels are printed.

To edit or customize the text or label layout, click 📇.
This operation opens the P-touch Editor layout window, which allows you to edit labels.

How to add the Microsoft Outlook text to a label list

If you want to register the text in the label list, check the [Record In Label List] check box in the Add-In Preview window. New records are automatically created in the label list and the selected text is added to each field as shown below:

■When importing data from the Contacts window:

Name of Contact item	Added field
Date of creation	Date field
Contacts Full Name	Title field
Contacts Full Name and Contacts Address when the [This is the mailing address] check box is on	Body field
Contacts Company and Job Title when the contact's address is "Business"	Body field
Contacts ZIP/Postal code	Code field

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
☐	1 ▶	4/9/2005	Mr.Walter Freeman	Mr.Walter Freeman 4555 Cumberland Pkwy Anytown, USA 95093	95093						

■When importing other than Contact information:

Selected text	Added field
Date of creation	Date field
The first line	Title field
All lines including the first line	Body field

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
☐	1 ▶	4/8/2005	Mr.Walter Freeman	Mr.Walter Freeman 4555 Cumberland Pkwy Anytown, USA 95093							

🛇 It is not possible to start several P-touch Editors by using P-touch Add-In function.

How to Use the P-touch Address Book

This section describes the procedure for creating labels from contacts efficiently using the P-touch Address Book.

▶ Starting the P-touch Address Book

1 **Click [Start]-[All Programs(Programs)]-[Brother P-touch]-[P-touch Address Book 1.0] .**

✎ You can also start the P-touch Address Book using the following methods: (Only if you created the shortcut during installation)
• Double-click the shortcut icon on the desktop.
• Click the shortcut icon on the Quick Launcher bar.
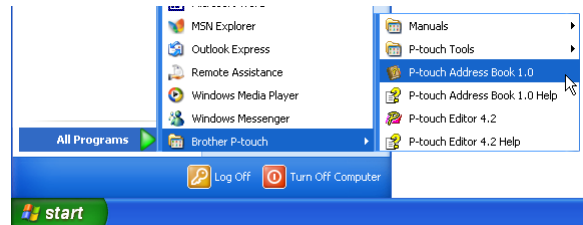
When the P-touch Address Book is launched, the [Startup] dialog box appears, letting you make settings to create new contacts, import CSV format data or Outlook® contacts, and so on.

2 **In the [Startup] dialog box, specify how the P-touch Address Book works and click OK .**

The layout window appears.
• When [Create a New Contact] is selected, the layout window appears.
• When [Import Contacts from a CSV File] or [Import Contacts from Outlook] is selected, you can import contacts in other formats. Refer to ▶"Importing the Contact Data" on page 36.
• Click Open Help... to open the P-touch Address Book Help files.
The P-touch Address Book Help offers detailed information on available features and explains how to use the P-touch Address Book.
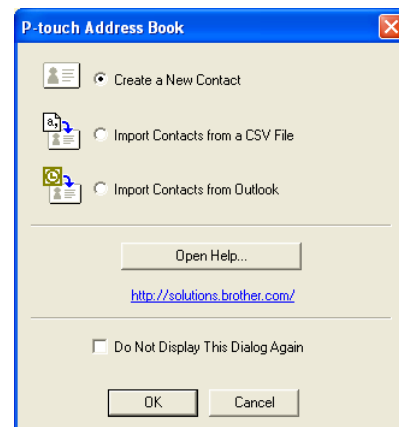
Layout window

The layout window consists of the following eight sections:
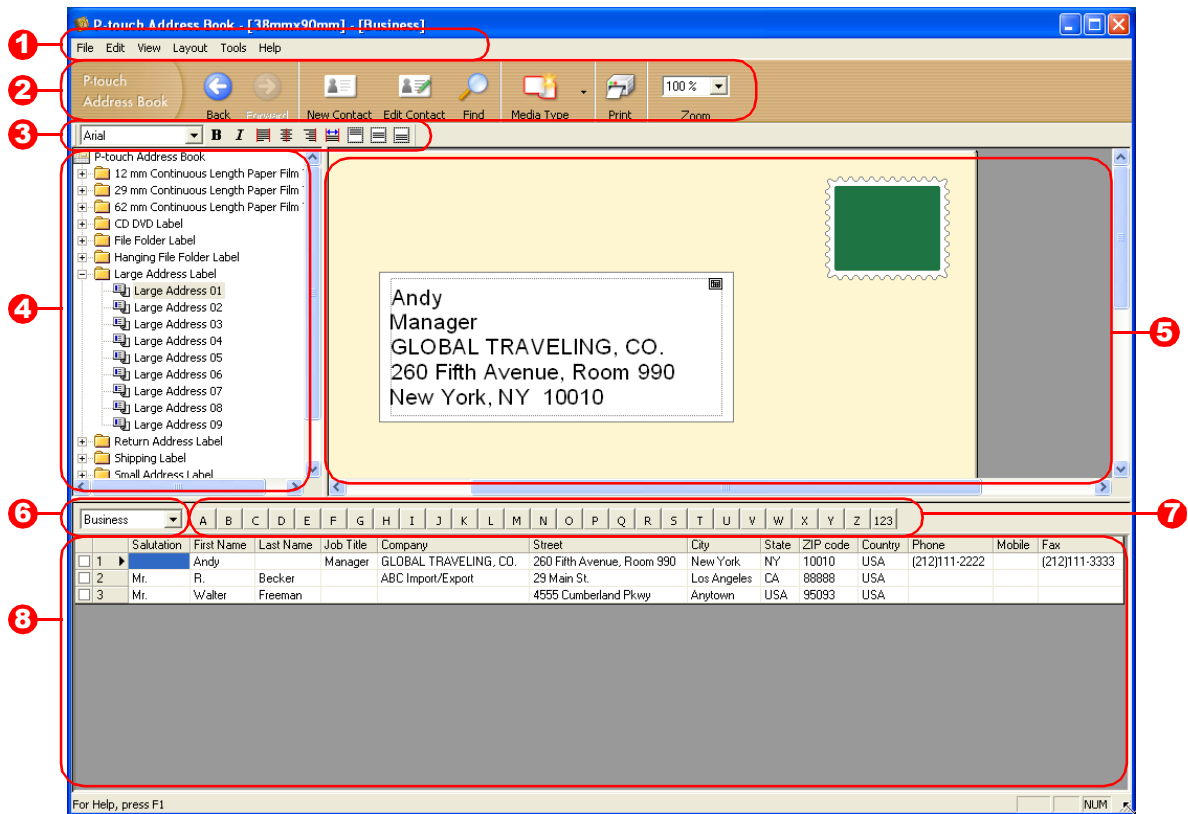
❶ Menu bar

Commands are categorized under each menu (File, Edit, View, and Insert) by function.

❷ Standard toolbar

A group of frequently used commands (such as New Contact, Edit Contact, Find, Print, etc.) are provided in this toolbar.

❸ Text toolbar

Used to adjust text attributes such as font size and alignment.

❹ Layout style selection view

Displays layout styles stored in the folder you selected.

❺ Layout work area

This area is used to display or edit a layout that uses the layout style selected in the layout style selection view.

❻ Contact list combo box

Displays the contact list that is currently specified. You can choose from [Personal], [Business], [Other1], [Other2], and [Other3].

❼ Index tab

You can search within the field selected in Record View. Click [Tool]-[Sort] to open the [Sort] dialog box, and specify the field to be searched using [Key1].

❽ Record View

The Contacts data are displayed in each field. The data can be also edited (added, deleted, or modified).

▶ Creating a New Contact

This section explains how to create a new contact.
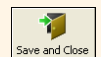
1 **Click [File]-[New Contact]. Or, click** ⬜.

The [New Contact] dialog box appears.

2 **Enter data for each item.**
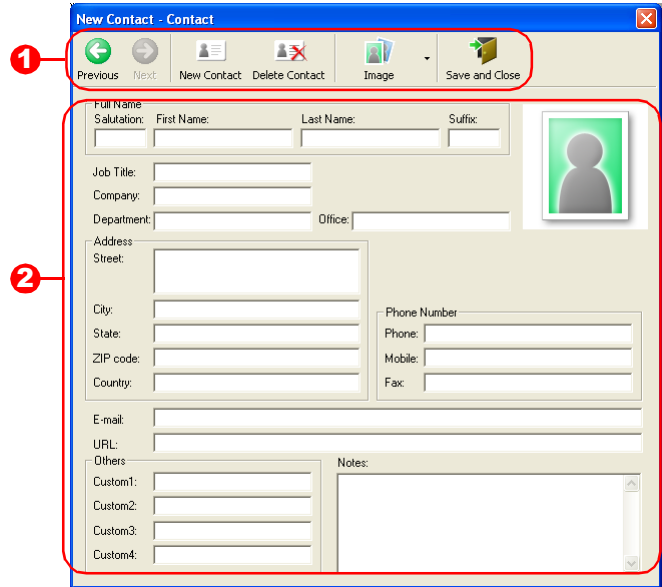
❶ New Contact form toolbar

The following commands are categorized in the menu:

Icon	Button name	Function
Previous	Previous	Displays the previous contact.
Next	Next	Displays the next contact.
New Contact	New Contact	Displays the New Contact form window for a new contact.
Delete Contact	Delete Contact	Deletes the contact that is currently selected.
Image	Image	Allows you to insert an image for a contact. The following file types are supported: • Bitmap (*.bmp, *.dib) • JPEG file (*.jpg, *.jpeg) • TIFF file (uncompressed)(*.tif) • GIF file (*.gif) • Icon (*.ico) • Windows Meta File(*.wmf, *.emf)(*Image adjustment is not allowed.) • PNG file (*.png)
Save and Close	Save and Close	Saves the contact and closes the [New Contact] dialog box.

❷ Contact form

Used to enter each item such as name, address, phone number, company information, and E-mail for the new contact.

3 **Click** ⬜.

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▶ Importing the Contact Data

The CSV format files and Outlook® Contacts data can be imported and used as P-touch Address Book contacts.

● Importing the contact data in CSV format

1 Click [File]-[Import]-[CSV File].

The [Open] dialog box appears.
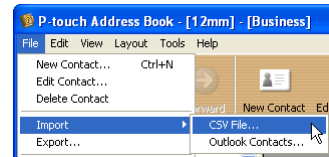
2 Select a file to be imported and click [Open].

The [Stop Signal Replacement] dialog box appears.
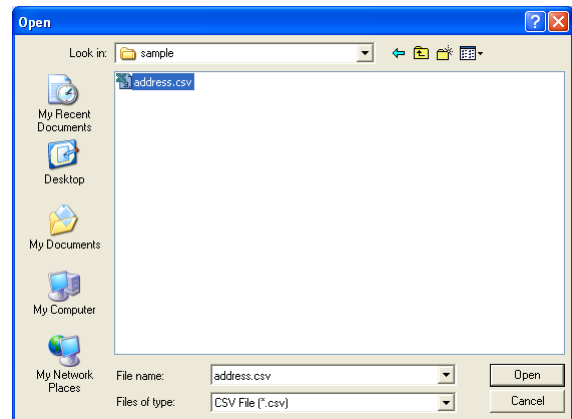
3 Select [Original File Conversion Stop signal] and click [OK].

✎ When the [Make Field Name the First] is checked, the first line shows the field names.

The [Fields to Import] dialog box appears.
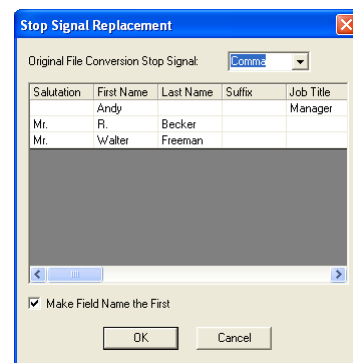
4 Assign [CSV/Outlook Fields] to [Address Book Fields] and click [OK].

✎ Every CSV file field is imported, even if the same field is not included in the Address Book contact.

The Contact data are displayed in Record View.

● Importing the Outlook contact data

1 Click [File]-[Import]-[Outlook Contacts].

The [Fields to Import] dialog box appears.
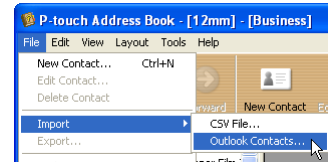
2 Assign [CSV/Outlook Fields] to [Address Book Fields] and click [OK].

✎ Every Outlook® Contacts field is imported, even if the same field is not included in the Address Book contact.

The Contact data are displayed in Record View.

► Editing the Contact Data

This section explains how to edit the contact data.

1 Click [File]-[Edit Contact]. Or, click [Edit Contact].

The [Edit Contact] dialog box appears.

2 Edit the data in each item.

✎ For details on the Toolbar of the New Contact form, refer to ➜"Creating a New Contact" on page 35.

3 Click [Save and Close].

▶ Printing the Label

This section explains how to print a created label.

1 Click [Print].

The labels are printed.

2 Cut off the printed label using the Cut button or the Cut lever (Brother QL-500) of the printer.

✎ In the [Print] dialog box, if [Auto Cut] is checked in [Options], the printed labels will be automatically cut (Not available for QL-500).

Mr. Walter Freeman
ABC Transporting Corporation
4555 Cumberland Pkwy
Anytown, USA 95093
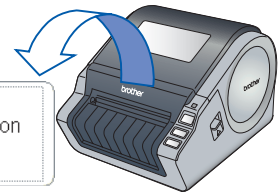
Print Options and label cutting

Clicking [File]-[Print] will open the [Print] dialog box. This dialog box allows you to set the print options and the number of copies.

✎ You can set the number of labels between cuts with the Option tab in the Print dialog box displayed when you click the Properties button (QL-1050/1050N only).
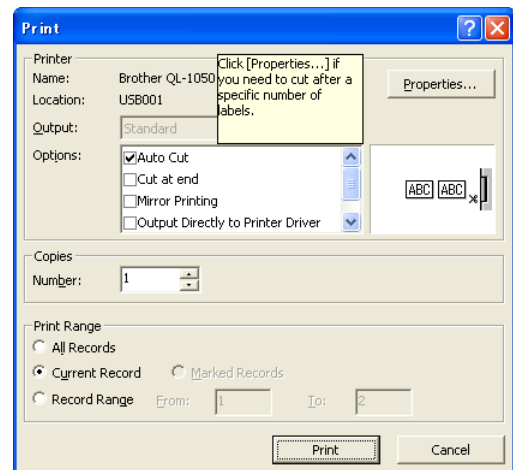
Settings		Details
Options	Auto Cut (QL-550/650TD/ 1050/1050N)	When this check box is checked, labels will be automatically cut. When this check box is not checked, labels won't be automatically cut after printing. Press the Cut button in the printer to cut them, as needed.
	Cut at end (QL-650TD/ 1050/1050N)	When multiple labels are printed, only cuts after the final label is printed.
	Mirror Printing	When this check box is checked, labels will be flipped horizontally and printed.
	Output Directly Printer Driver	Check this check box for normal use.
Copies	Number	Used to specify the number of copies to be printed.
Print Range	All Records	Prints all contacts in shown in the Record View.
	Current Contact	Prints the contact that is currently displayed.
	Marked Contacts	Prints the contacts marked in the Record View. Check the check box at the left end of the field to mark the contact.
	Contact Range	Prints the contacts designated by the range specified in the From and To boxes.

How to Use P-touch Transfer Manager & P-touch Library

The P-touch Transfer Manager is basically for the QL-650TD. The QL-1050 can also transfer templates, but it cannot select templates with machine side operation. So use the ESC/P command, which can transfer templates.

P-touch Library: This application allows you to manage P-touch label templates and other data on the PC. You can print a label from the P-touch Library using the printer.

P-touch Transfer Manager: This application can transfer label template data and other data managed with the P-touch Library to the printer main unit and can make backups of data transferred to the printer main unit.

▶ Starting up P-touch Transfer Manager

1 **Click the [Start] button, then select [All programs (Programs)]-[Brother P-touch]-[P-touch Tools]-[P-touch Transfer Manager 2.0].**
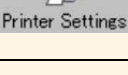
P-touch Transfer Manager starts up.

Layout window

❶ **Menu**
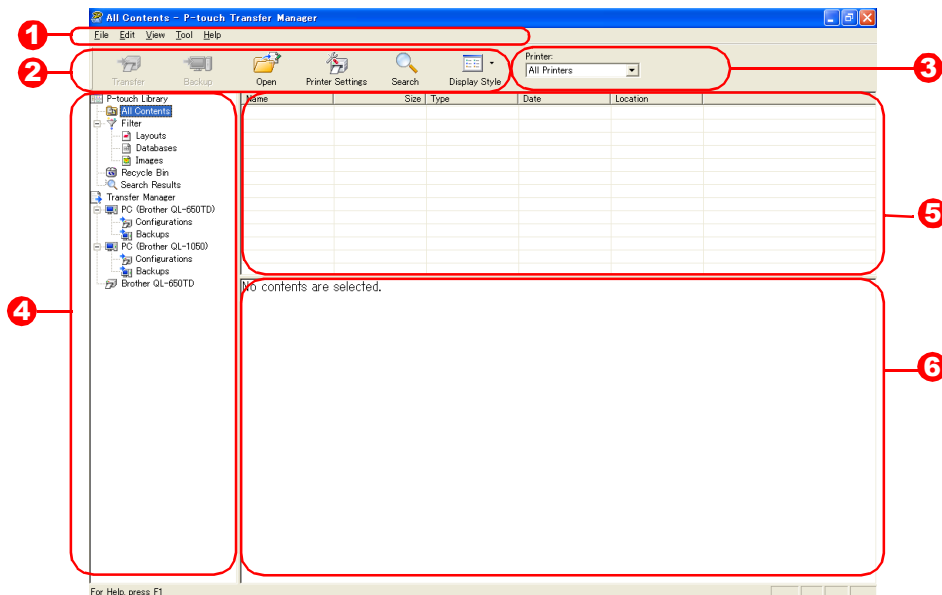
Commands are categorized into each menu (File, Edit, View, Tool, and Help) by function.

❷ **Tool bar**

There are icons for frequently used commands. Click on one to execute its command.

❸ **Selecting the printer model (Only for P-touch Transfer Manager)**

Select the printer model to send data to. When you select a printer, only the data that can be sent to the selected printer is displayed in the list view.

❹ **Folder view**

Displays a list of folders. When you select any folder, the data in the folder selected is displayed in the list view on the right.

❺ **List view**

The data in the selected folder is displayed.

❻ **Preview**

The label templates selected in the list view are displayed as a preview.

● Explanations of the Icons

Icon	Button name	Function
Transfer	Transfer (Only for P-touch Transfer Manager)	Transfers the label templates and other data on your PC to the printer.
Backup	Backup (Only for P-touch Transfer Manager)	Backups the data you have transferred to the Brother P-touch printer using the P-touch Transfer Manager.
Open	Open	Edits the selected data.
Print	Print (Only for P-touch Library)	Prints the selected label template with the printer.
Printer Settings	Printer Settings (Only for P-touch Transfer Manager)	Makes the settings related to the printer.
Search	Search	Searches the data managed with the P-touch Library.
Display Style	Display Style	Changes the file display format.

● Folder view

❶ P-touch Library
❷ All Contents
❸ Filter
   - Layouts
   - Databases
   - Images
❹ Recycle Bin
❺ Search Results
❻ Transfer Manager
   PC (Brother QL-650TD)
❼ Configurations
❽ Backups
   PC (Brother QL-1050)
   Configurations
   Backups
   Brother QL-650TD
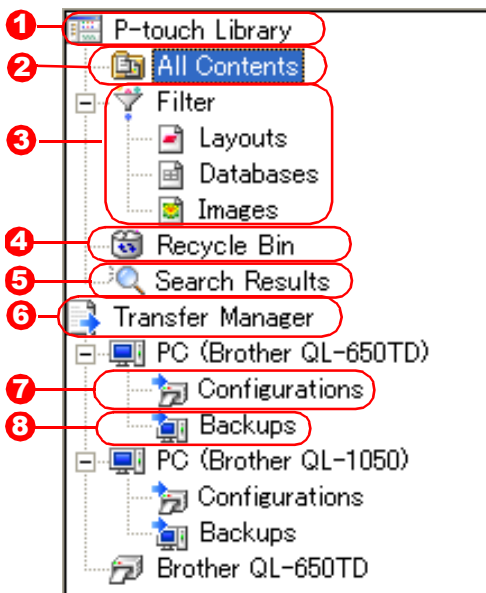
❶ P-touch Library
Manages P-touch label templates, Bitmap format images, and CSV data etc.

❷ All Contents
Displays the data managed with the P-touch Library. You can also make new folders for organizing the data.

❸ Filter
Displays all the data currently managed with the P-touch Library in a type-by-type list.

❹ Recycle Bin
Data deleted from the P-touch Library is moved here.

❺ Search Results
The search results are displayed.

❻ Transfer Manager
Transfers PC data to the printer. This is only displayed when P-touch Transfer Manager is started.

❼ Configurations
Data transferred to the PC is saved here. You can make new folders for organizing the data.

❽ Backups
Saves data backed up from the printer.

▶ Transferring label templates from the PC to the printer

1 Select the printer to transfer data to.

> ❗ Before transferring data, check that the PC and the printer are correctly connected with a USB cable and that the printer power is On.
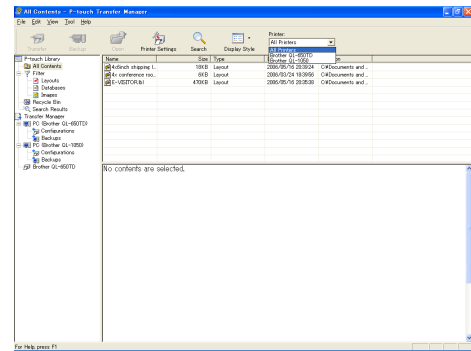
2 Right click the [Configurations folder], then select [New] and create a new folder.

Here, as an example, we create the folder "Transfer".
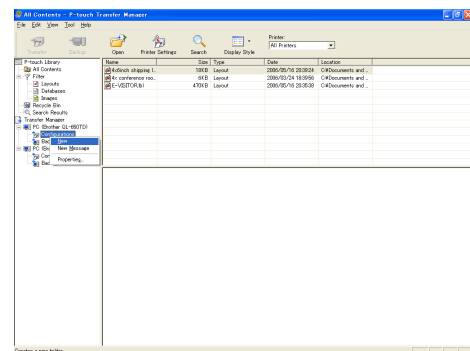
3 Drag the transfer data to the folder you just made.

Drag the transfer data from All contents or from Layouts or some other folder under Filter.
When transferring multiple sets of data, move all the transfer data to the folder you made.

> ✎ The data that can be transferred depends on your printer model. For details, refer to your printer's manual.
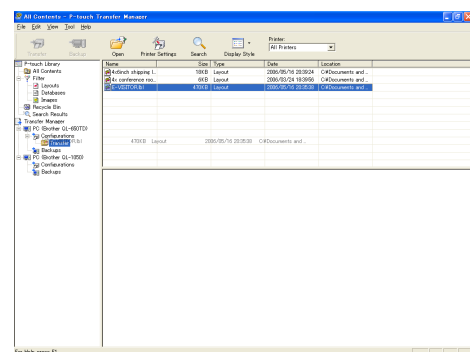
4 Key Assign numbers are automatically assigned to transfer data within the folder you made in previous step.

To change a number, right click the data name in the list view, then select key assign number.

> ✎ • Key Assign is necessary for transfer of data other than message texts.
> • If you change the Key Assign number used for data already transferred to the printer main unit, it is overwritten. You can check the Key Assign number used for data already transferred to printer by backing up the data as explained in "Backing up label templates" (Page 44).
> • You can click the data name for transfer data and change to a new name. Depending on your printer model, there may be restrictions on the number of characters that can be used in a data name.
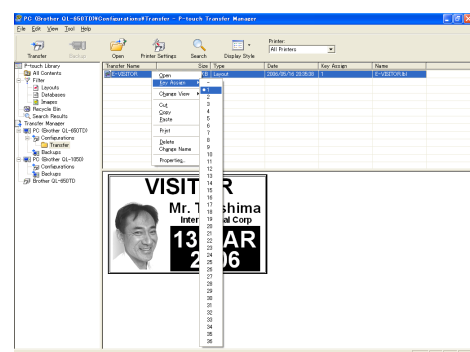
5 Select the data or folder you want to transfer, then click [Transfer] .

The transfer confirmation message is displayed.
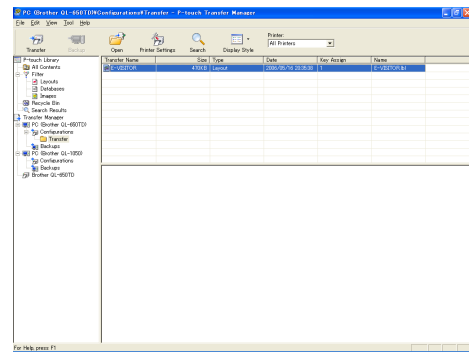
6 Click [Yes].

The data in the folder selected with the folder view is transferred to the printer.

✎ If you have selected specific data in the list view, only that selected data is transferred to the printer.
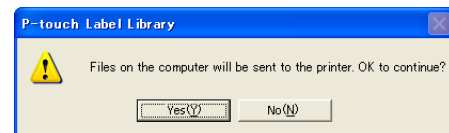
● Creating and transferring a new message (QL-650TD only)

1 **Select the QL-650TD Configurations folder or any folder under it.**

2 **Right click, then select [New Message].**
The message file [Edit] dialog box is displayed.
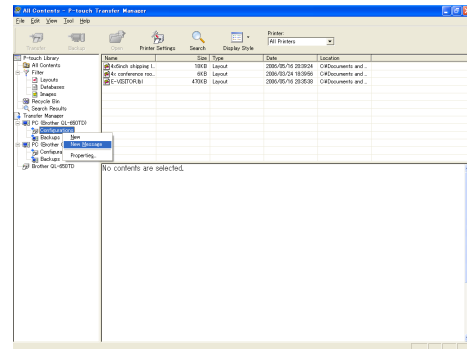
3 **Select the number for the message to create or edit.**
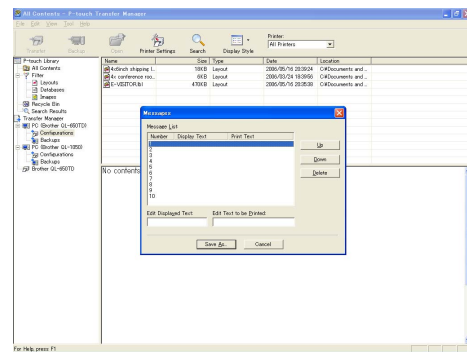
4 **Input the display text and print text, then click [Save As].**
A screen is displayed for specifying where to save the message file in the PC. Change storage location or revise the message file name as necessary.

A maximum of 10 messages can be stored in the message file. Only 1 message file can be sent to 1 unit of QL-650TD, so to correct a message, double-click on the existing message file, open the [Message] dialog box and make the correction.
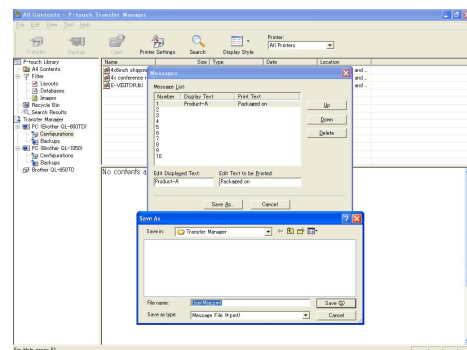
5 **Select the message text or its folder you want to transfer, then click** [Transfer] **.**
The transfer confirmation message is displayed.

Before transferring a message, check that the PC and the printer are correctly connected with a USB cable and that the printer power is On.
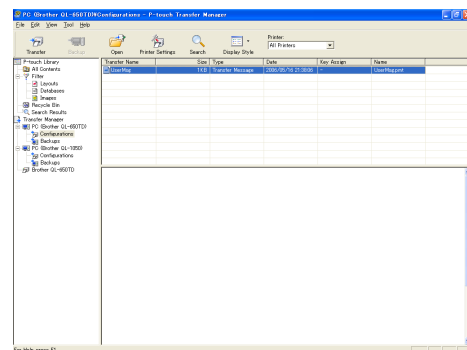
**6** **Click [Yes].**
The message data is transferred to the printer.
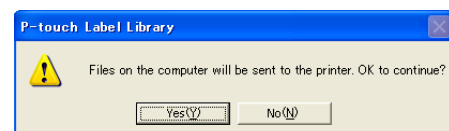
▶ Backing up label templates

This transfers label templates and other data in the printer to the PC.

> ⬤ • Backed up data can not be edited on the PC.
> • For some printer model specifications, it may not be possible to retransfer backed-up data to a printer of a different model than the one the data was originally backed up from.

1 Connect the PC and the printer by cable and switch on the printer power.

The printer model name is displayed in the folder view.
If you select a printer model name in folder view, the current data transferred to computer is displayed.

2 Select the printer to back up from, then click [Backup].

The backup confirmation message is displayed.
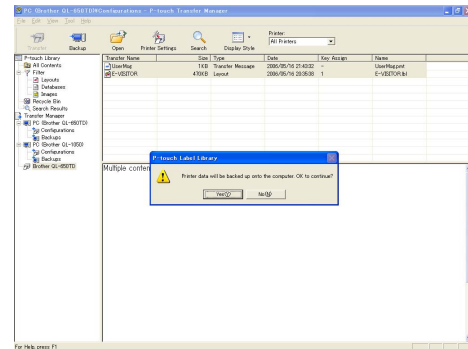
3 Click [Yes].

New folder with a name containing the date is created under printer folder, and all the printer's data is transferred to that new folder.
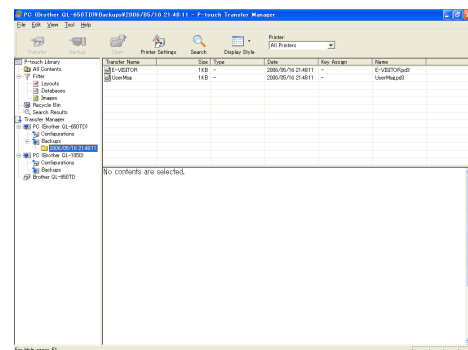
⬤ Deleting all the printer data

1 Connect the PC and the printer by cable and switch On the printer power.

The printer model name is displayed in the folder view.

2 Right click the printer, then select [All Delete].

The confirmation message is displayed.
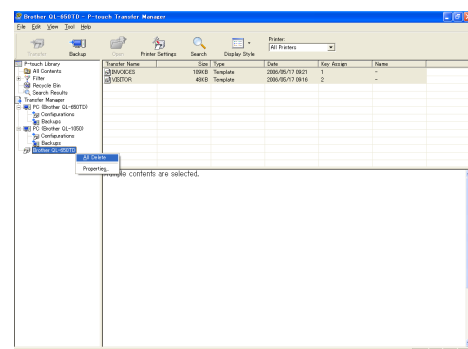
3 Click [Yes].

All data in the printer is erased.
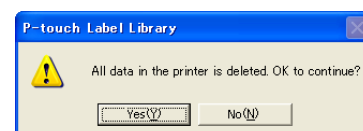
► Changing printer settings from the PC

1 **Connect the PC and the printer by cable and switch on the printer power.**

The printer model name is displayed in the folder view.

2 **Select the printer, then click** [Printer Settings] **.**

The [Printer Settings] dialog box is displayed.
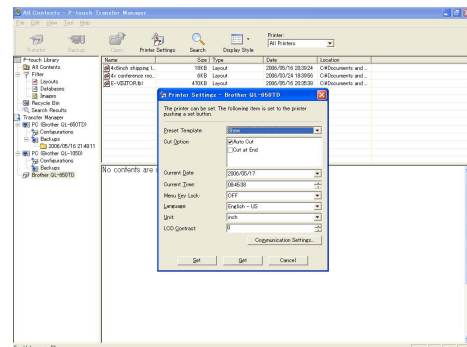
3 **Change settings as necessary.**

The items that can be set depend on the printer model.

Settings	Details
Preset Template	Sets whether or not to display templates preset in the printer.
Cut Option	Sets options for cutting labels.
Current Date/Current Time	Transfers the PC's date and time or any date and time you want to the printer to set its date and time. You can also select the date and time format.
Menu Key Lock	Locks the menu keys.
Language	Sets the language displayed on the LCD display.
Unit	Selects the unit (inch/mm) used for display on the LCD display.
LCD Contrast	Sets the contrast of the LCD display.

4 **Click [Set].**

The setting is reflected on the printer.

> When you click [Get], the current printer settings are read in and displayed in the dialog box.

Introduction

Creating Labels (For Windows)

Creating Labels (For Macintosh)

Appendix

► Starting up the P-touch Library

You can start up the P-touch Library and edit and print labels.

> You can not transfer data or back up data from the printer by using the P-touch Library. To transfer or back up data, select the View menu [Mode]-[P-touch Transfer Manager] to switch to the P-touch Transfer Manager.

1 Click the [Start] button, then select [All programs (Programs)]-[Brother P-touch]-[P-touch Tools]-[P-touch Library 2.0].

The P-touch Library starts up.

● Opening and editing data

1 Select the data you want to edit, then click ![Open icon]**.**

The application associated with the data is opened and you can edit the data.

> The application that starts up depends on the data. For example, for a P-touch template, P-touch Editor starts up.
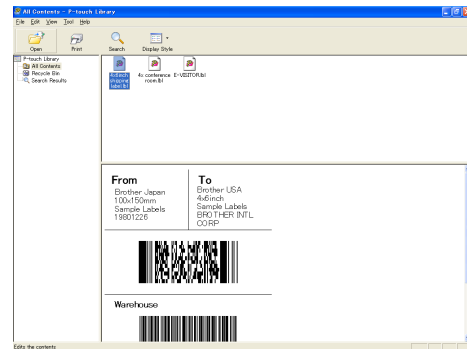
● Printing labels

1 Select the label templates you want to print, then click ![Print icon] **.**

The label is printed by the connected printer.
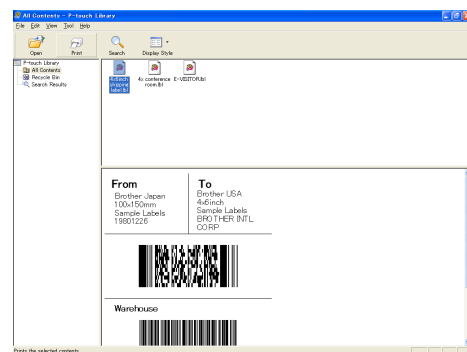
▶ Searching labels

You can search label templates registered in the P-touch Library.

1 **Click** 🔍 .

The [Search] dialog box is displayed.
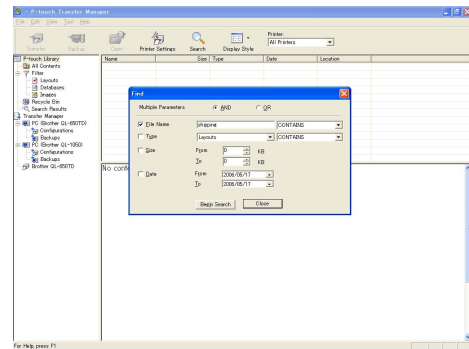
2 **Check the items to be used as search conditions and set the search items.**

The search items that can be set are as follows.

Settings	Details
Multiple Parameters	This sets the method for combining multiple search items. If you select AND, files are searched for that satisfy all the conditions. If you select OR, files are searched for that satisfy any one of the conditions.
File Name	Inputs the data name to search for.
Type	Selects the data type to search for.
Location	Sets the folder where the data to search through is stored.
Size	Sets the data size to search for.
Date	Sets the date and time of on which the data to search for was last modified.

3 **Click [Begin Search].**

The search is started and the search results are displayed.
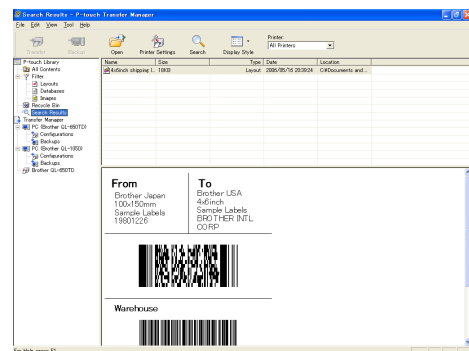
✎ • The search results can be checked in the Search Results folder view.

• You can register the data in the P-touch Library by dragging and dropping to All contents folder or its list view. To have label templates created with P-touch Editor automatically registered in the P-touch Library, use the following method.

1. From the P-touch Editor menu, select [Tool]-[Option].

2. In the [Option] dialog box [General] tab, click [Registration Settings].

3. Select which timing to register label templates created with P-touch Editor, then click [OK].

Creating Labels (For Macintosh)
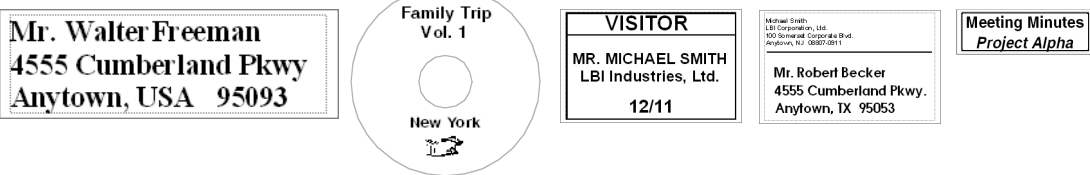
Overview

This section describes the general procedure for creating labels using the printer.
Refer to the sections indicated for details related to each operation, or to the "User's Guide (HTML Manual)".
Refer to "How to use the User's Guide (HTML Manual)" on page 56 for how to use the "User's Guide (HTML Manual)".

► Procedure for Creating and Printing Labels

1 **Choose the label you want to create.**

Label Samples

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA 95093	Family Trip Vol. 1 New York	VISITOR MR. MICHAEL SMITH LBI Industries, Ltd. 12/11	Michael Smith LBI Corporation, Ltd. 100 Somerset Corporate Blvd. Anytown, NJ 08807-0911 Mr. Robert Becker 4555 Cumberland Pkwy. Anytown, TX 95053	Meeting Minutes Project Alpha
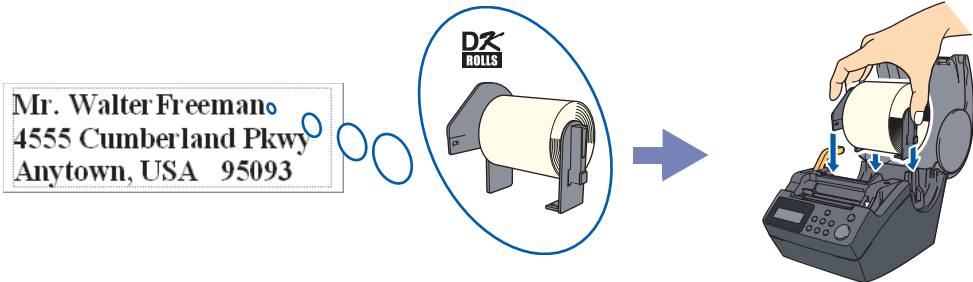
2 **Select the appropriate DK Roll for the label you are creating.**

A sample DK Roll is supplied with this printer. (Other types of rolls are sold separately.)

Select the appropriate DK Roll for the label you are creating.   Insert the DK Roll.

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→Setup & Operation Guide or Quick Start Guide   →Setup & Operation Guide or Quick Start Guide

3 Create and print the label.

Choose a method for creating and printing the label: using only the printer, or creating the text using an application on the computer.

P-touch Editor   P-touch Editor

Entering text   → Page 53   Creating labels   → Page 53
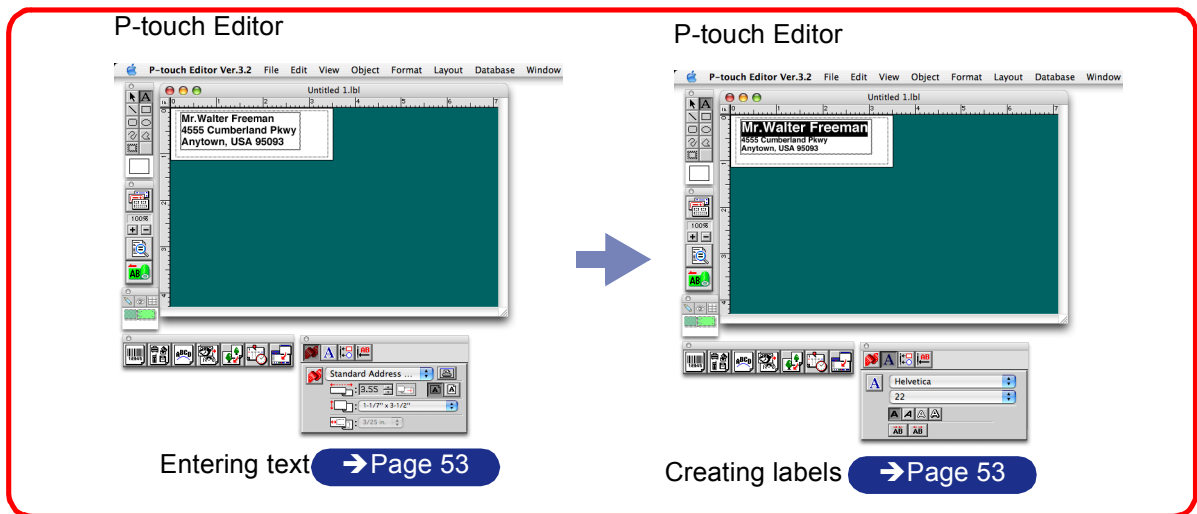
❗ The template downloading feature, Add-In feature and P-touch Address Book are only available for Windows®.

Using the P-touch Editor

This section describes to create a wide range of labels using the P-touch Editor.

> This section gives an overview of the P-touch Editor. Refer to the "User's Guide (HTML Manual)" for details.

▶ Starting the P-touch Editor

1 **Double-click the [Applications] folder of the drive, where the P-touch Editor is installed.**
The [Applications] window is displayed.

2 **Double-click the [P-touch Editor 3.2] folder.**

3 **Double-click** **.**

P-touch Editor 3.2

> If the Alias has been created, double-click the Alias.

The Layout Window is displayed.

● Layout Window

The layout window has the following six features.
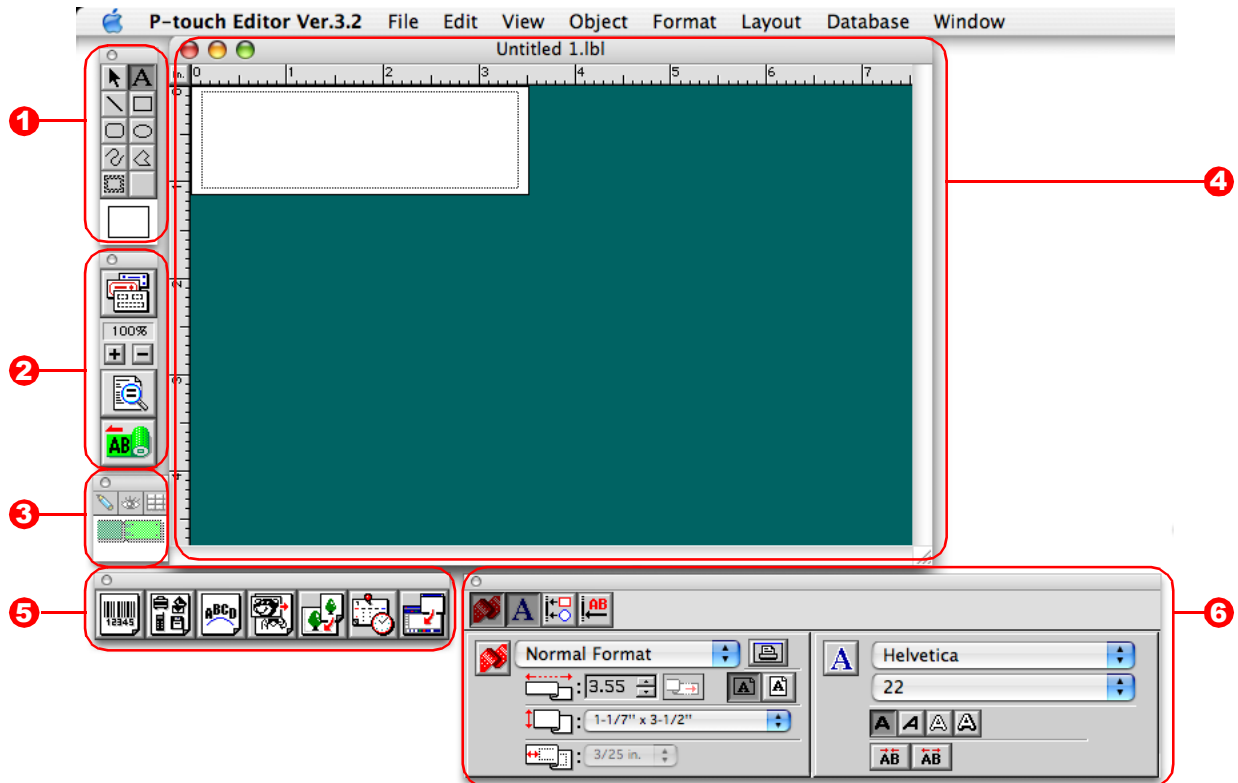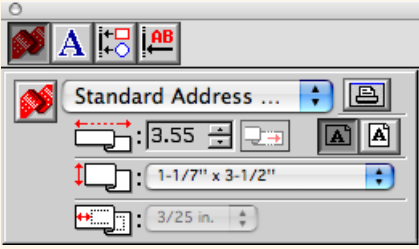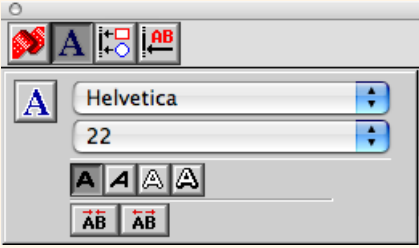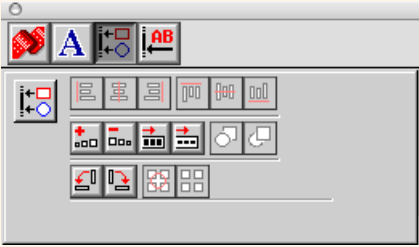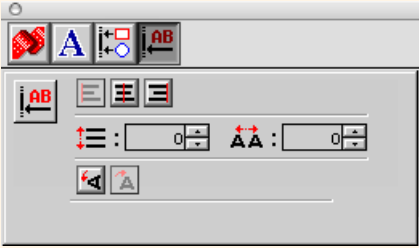
❶ Draw Toolbar

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

❷ Print Toolbar

Provides print preview display, print setting, auto formatting and enlarging/reducing display features.

❸ Database Toolbar

Provides tools for database features.

❹ Layout Window

Displays the objects inserted for editing.

❺ Object Dock

The object dock is used to quickly insert and arrange text, bar codes, frames, tables and graphics.

Icon	Name	Function
	Bar code	Sets bar codes.
	Clip Art	Brings up a wide range of illustrations.
	Arrange Text	Changes the shape of the text.
	Make Picture	Makes an illustration by arranging pictures.
	Image	Brings up saved illustrations and photographs.
	Date/Time/Calender	Displays the date and time as a character, or displays calendar.
	Merge Database Field	Creates a database field.

❻ Property Dock

Page property, font property, layout property, text property are available.

Click the buttons on the property dock to display and close the property box.

Property	Name	Function
	Page Properties	Sets the size and the orientation of the label.
	Font Properties	Sets font, size and text style.
	Layout Properties	Sets an arrangement of character strings and figures.
	Text Properties	Sets alignment and line spacing.

▶ Creating an Address Label

This section describes the process of creating an address label on Mac OS® X 10.3.9 as an example.

1 **Click on ❌ in the Property dock.**

The page properties box is displayed.

2 **Select "Standard Address Label".**
- The label format in the layout window changes to Standard Address Label.
- The length and width of the tape are set according to the size of the Standard Address Label.

3 **Click on A in the Draw toolbar and enter the name and address.**

4 **Click on A in the property dock.**

The font properties box is displayed.

5 **Adjust the font size.**

Choose the name and change the bold setting (A) and font size in the Text properties box.

📝 The settings changed in the text properties box are applied only to the selected text.

The label should now be ready for printing. Refer to ➔"Printing the Label" on next page for how to print the labels.
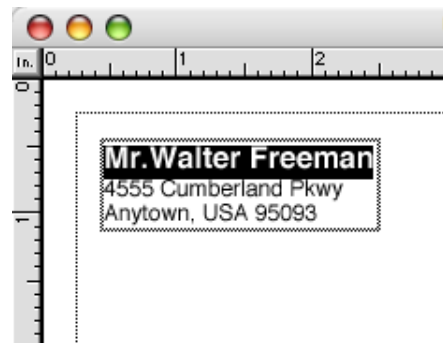
▶ Printing the Label

This section describes the printing process for a created label.

1 **Click on** 🔳 **in the print bar.**

A dialog for print settings is displayed.

2 **Select "1" for Copies in the print properties box and then click** (Print) **.**

The label is printed.

```
                          Print
        Printer:  QL-1050                    ▼
        Presets:  Standard                   ▼

                  Copies & Pages             ▼

        Copies:  1        ☑ Collated
        Pages:   ⦿ All
                 ○ From: 1       to:  1

    (?)  ( PDF ▼ )  ( Preview )      ( Cancel )  ( Print )
```
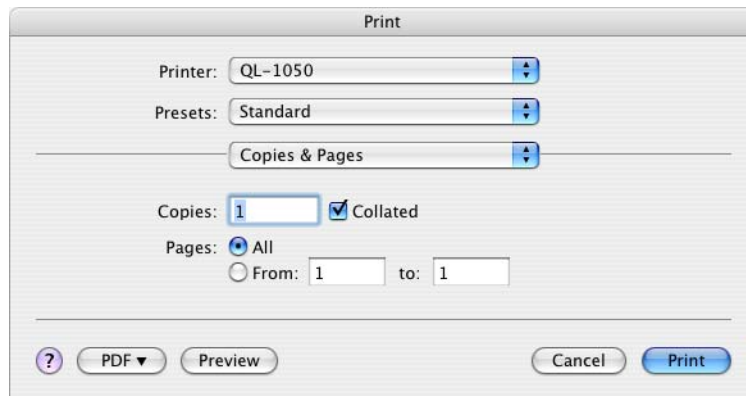
3 **Cut off the printed label using the CUT button or the CUT lever (Brother QL-500).**

✐ If there is a printing error, an error sign appears on the printer icon in the dock. Click the printer icon and click the utility button in the printer status monitor to display the error information.

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Anytown, USA 95093

```
  ○○○              QL-1050
  🚫   ⏸   ▶       📦    🔧    🖨
 Delete Hold Resume  Start Jobs Utility Supply Levels

              ( Active | Completed )
                  Jobs Stopped.


  Status       ▲  Name
  —               P-touch Editor
```
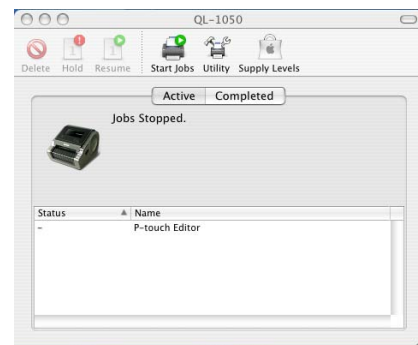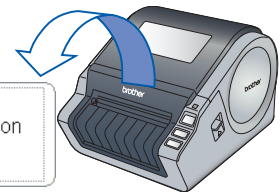
● Printing Options

A wide variety of options may be selected in the print dialog box.
A dialog for each setting is displayed after [Copies and Printing Page] is clicked and the item to be changed is selected.

■Copies & Pages
Copies: Selects the number of copies to be printed.

```
                          Print
        Printer:  QL-1050                    ▼
        Presets:  Standard                   ▼

                  Copies & Pages             ▼

        Copies:  1        ☑ Collated
        Pages:   ⦿ All
                 ○ From: 1       to:  1

    (?)  ( PDF ▼ )  ( Preview )      ( Cancel )  ( Print )
```

■Roll Setting

Settings		Details
Length		Specifies the length of the tape.
Margin		Specifies the left and right margins of the tape.
Auto Tape cut (other than the QL-500) Cut at every xx labels (QL-1050/1050N)		When checked, the printed labels are automatically cut after printing. You can also set the number of labels between cuts. When unchecked, the printed labels are not automatically cut after printing. Cut the label by pressing the CUT button.
Cut at end (QL-650TD/1050/ 1050N)		When multiple labels are printed, only cuts after the final label is printed.
Mirror Printing		Prints a mirror image of the label. Use this option to create labels that can be applied to the inner surface of glass, etc. Use clear tape when creating such labels.
Quality	Give Priority to print speed	Use this option to give priority to printing speed.
	Give priority to print quality	Use this option to give priority to print quality.

■Halftone/Color
Specifies halftone, brightness and contrast.
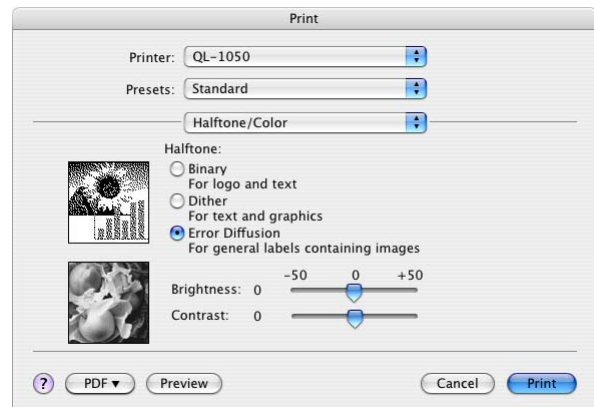
■P-touch Editor
Numbering: Specifies the increment when numbering the labels (serial numbers).
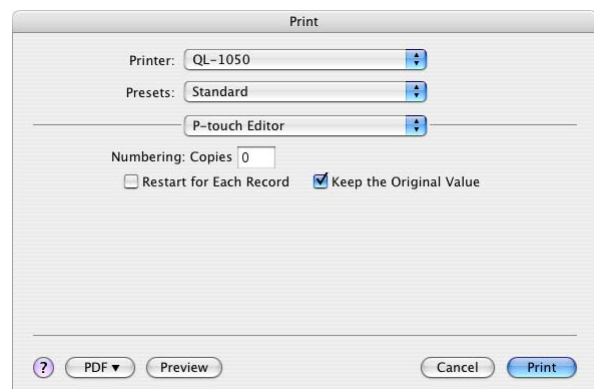
■Summary
Displays the list of print settings.
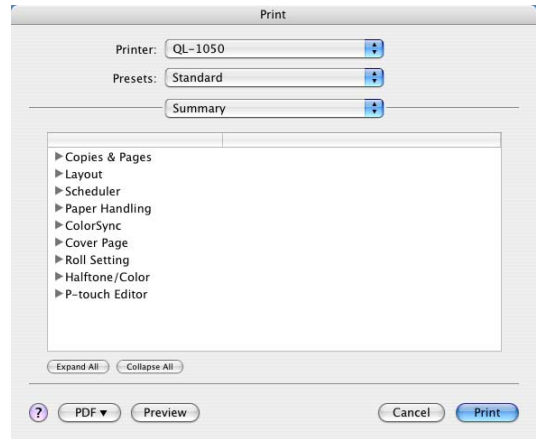
▶ How to use the User's Guide (HTML Manual)

The CD-ROM supplied with this printer contains the User's Guide (HTML Manual), which describes how to use the P-touch Editor.
The User's Guide (HTML Manual) may be viewed from the CD-ROM or by installing the contents of the CD-ROM onto your Macintosh®.

> The displayed window will differ depending on the OS.

● Installing the User's Guide (HTML Manual)

1 Double-click the [Mac OS X] folder in the [QL-series] folder on the CD-ROM.

2 Double-click the [User's Guide] folder.

3 Double-click the icon   .
User's Guide Installer

> If the [MAIN.HTM] icon is double-clicked at this point, the file on the CD-ROM may be viewed.

The installation window is displayed.

4 Follow the instructions displayed on the screen and install the folder.
The "User's Guide (HTML Manual)" is installed.

● Opening the User's Guide (HTML Manual)

1 Double-click the [main.htm] icon in the [User's Guide] folder of the [P-touchEditor 3.2] installed on the drive.
The browser is launched and the "Main Window" of the "User's Guide (HTML Manual)" is displayed.

User's Guide (HTML Manual) Window

■Main Window
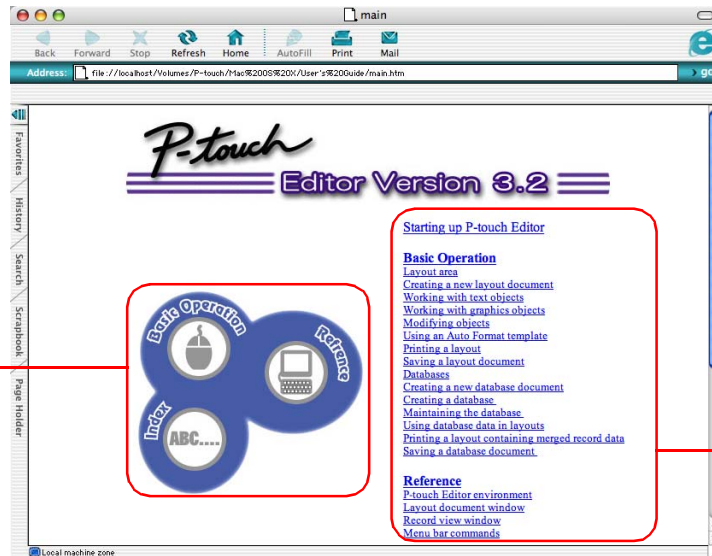
❶ Main Menu

Operation methods are classified by function. When clicked, the description window is displayed. When [Index] is clicked, a list of keywords is displayed and a search can be made using a keyword.

❷ Contents

The contents of each menu are classified by item. When clicked, a description window is displayed.

■Main Window
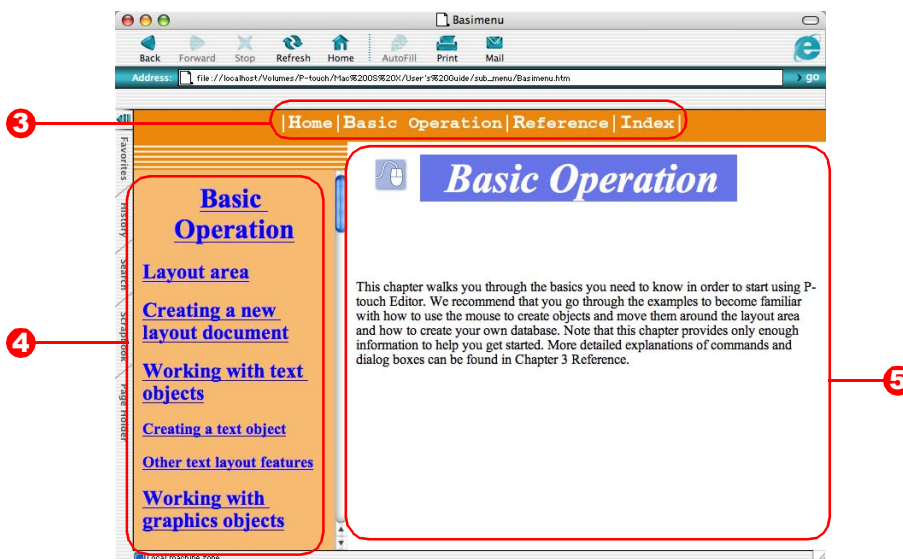
❸ Menu

The operation methods are classified by function. When clicked, a description window is displayed.

❹ Detailed Item

The items for each menu are displayed.

❺ Description Window

The operation methods for the selected items are displayed.

Sharing the printer

▶ Using this printer as a Shared Printer

The Brother QL-Series can be shared by multiple personal computers on a network.
To share the Brother QL-Series, connect the Brother QL-Series to a computer and set it to be a shared device.

Network hub

Brother QL-Series

—— Network cable
—— USB cable
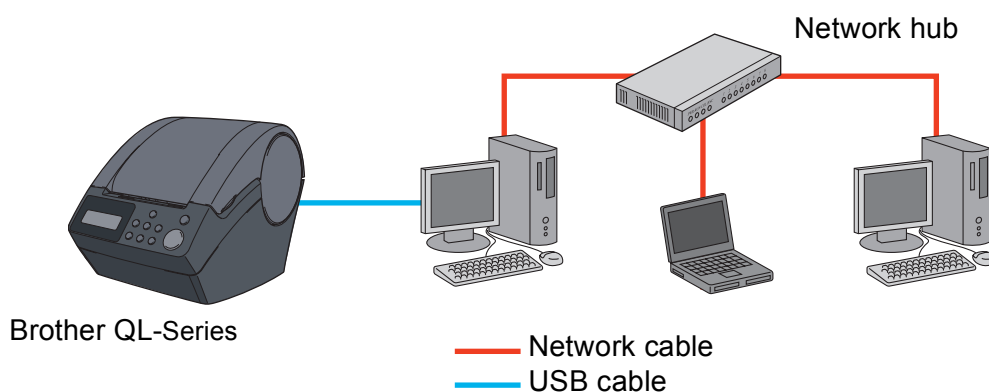
> ✎ The settings for sharing a printer vary according to the operating system running on the personal computer, and the network environment.

▶ Using the PS-9000 Print Server (sold separately)

The Brother QL-Series can also be used as a network printer by connecting it to the PS-9000 print server (sold separately) designed exclusively for label printers.
Providing secure and reliable management of your P-touch network, the PS-9000 is your solution to connecting multiple users to a single P-touch electronic labeling system. The PS-9000 is a USB print server solution for P-touch systems in a 10BASE-T/100BASE-TX network environment.

PS-9000

Network hub

Brother QL-Series

—— Network cable
—— USB cable
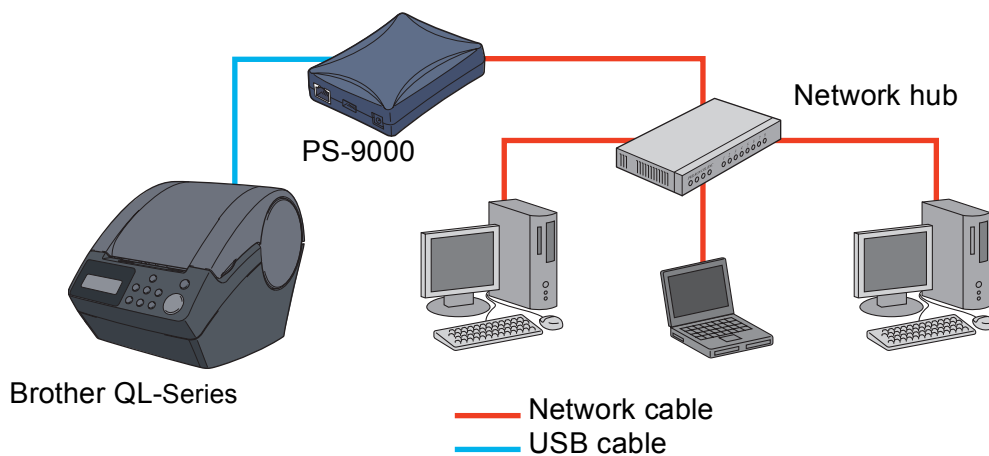
> ✎ For PS-9000 setup details, refer to the instruction manual for the PS-9000 print server.
> The PS-9000 comes packed with the QL-1050N.

Introduction

Creating Labels (For Windows)

Creating Labels (For Macintosh)

Appendix

Controlling with the ESC/P Commands

Brother QL-650TD/ 1050/1050N Only | Descriptions in this section apply only to the functions provided by the Brother QL-650TD/1050/1050N.

Fonts and several bar codes are embedded within this printer. You can send commands to print embedded characters and bar codes.

▶ Available Commands

Commands available are P-touch proprietary commands based on ESC/P.
For details, refer to the "Command Reference" included in the CD-ROM.
([CD Drive]:\Doc\Technical)

▶ Serial Cables

The pin assignments for the serial cables (RS-232C cables) which can be used with this printer are shown in the table below. You can purchase the cables at an electronics store. Do not use cables exceeding 3 meters in length.

Brother QL-650TD/1050 side   PC side
(D-sub female, lock screw #4-40 inch screw)   (D-Sub9P female)

Signal Name	Pin Number	Pin Assignments	Pin Number	Signal Name
DCD	1		1	DCD
RXD	2		2	RXD
TXD	3		3	TXD
DTR	4		4	DTR
GND	5		5	GND
DSR	6		6	DSR
RTS	7		7	RTS
CTS	8		8	CTS
RI	9		9	RI

- It is not possible to connect RS-232C cable and USB cable to the printer at the same time and use it. Connect only one cable which is used to communicate with the printer.
- The RS-232C serial connector part of this equipment is not Limited Power Source.

Printing Directly from Other Applications

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

❗ Because the paper size for this printer 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 proper label size to be set

▶ Installing the Printer Driver

_1_ **From [Control Panel], open [Printers and Faxes (Printers)].**

📝 For details, refer to Windows® Help.

_2_ **Select "Brother QL-500/550/650TD/1050/ 1050N", and click [File]-[Printing Preferences].**
The [Printer Properties] dialog box appears.
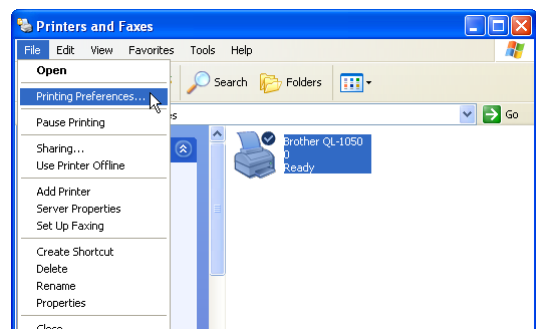
_3_ **Select each item and click OK .**

• [Paper] Tab
This tab is used to set the Format and Width.
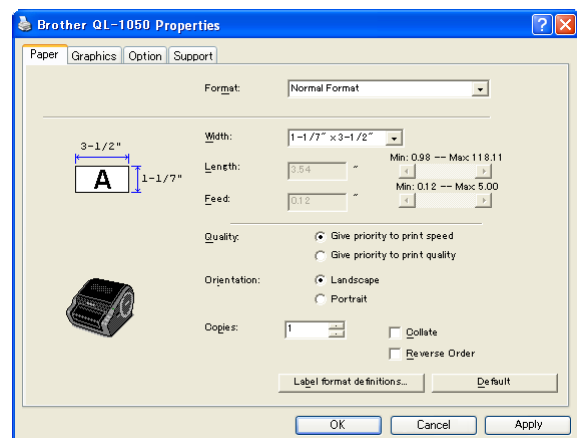
You can change the Label Format or create a new Label Format from the Label format definitions dialog box which appears by clicking Label format definitions... .

Set the format name ("Name") and size ("Width", "Length", and "Feed"), and click Save .
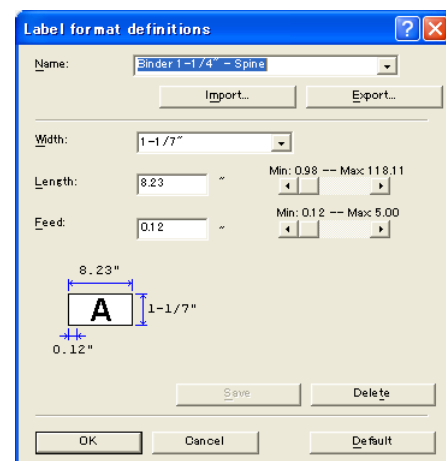
• [Graphics] Tab
 You can set "Halftones", "Brightness", and
 "Contrast" in this tab.
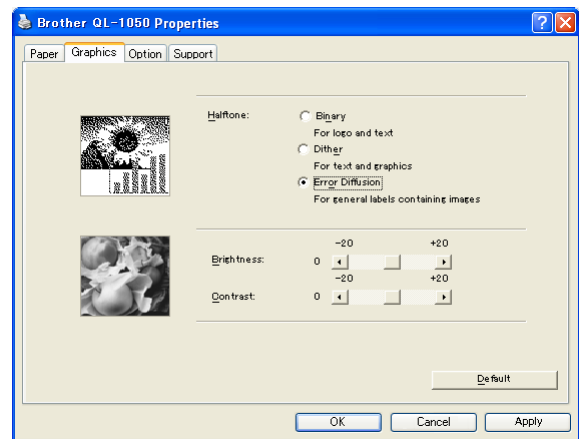
• [Option] Tab
 You can set "Auto cut" with number of labels
 between cuts, "Mirror Printing", "Cut at end",
 and "Unit" in this tab.

The cutting options will vary according to the
model.

4 **Close the [Printers and Faxes (Printers)] window.**

61 ▶ Installing the Printer Driver
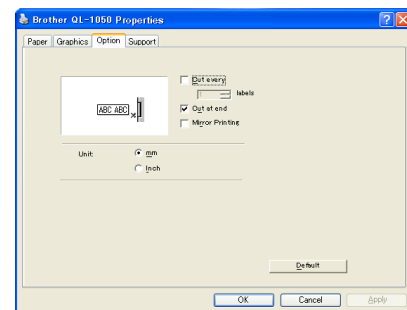
▶ Printing from Other Applications

We will use Microsoft® Word as an example.

1 **Click [File]-[Print].**
The [Print] dialog box appears.

2 **Select "Brother QL-500/550/650TD/1050/ 1050N".**
You can change the settings of the Printer Driver from the [Printer Properties] dialog box which appears by clicking [Properties].
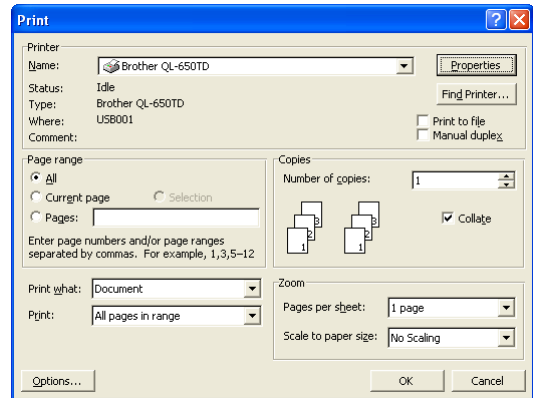
3 **Click ✕, and close the [Print] dialog box.**

4 **Click [File]-[Print Settings].**
The [Page Setup] dialog box appears.

5 **Click the [Paper] tab, and select the paper size that you want to print.**
You can also select the Label Format that you have added in ➜Page 60.
Set page margins in the [Margins] tab as well.
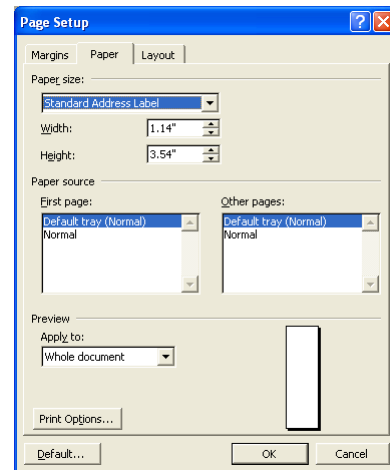
6 **Click [OK].**
The size of the Microsoft® Word window is adjusted to the paper size that you have just selected. Edit the document as needed.

7 **Click [File]-[Print].**
The [Print] dialog box appears.

8 **Click [OK].**
The specified labels are printed.

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Creating Labels (For Macintosh)

Appendix

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Uninstalling the Software

This section describes how to uninstall the software and printer driver from the personal computer.

▶ For Windows

● Uninstalling the P-touch Editor

1 Click [Start]-[Settings]-[Control Panel]-[Add or Remove Programs].

The [Add or Remove Programs] dialog appears.

2 Select "Brother P-touch Editor 4.2", and click `Change/Remove`.

The [Confirm Uninstall] dialog box appears.
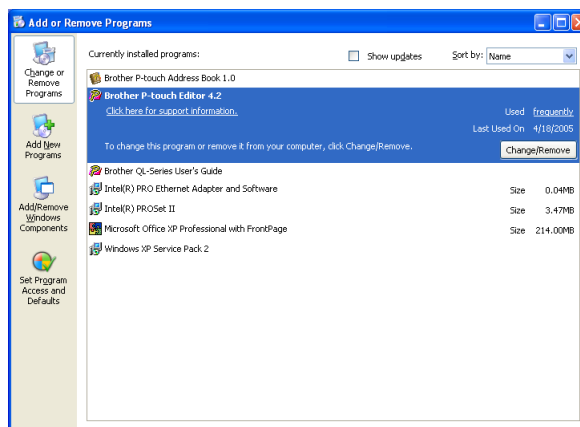
3 Click `OK`.

The uninstall operation starts. After the software and printer driver are removed from your computer, the [Maintenance Complete] dialog box appears.

4 Click `Finish`.
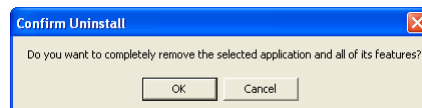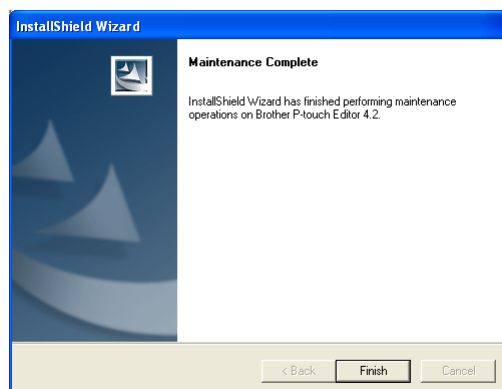
5 Close the [Add or Remove Programs] dialog.

P-touch Editor has been uninstalled.

The P-touch Address Book, and Software User's Guide (PDF Manual) can also be uninstalled by following this procedure.

● Uninstalling the Printer Driver

1 **Turn off the Brother QL-500/550/650TD/1050/1050N.**

2 **From [Control Panel], open the [Printers and Faxes (Printers)] window.**

✎ For details, refer to Windows® Help.

3 **Select "Brother QL-500/550/650TD/1050/ 1050N", and click [File]-[Delete].**
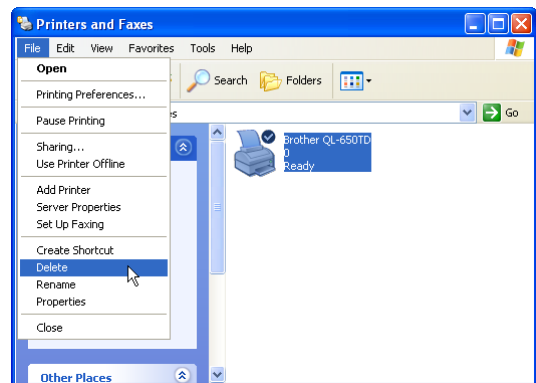
4 **Close the [Printers and Faxes (Printers)] window.**
The printer driver has been uninstalled.

▶ For Macintosh

● Uninstalling the P-touch Editor

1 **On the drive where the P-touch Editor is installed, double-click the [Applications] folder-[P-touch Editor 3.2] folder-[Uninstall P-touch] folder-[UninstallPtEditor.command].**
[Terminal] window appears, and then uninstall operation starts.

✎ Administrator rights is required for uninstall operation.

✎ In case [Terminal] window doesn't appear by double-clicking the [UninstallPtEditor.command], right click (or control key + click) the [UninstallPtEditor.command], context menu appears. Open with the [terminal] window from context menu.

2 Click ⬤.

```
○○○                    Completed Command
Last login: Fri Jul  7 20:46:21 on console
Welcome to Darwin!
PHCPMAC01-Power-Mac-G4:~ user$ /Applications/P-touch\ Editor\ 3.2/Uninstall\ P-t
ouch/UninstallPtEditor.command; exit
logout
[Process completed]
```
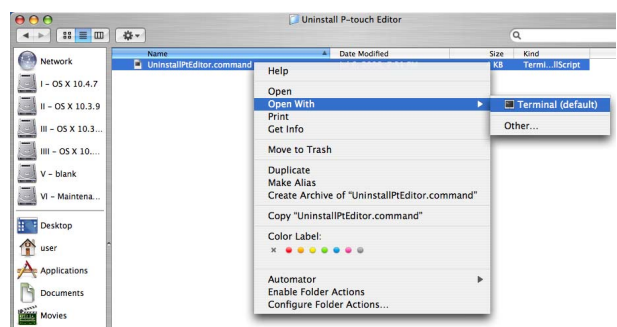
3 Delete [Applications]-[P-touch Editor 3.2] folder.

❗ Before delete the [P-touch Editor 3.2] folder, please check if any necessary file is saved in it.

P-touch Editor has been uninstalled.

● Uninstalling the Printer Driver

1 Turn off the Brother QL-500/550/650TD/1050/1050N.

2 Double-click the drive where Mac OS® X is installed, and double-click [Applications]-[Utility (Utilities)]-[Printer Setup Utility (Print Center)].

The [Printer List] dialog box appears.

3 Select "Brother QL-500/550/650TD/1050/1050N", and click ⊘ (Delete).

```
○○○              Printer List
  🖨        🖨   ⊘    🛠   ✗    ℹ
Make Default  Add  Delete Utility ColorSync Show Info
Name                    ▲ Status        Kind
  🖨 QL-1050                              QL-1050
```

4 Close the [Printer List] dialog box.

The printer driver has been uninstalled.

Specifications

▶ Product Specifications

Items		Specifications		
		Brother QL-500/550	Brother QL-650TD	Brother QL-1050
Display		LED lamp (green)	LED lamp (green) LCD (16 digits × 2 rows (5 × 7 dot/character))	LED lamp (green, red, orange)
Printing	Printing method	Direct thermal printing via thermal head		
	Printing speed	Max. 3.5 inch (90 mm)/ sec, Max. 50 labels/min. (address label)	Max. 3.5 inch (90 mm)/ sec, Max. 56 labels/min. (address label)	Max. 4.3 inch (110 mm)/ sec, Max. 69 labels/min. (address label)
	Print head	300 dpi/720 dot		300 dpi/1296 dot
	Maximum Printing Width	2.3 inch (59 mm)		3.9 inch (98.6 mm)
	Minimum printing length	1 inch (25.4 mm)		
Buttons		ON/OFF button (⏻) FEED button CUT button (Brother QL-550 only)	ON/OFF button (⏻) FEED button, CUT button PRINT button, MENU button CANCEL button, OK button UP button (▲), DOWN button(▼)	ON/OFF button (⏻) FEED button CUT button
Interface		USB port	USB, Serial (RS-232C)	
Power source		120V AC 60Hz 0.8A	120V AC 60Hz 1.7A	120V AC 60Hz 1.8A
Dimensions		5.7 (W) × 7.6 (D) × 5.9 (H) inch 146 (W) × 196 (D) × 152 (H) mm	5.7 (W) × 7.6 (D) × 5.9 (H) inch 146 (W) × 196 (D) × 152 (H) mm	6.6 (W) × 8.6 (D) × 5.8 (H) inch 170 (W) × 220 (D) × 147.5 (H) mm
Weight		Approx. 2.8 lb (1.3 kg) (Without DK Rolls)	Approx. 2.8 lb (1.3 kg) (Without DK Rolls)	Approx. 3.7 lb (1.7 kg) (Without DK Rolls)
Cutter		Automatic cutter (Brother QL-550) Manual cutter (Brother QL-500)	Automatic cutter	Durable automatic cutter
Network		Option (PS-9000)		PS-9000 Bundle (Brother QL-1050N)

▶ Operating Environment

Items		Specifications		
		Brother QL-500/550	Brother QL-650TD	Brother QL-1050
OS	Windows®	Windows® 2000 Professional/XP [*1]		
	Macintosh®	Mac OS 10.1-10.4.7(PowerPC); OS 10.4.4-10.4.7(Intel) [*2]		
Interface	Windows®	USB port (USB Spec. 1.1 or 2.0 protocol)	USB port (USB Spec. 1.1 or 2.0 protocol) Serial (RS-232C) [*3]	
	Macintosh®	USB port (USB Spec. 1.1 or 2.0 protocol)	USB port (USB Spec. 1.1 or 2.0 protocol)	
Hard Drive	Windows®	Over 70 MB of available space [*4]		
	Macintosh®	Over 100 MB of available space [*4]		
Memory	Windows®	Windows® 2000 Professional/XP: More than 128 MB		
	Macintosh®	More than 64 MB		
Monitor	Windows®	SVGA, high color or higher graphics card		
	Macintosh®	More than 256 colors		
Other		CD-ROM drive		
Operating Temperature		50°F to 95°F (10°C to 35°C)		
Operating Humidity		20% to 80% (without condensation)		

*1 The PC should meet Microsoft®'s recommendations for the OS installed.
*2 PS-9000 does not support Mac. So QL-1050N is not used in Mac environment.
*3 The RS-232C interface is required when printing with ESC/P commands.
*4 Required available space when installing the software with all of the options.

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