

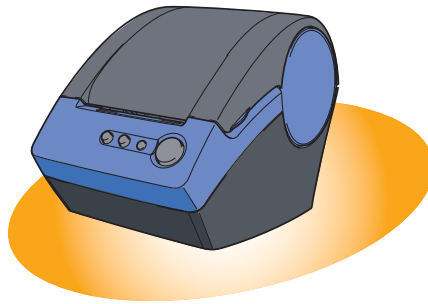
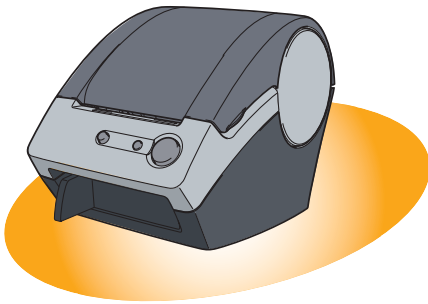
brother

BROTHER QL-500/550/650TD **PC LABEL PRINTER**

DX
ROLLS

P-touch

Software User's Guide



Contents

Introduction	2
Creating Labels (For Windows)	3
Label Creation Overview	3
How to Use P-touch Editor	5
How to Use the P-touch Address Book	31
How to Use the P-touch Transfer Manager (Brother QL-650TD Only)	37
How to Use the P-touch Backup Manager (Brother QL-650TD Only)	41
Creating Labels (For Macintosh)	43
Overview	43
Using the P-touch Editor	45
Appendix	53
Sharing the printer	53
Controlling with the ESC/P Commands	54
Printing Directly from Other Applications	55
Uninstalling the Software	58
Using with Mac OS X Classic (Mac OS 8.6 ~ 9.2)	61
Specifications	65

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 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

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 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.

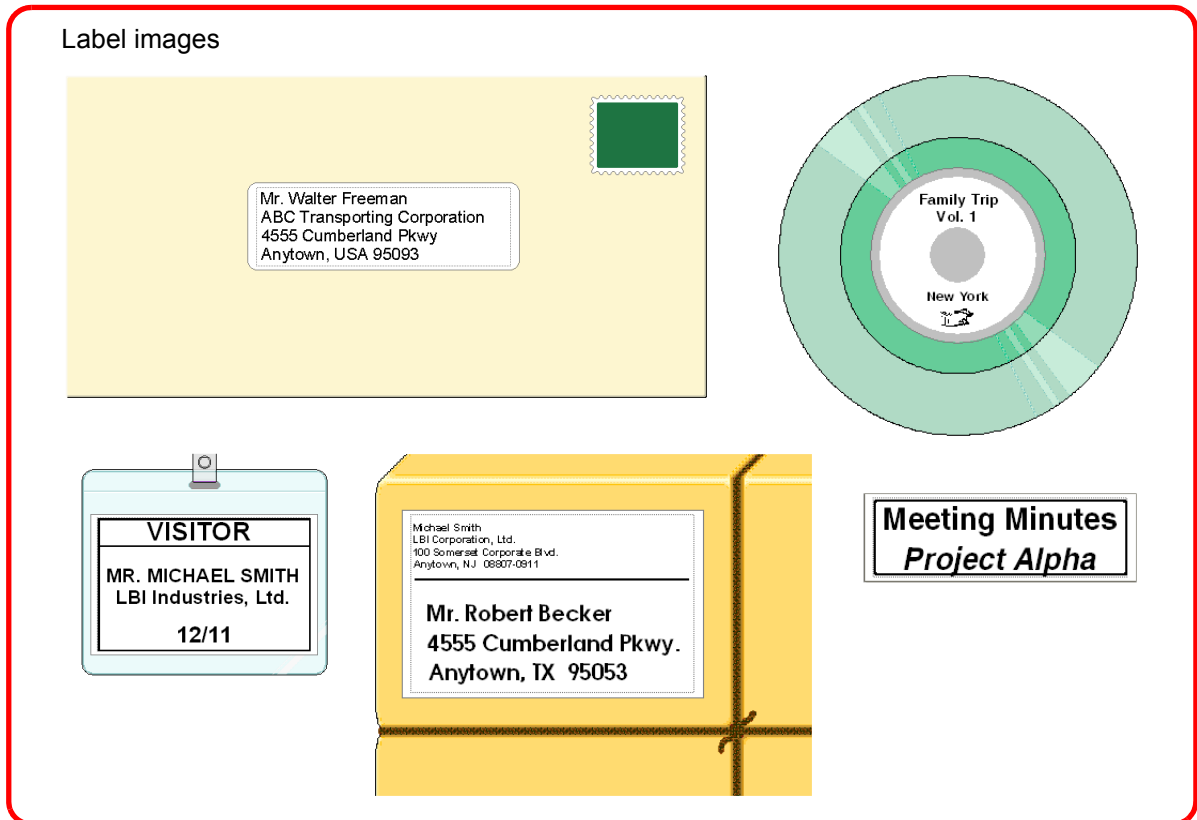
Creating Labels (For Windows)

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.

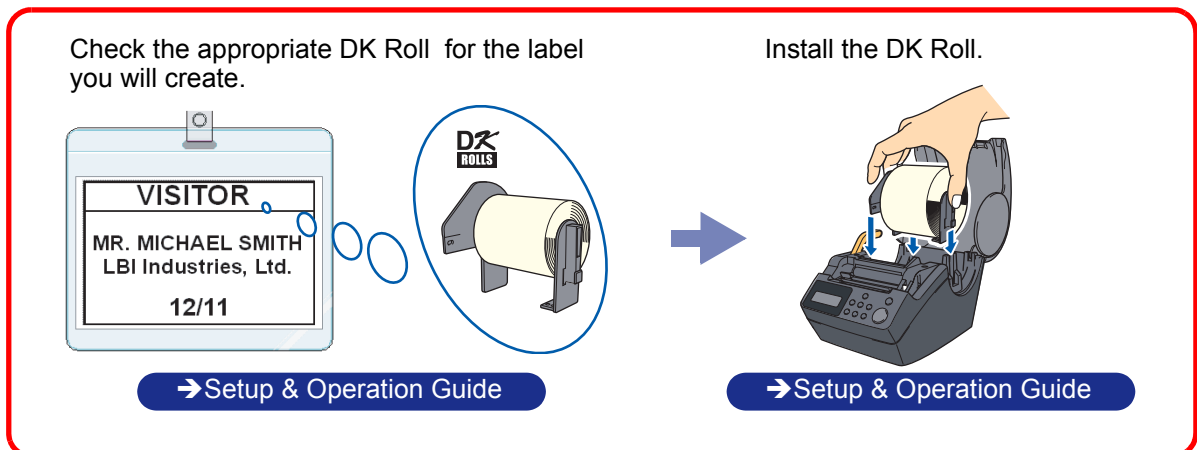
► From Label Creation to Printing

1 Choose the type of label you want to create.



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.)

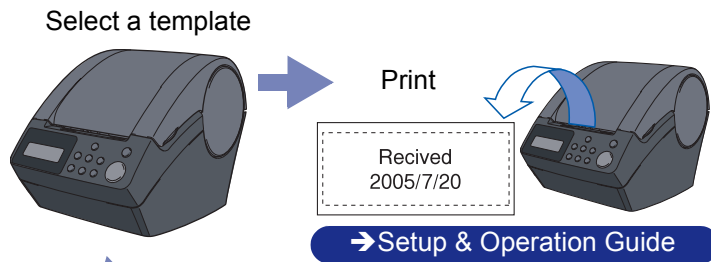


3 Create and print the label.

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

Printing directly

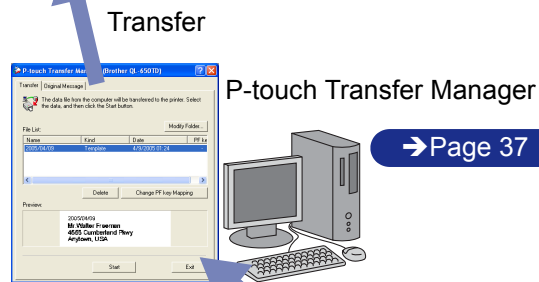
Create and print a label using just the printer. (Brother QL-650TD only)



Printing using the PC

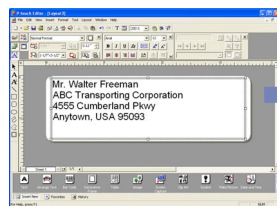
After creating a template with your PC, create and print the label using the printer.

Create and print the label using a PC.



Create and print a label using P-touch Editor.

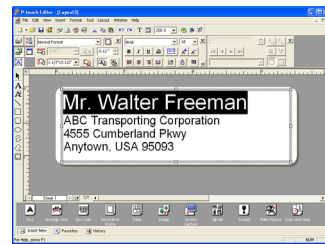
P-touch Editor



Enter the text

→ Page 7

P-touch Editor

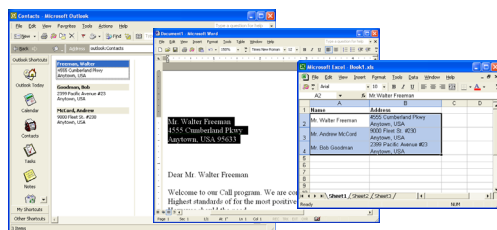


Create a template

→ Page 37

Use an application from another manufacturer.

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



Import the text

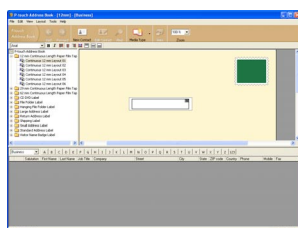
→ Page 24

Edit the label

→ Page 5

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

P-touch Address Book



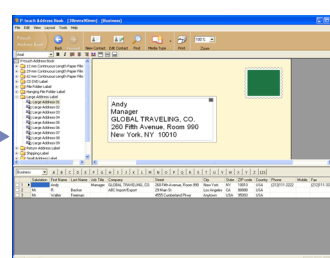
Enter the text

→ Page 33

Import the text

→ Page 34

P-touch Address Book



Edit the label

→ Page 35

How to Use P-touch Editor

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

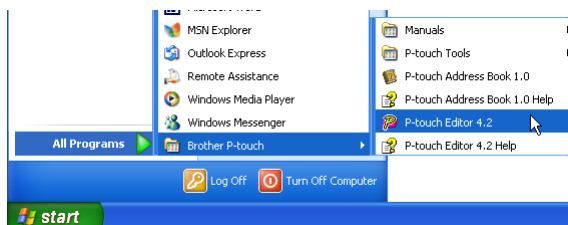
▶ Starting P-touch Editor

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.



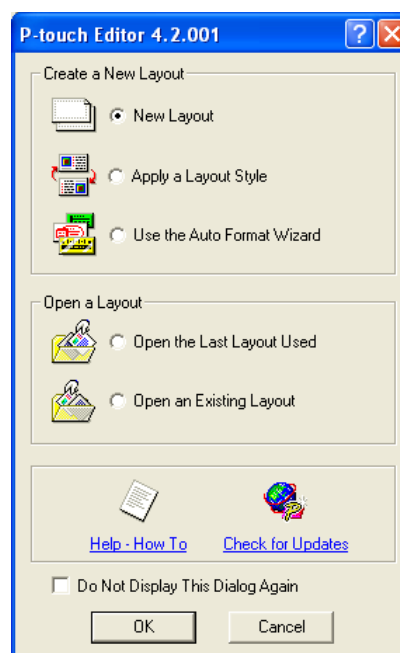
When the P-touch Editor is launched, the [Startup] dialog box appears, allowing you to select whether you want to create a new label layout or open an existing label.



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].

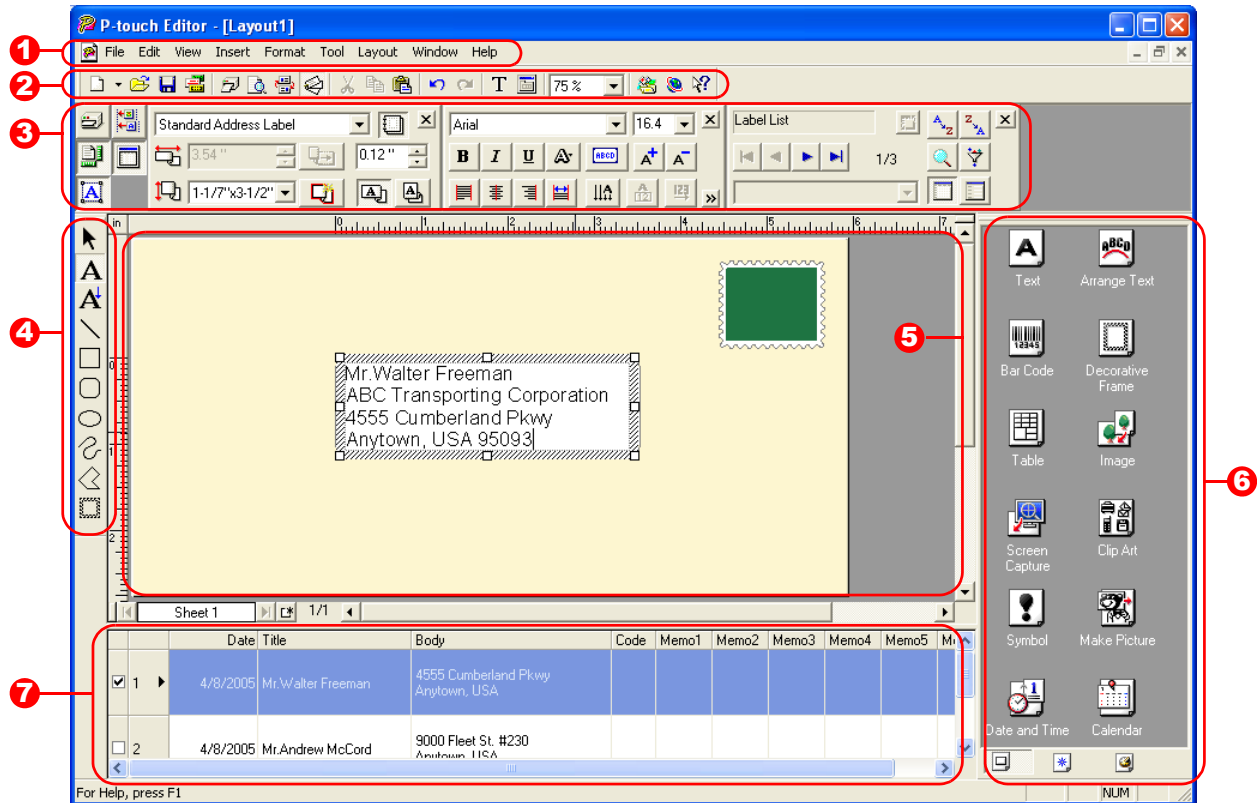
2 Select an option in the [Startup] dialog box and click

- 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 9](#).
- 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:



1 Menu

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

2 Standard toolbar

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

3 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.

4 Draw toolbar

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

5 Layout work area

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

6 Object dock

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

7 Label list/Database window

Displays a database or a label list.




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

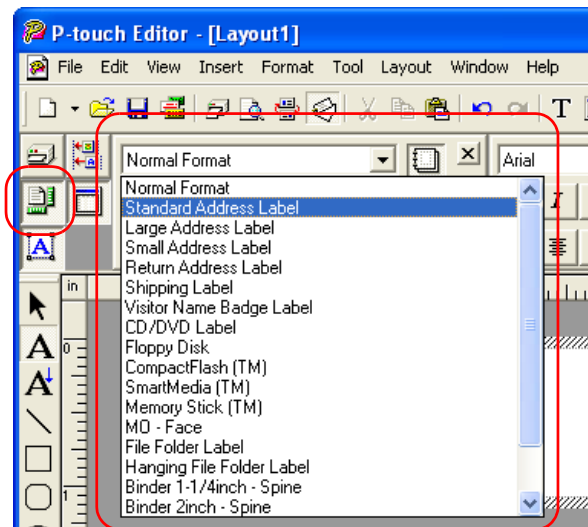
▶ Creating an Address Label


This section describes the process of creating an address label.

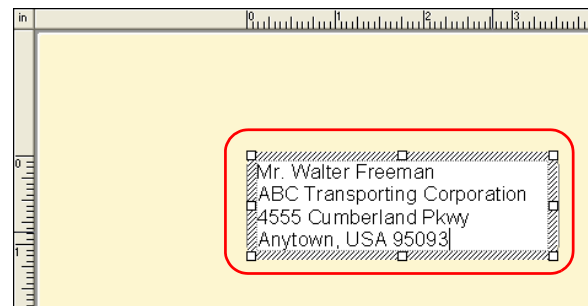
- 1** In the Page properties box, select [Standard Address Label] from the [Label Format] list box.

💡 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.

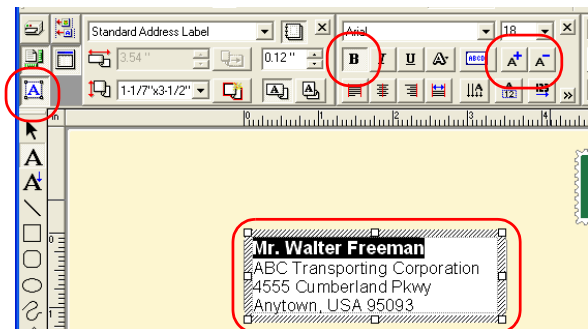


- 3** Adjust the font size.

Select the name and apply the bold () and scaled-up font size () settings using the Text property box.

Select the address and apply the scaled-down font size () 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

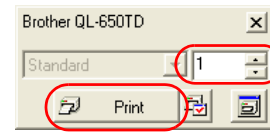
This section explains the procedure for printing a label you have created.

- 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.

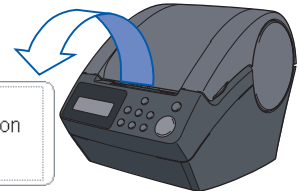


- 2 Cut off the printed label using the Cut button (Brother QL-550/650TD) or the Cut lever (Brother QL-500) of the printer.**



In the [Print] dialog box, if [Auto Cut] is checked in [Options], the printed labels will be automatically cut. (Brother QL-550/650TD only)

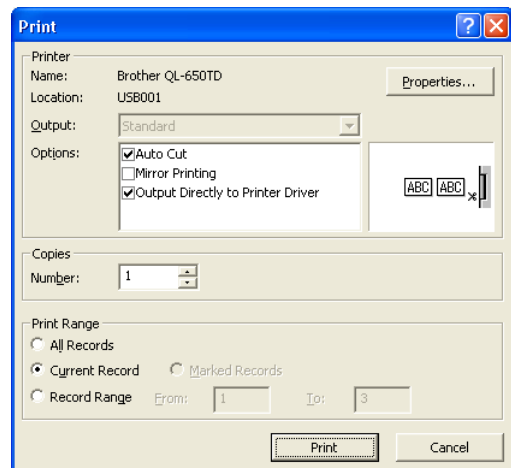
Mr. Walter Freeman
ABC Transporting Corporation
4555 Cumberland Pkwy
Anytown, USA 95093



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.



Setting		Description
Options	Auto Cut (Brother QL-550/650TD only)	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.
	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  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 .

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

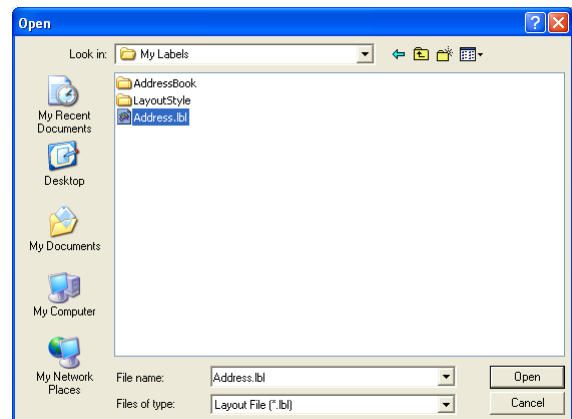
To use a label you have saved, open the label file. This section describes the procedure for opening the label file.

1 Click [File]-[Open].

The [Open] dialog box appears.




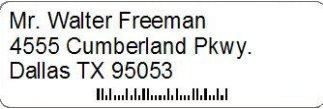
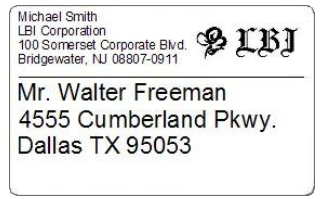







2 Select the folder containing the file you want to open, select the file, and click the .

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		<ul style="list-style-type: none"> • Printing • Saving a layout
2: Changing the text properties of an address label		<ul style="list-style-type: none"> • Changing the font size and style • Adjusting text, images and other objects
3: Making an address label by using an Add-in		Using add-ins <ul style="list-style-type: none"> • Microsoft® Word • Microsoft® Excel • Microsoft® Outlook®
4: Making a label by using the label list		<ul style="list-style-type: none"> • Saving to the label list • Using label list to create a new layout
5: Using layout styles to create labels		<ul style="list-style-type: none"> • Choosing/Changing the default layout style • Editing and saving a layout style
6: Making a label by using a database		<ul style="list-style-type: none"> • Using / Connecting an Microsoft® Excel file
7: Making a banner or sign with continuous length tape		<ul style="list-style-type: none"> • Specifying the label length or using auto setting • Inserting clip art illustrations
8: Making sequential labels using the Numbering function		<ul style="list-style-type: none"> • Specifying the field to increment (numbering field) • Printing
9: Using P-touch Editor to make a label that contains a bar code		<ul style="list-style-type: none"> • Selecting a protocol
10: Making address labels with continuous length tape		<ul style="list-style-type: none"> • Using tape as vertical direction
11: Making a label by using the Auto Format feature		<ul style="list-style-type: none"> • Using the Auto Format function
12: Making a label by using the P-touch Library		<ul style="list-style-type: none"> • 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

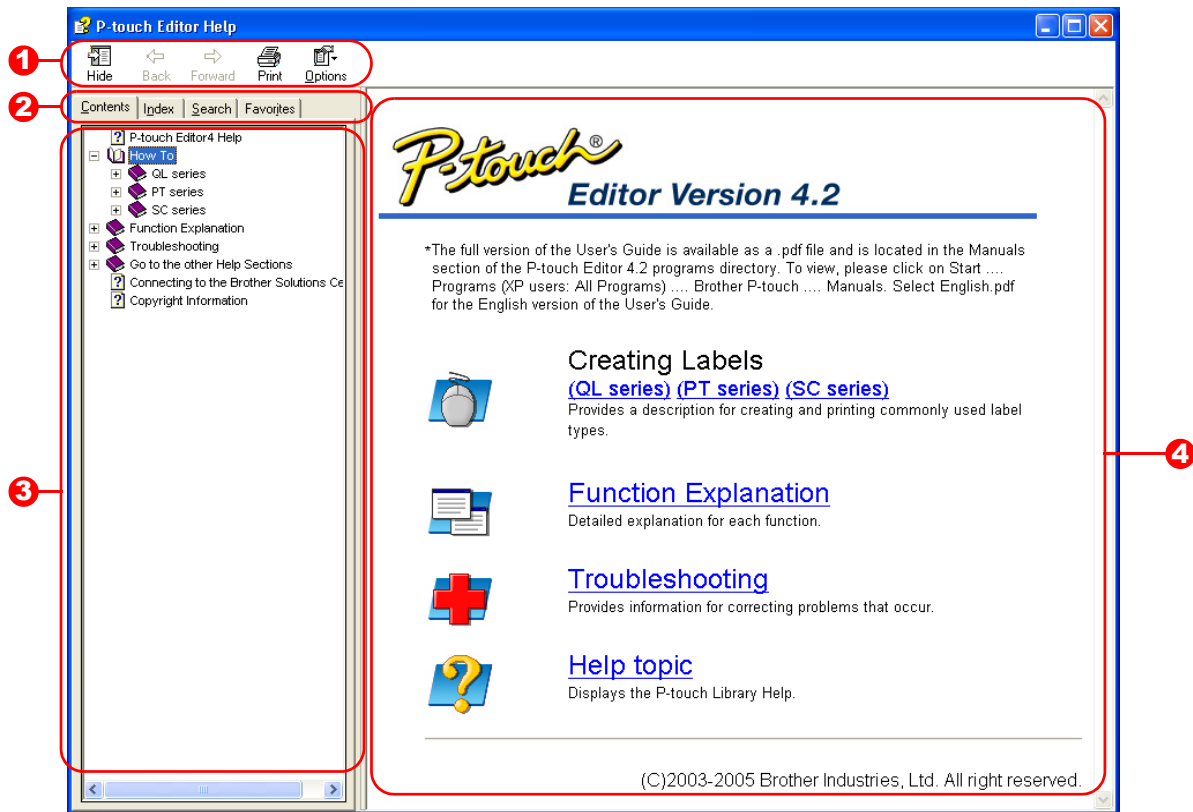
1 Starting P-touch Editor

Refer to →"Starting P-touch Editor" on page 5.
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



1 Toolbar

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

2 Tabs

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

3 Menu

Displays the information for the tab you chose.


4 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.

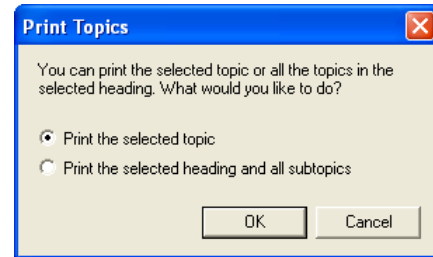
1 In the [Contents] tab, select any topic you want to print.

2 Click  on the Toolbar.

The [Print Topics] dialog box appears.


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

The [Print] dialog box appears.



4 Specify the [Printer] item and click .

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 21](#).



- 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 24](#).

● Using the Label List

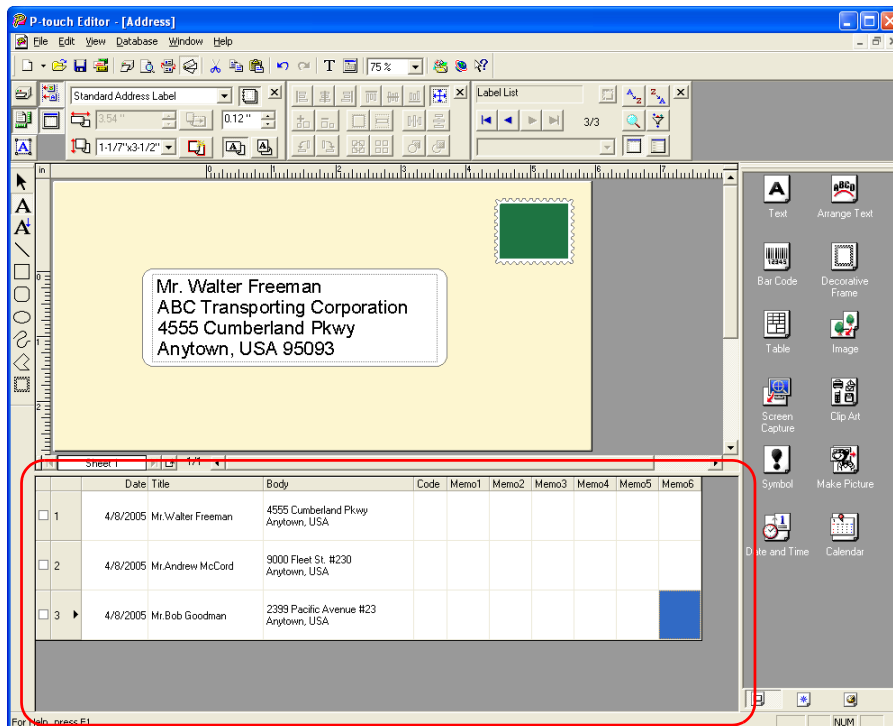
Using the following example, this section describes the procedure for creating address labels by directly entering text into the label list.

First, create a new layout by referring to [►"Creating an Address Label" on page 7](#) 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.

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

1 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.

2 Field selector

Displays the field names.

3 Cell

Displays the field information for each field in a record.

4 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.

Date(A):	4/8/2005
Title(B):	Mr. Bob Goodman
Body(C):	2399 Pacific Avenue #23 Anytown, USA
Code(D):	
Memo1(E):	
Memo2(F):	
Memo3(G):	
Memo4(H):	
Memo5(I):	
Memo6(J):	

1 Field name

Displays the field names.

2 Field data

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

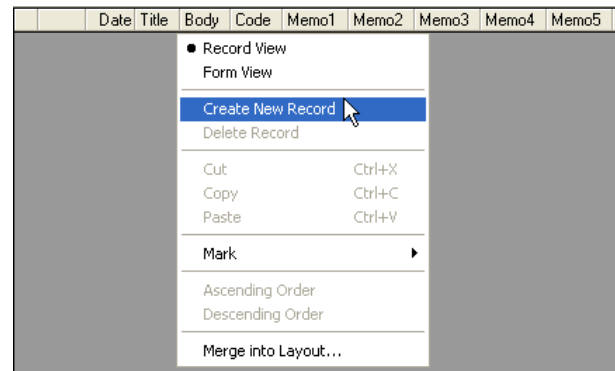
Entering data

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.



A new record is added to the list.

	Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 1	4/8/2005		Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA					
<input type="checkbox"/> 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].**

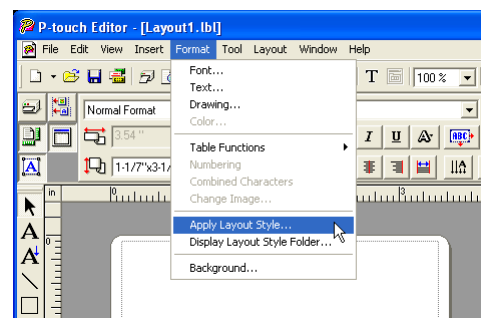


If [Format] is not displayed, click on the layout work area once.

The [Apply Layout Style] dialog box appears.

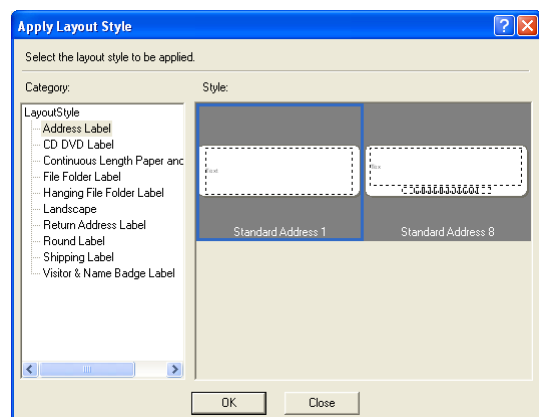


- The layout style that is currently the default is surrounded with a frame.
- If your desired layout style is not listed, create a new layout style.
- Refer to the following section "Using a Layout Style to create labels".




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

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




■ Using a Layout Style to create labels

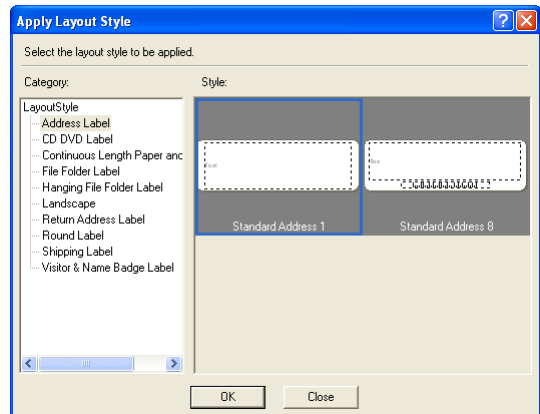
1 With the Label List/Database window displayed, click [Format]-[Apply Layout Style].

 If [Format] is not displayed, click on the layout work area once.

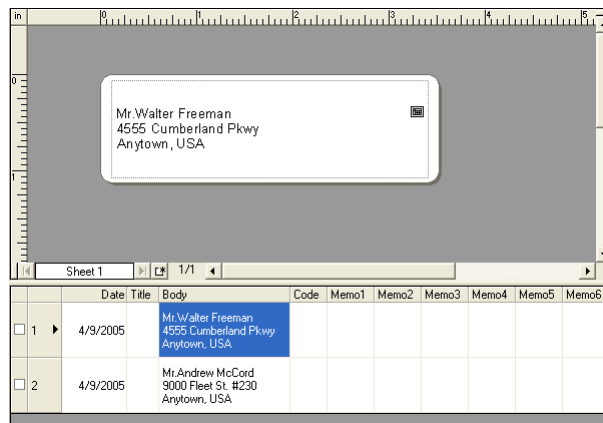
The [Apply Layout Style] dialog box appears.

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

 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.



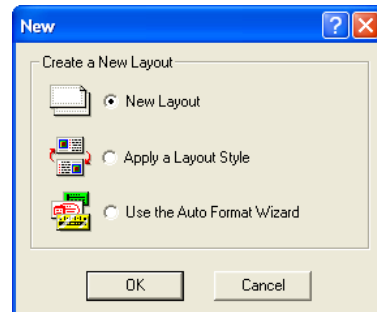
■ Creating and registering a new Layout Style

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.

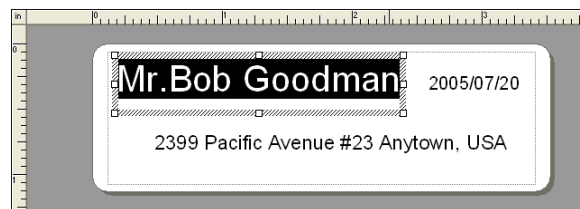
1 Click [File]-[New].

The [New] dialog box appears.

2 Click [New Layout], and click .



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

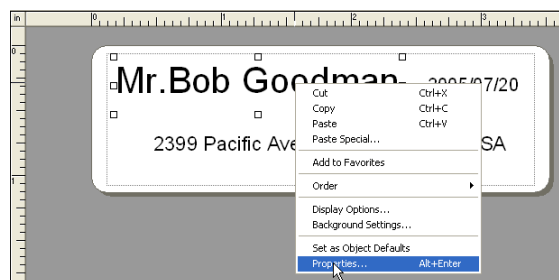


4 Right-click on the created text object and select [Properties] from the menu displayed.

The [Text Properties] dialog box appears.

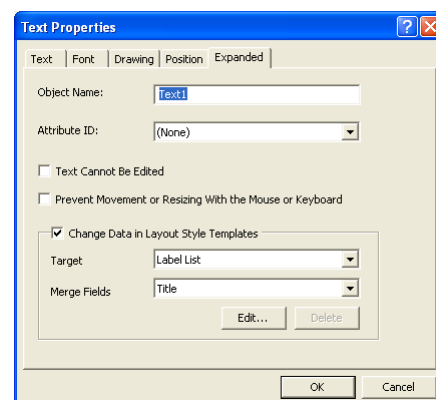


The [Text Properties] dialog box also appears when you double-click the created text object.



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 .

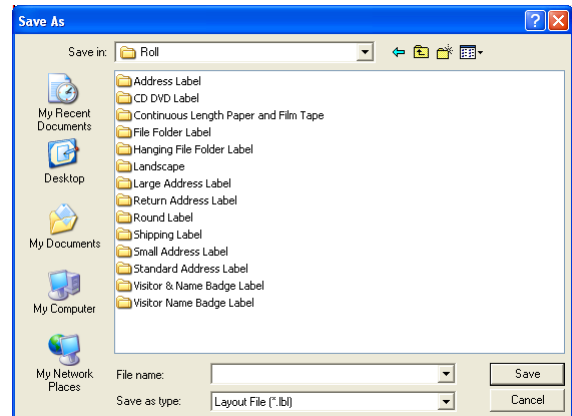


6 Repeat Steps 4 and 5 for every text object you have created.

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.



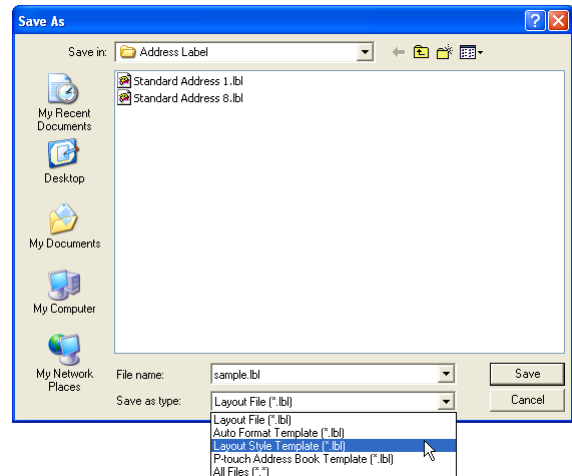
9 From the [Save As] type pull down, select [Layout Style Template].

Enter the [File name] and click .

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].

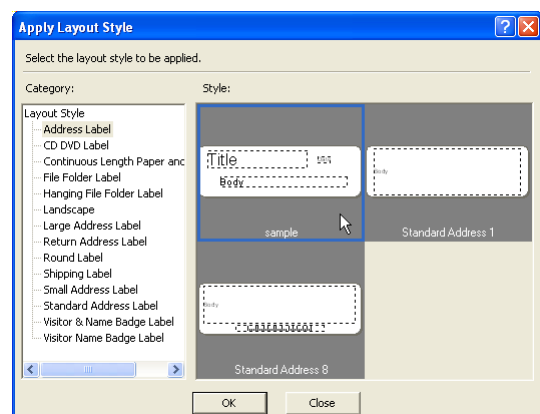


When [Format] is not displayed, click on the layout work area once now saved.

The [Apply Layout Style] dialog box appears.

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

The label list information and layout are now updated.



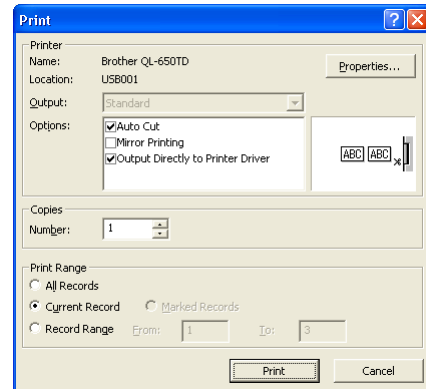
Printing labels from the Label List

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 8.




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 .

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.

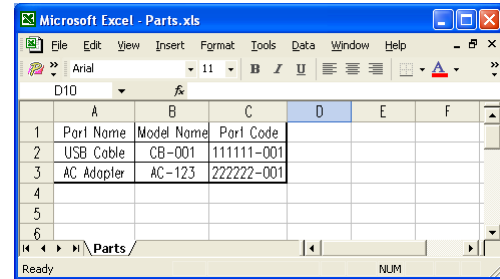
Using external database files

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.

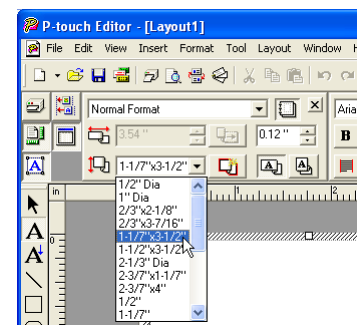
The following example uses a file (.xls) created with Microsoft® Excel, as shown right.



	A	B	C	D	E	F
1	Part Name	Model Name	Part Code			
2	USB Cable	CB-001	111111-001			
3	AC Adapter	AC-123	222222-001			
4						
5						
6						

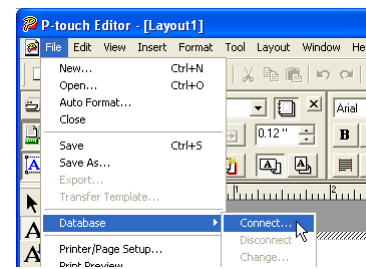
2 Start the P-touch Editor and specify the label size.

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



3 Click [File]-[Database]-[Connect].

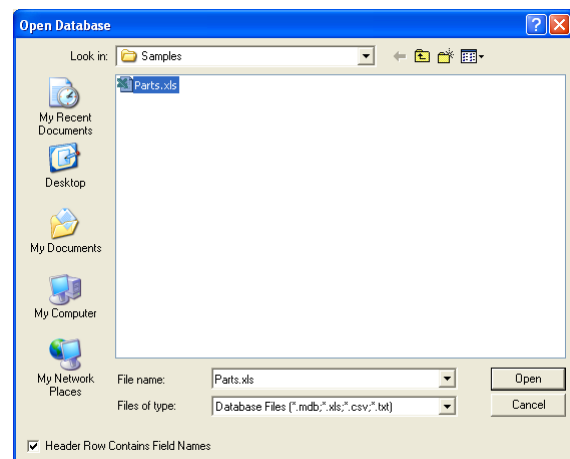
The [Open Database] dialog box appears.



4 Select the Microsoft® Excel file you have prepared and click .

The [Select Database Editing Mode] dialog box appears.

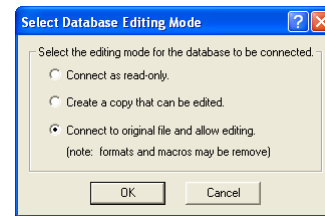
If the file you use has multiple sheets, the [Table Selection] dialog box appears. Select the sheet you want to use.



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

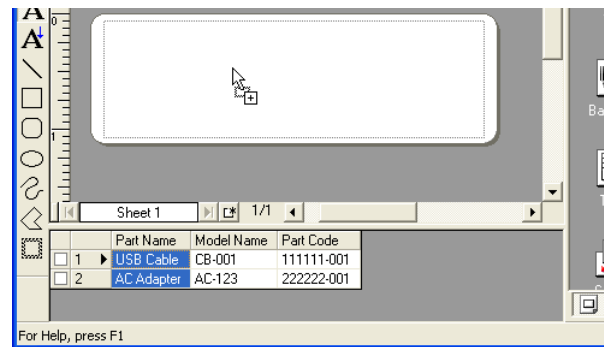
The Database window appears.

- 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.

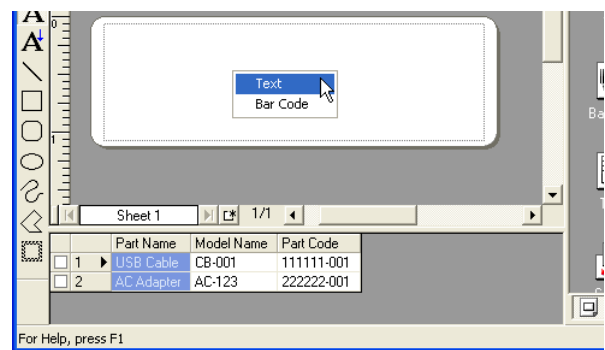


7 Click [Text].

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



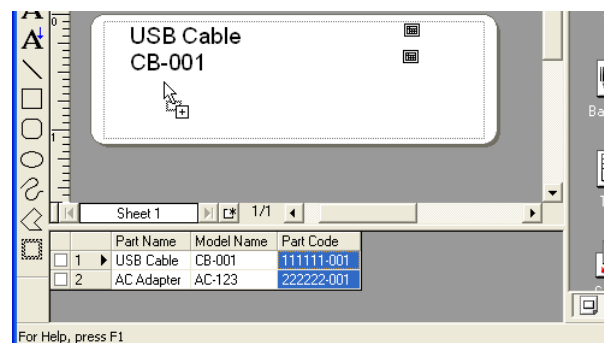
Change the font, style and format of the text as needed.



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.

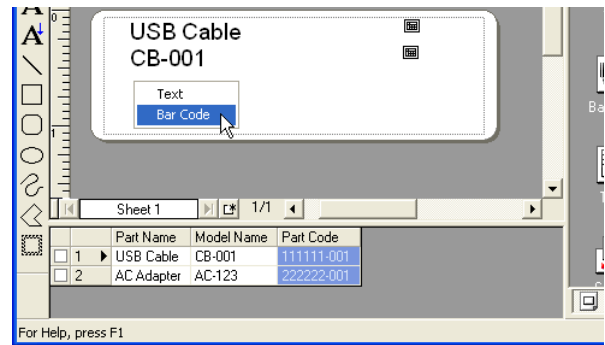


10 Select [Bar Code].

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.

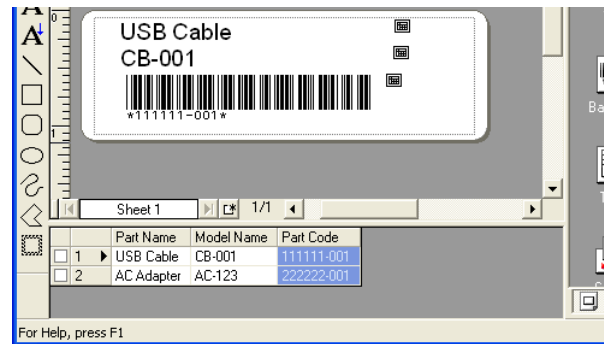


11 Click in the Print properties.

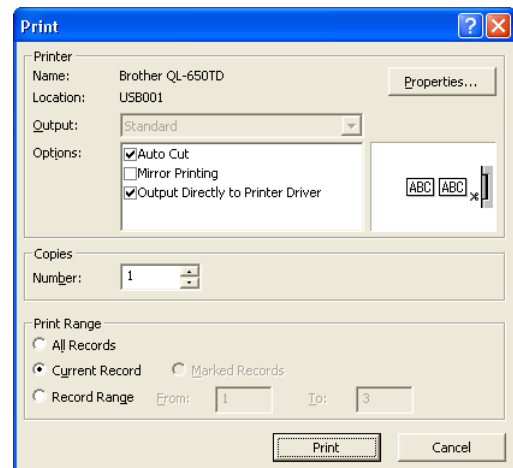
The [Print] dialog box appears.



If you want to print just the label shown in the layout work area, click  in the Print properties.



12 In [Print Range], select [All Records] and click .



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.

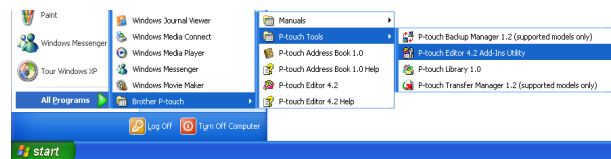


● Add-In settings


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.



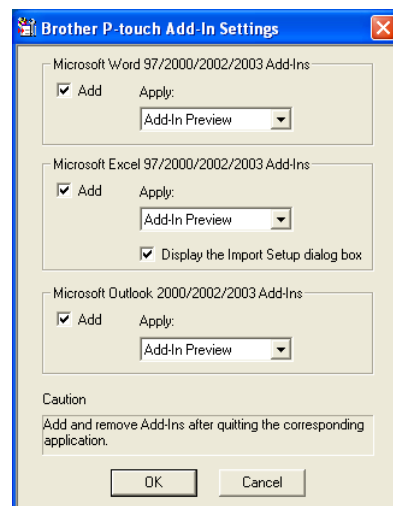
- 2 Click on the checkboxes for the applications in which the Add-In function is to be used, and turn off the checkboxes for the others.

[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.

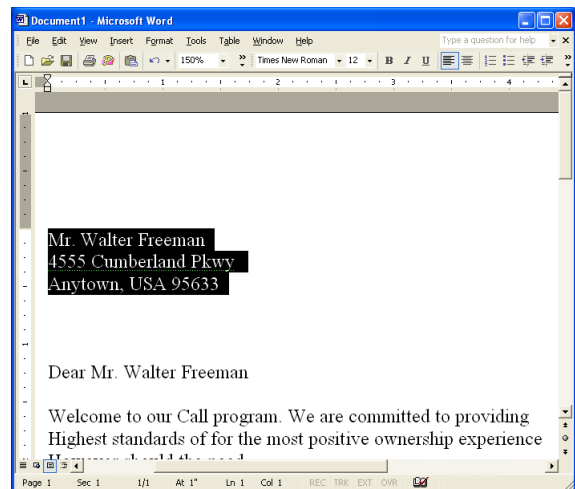


● Microsoft Word

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

Creating labels using Microsoft Word

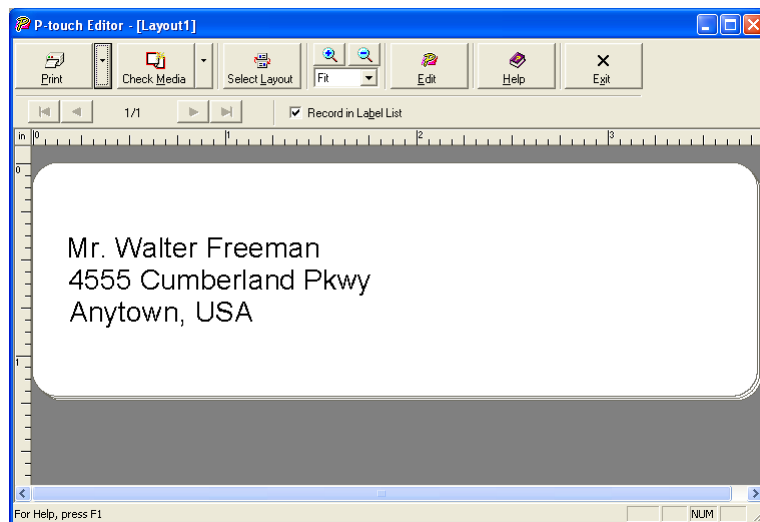
- 1 Open a Microsoft® Word document and select the text you want to print.








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







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 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 button	Checks the size of the DK Roll.
	Paper Settings button	Used to select the paper.
	Select Layout button	The [Apply Layout Style] dialog box appears. Allows you to choose a different layout style.

Icon	Button name	Function
	Zoom controls	Used to zoom in or zoom out on the label layout, or to select the magnification using the pull-down list.
	Edit button	Used to edit the currently displayed label with the P-touch Editor.
	Help button	Opens the P-touch Editor Help files.
	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 .

The labels are printed.



If you want 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 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

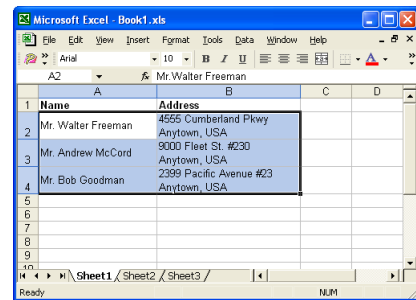
	Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
<input type="checkbox"/> 1	4/8/2005	Mr. Andrew	Mr. Andrew McCord 9000 Fleet St. #230 Anytown, USA							
<input checked="" type="checkbox"/> 2	4/8/2005	Mr. Walter Freeman	Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA							


● 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.

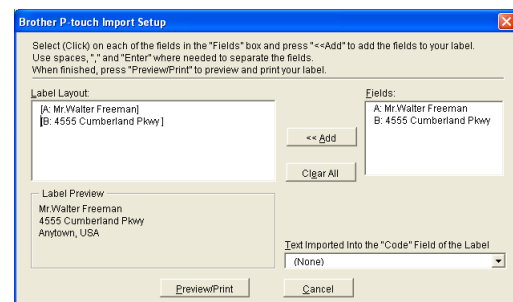
- 3 In [Label Layout], make adjustments to the line feed in the cells and click .



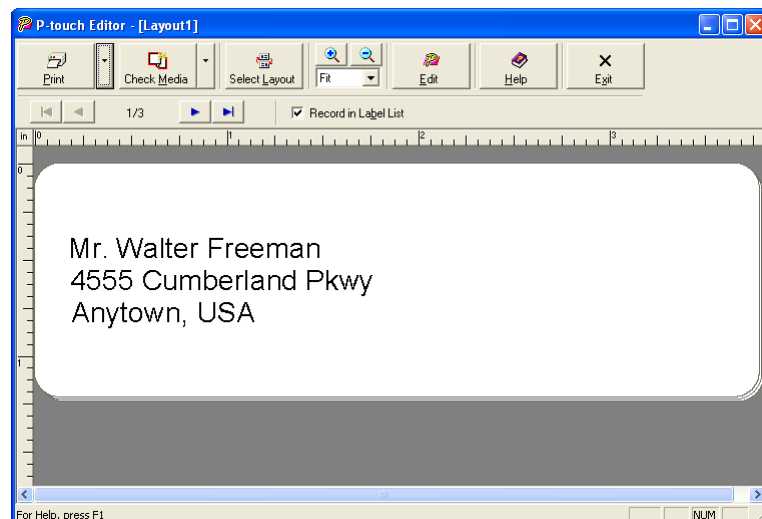
[Label Layout] enables you to change the way a label will be done its layout. When you select any listed item in the [Fields] box and click , a new field is added to the [Label Layout] box.

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 25.
- 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 .

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 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
<input type="checkbox"/> 1	4/8/2005	Mr. Walter Freeman	Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA							
<input type="checkbox"/> 2	4/8/2005	Mr. Andrew McCord	Mr. Andrew McCord 9000 Fleet St. #230 Anytown, USA							
<input type="checkbox"/> 3	4/8/2005	Mr. Bob Goodman	Mr. Bob Goodman 2399 Pacific Avenue #23 Anytown, USA							

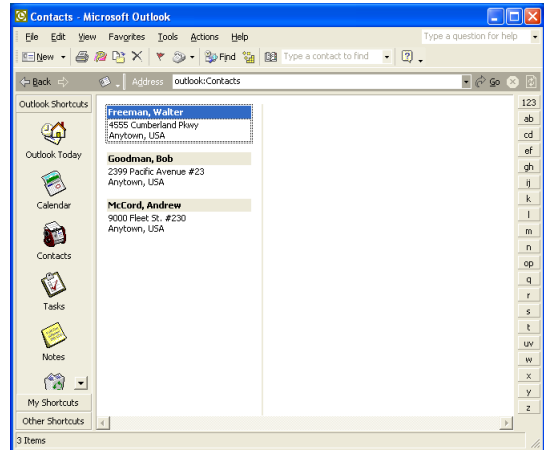
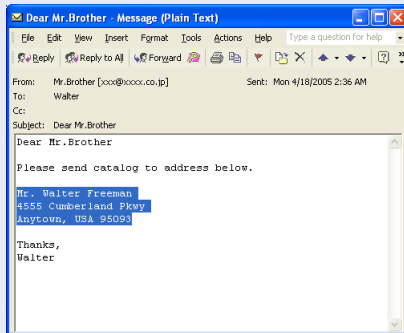
Microsoft Outlook

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.

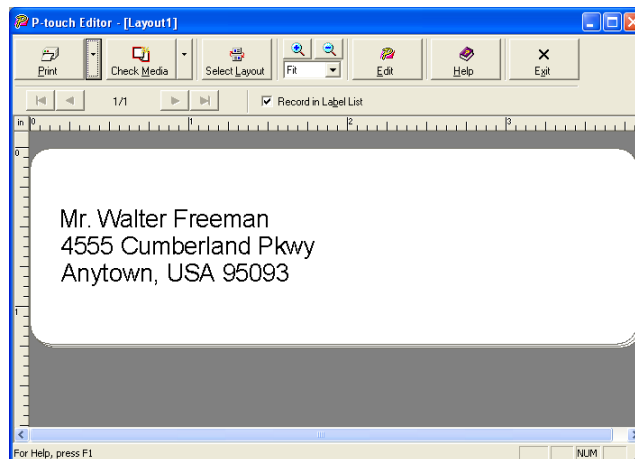
In Microsoft® Outlook®, you can include not only the Contact data but also the text in a message, as you can do in Microsoft® Word.



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.



- 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 25.

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
<input type="checkbox"/>	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
<input type="checkbox"/>	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.

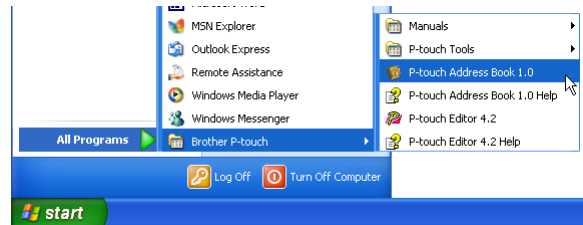
▶ Starting the P-touch Address Book

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.



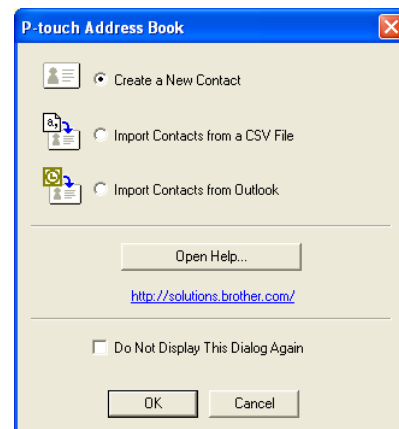
When the P-touch Address Book is launched, the [Startup] dialog box appears, letting you make settings to create new contacts, import CSV formal data or Outlook® contacts, and so on.

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

The layout window appears.

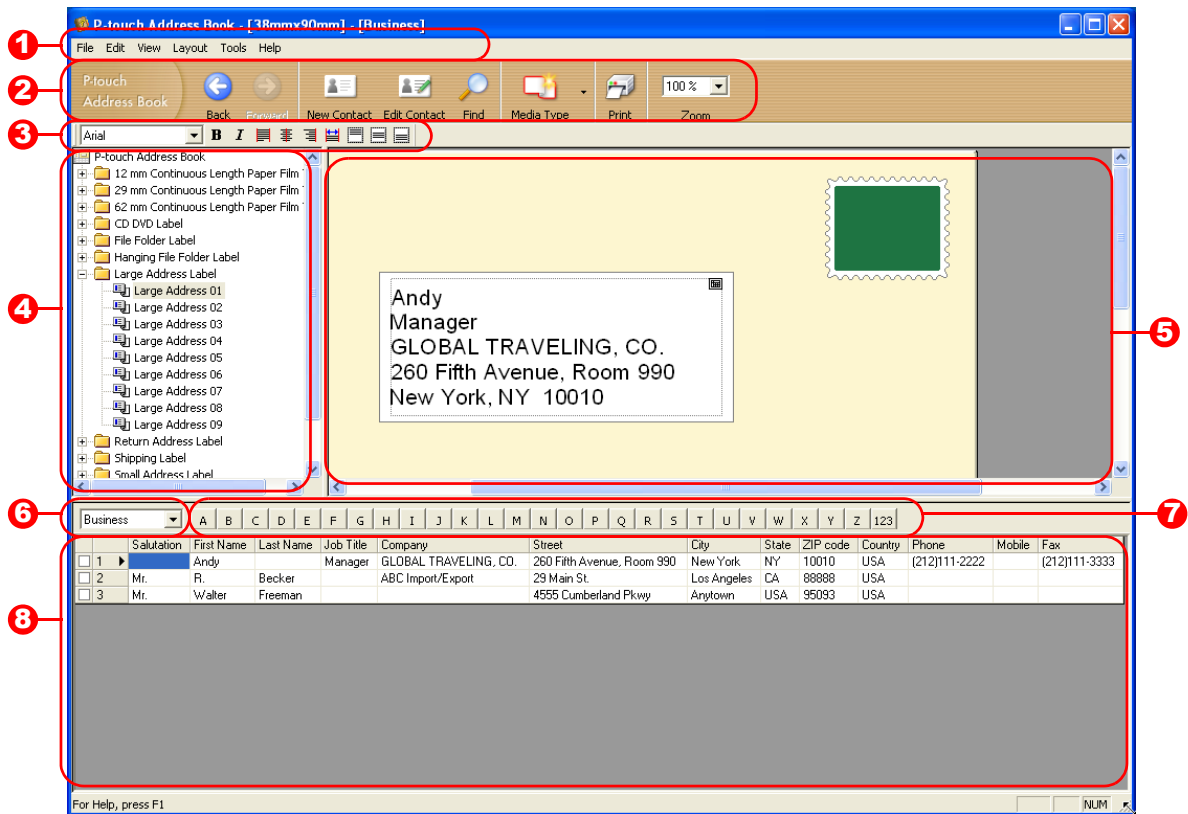
- When [Create a New Contact] is selected, the layout window appears.
- When [Import Contacts from a CSV File] or [Import Contacts from Outlook] is selected, you can import contacts in other formats. Refer to → "Importing the Contact Data" on page 34.
- Click to open the P-touch Address Book Help files.

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:



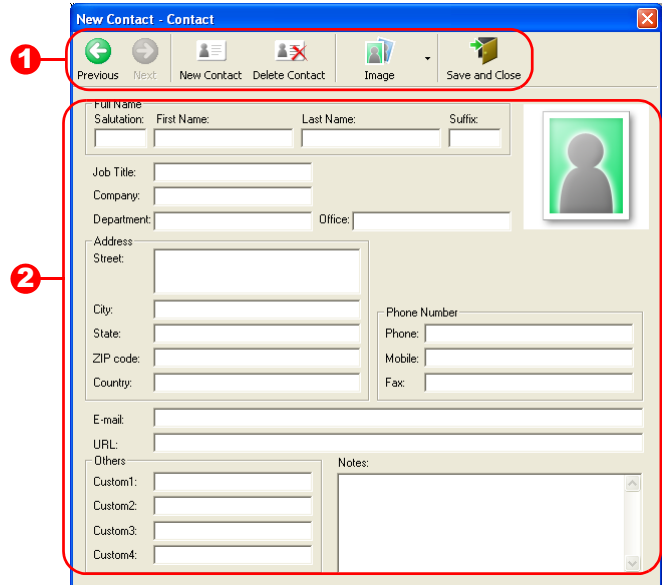
- 1** Menu bar
Commands are categorized by function into the menus, such as File, Edit, View, and Layout.
- 2** Standard toolbar
A group of frequently used commands (such as New Contact, Edit Contact, Find, Print, etc.) are provided in this toolbar.
- 3** Text toolbar
Used to adjust text attributes such as font size and alignment.
- 4** Layout style selection view
Displays layout styles stored in the folder you selected.
- 5** 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.
- 6** Contact list combo box
Displays the contact list that is currently specified. You can choose from [Personal], [Business], [Other1], [Other2], and [Other3].
- 7** 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].
- 8** 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.



- 1 New Contact form toolbar

The following commands are categorized in the menu:

Icon	Button name	Function
	Previous	Displays the previous contact.
	Next	Displays the next contact.
	New Contact	Displays the New Contact form window for a new contact.
	Delete Contact	Deletes the contact that is currently selected.
	Image	Allows you to insert an image for a contact. The following file types are supported: <ul style="list-style-type: none"> • 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	Saves the contact and closes the [New Contact] dialog box.

- 2 Contact form

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

- 3 Click  .

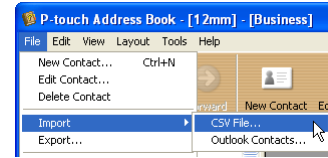
▶ Importing the Contact Data

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].

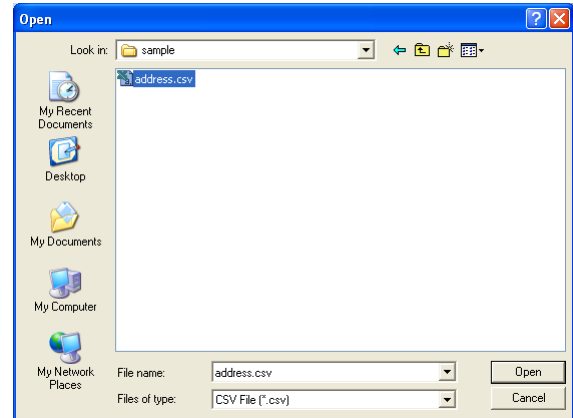
The [Open] dialog box appears.



2 Select a file to be imported and click

.

The [Stop Signal Replacement] dialog box appears.

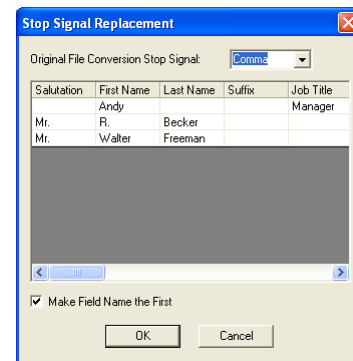


3 Select [Original File Conversion Stop signal] and click .



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

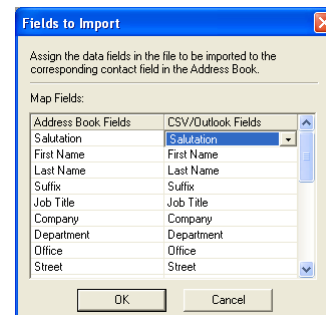
The [Fields to Import] dialog box appears.



4 Assign [CSV/Outlook Fields] to [Address Book Fields] and click .



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

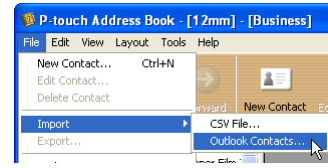


The Contact data are displayed in Record View.

Business	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	123		
	Salutation	First Name	Last Name	Job Title	Company	Street	City	State	ZIP code	Country	Phone	Mobile	Fax																
1	Mr.	Andy	Becker	Manager	GLOBAL TRAVELING, CO.	260 Fifth Avenue, Room 990	New York	NY	10010	USA	(212)111-2222		(212)111-3333																
2	Mr.	R.	Freeman		ABC Import/Export	29 Main St.	Los Angeles	CA	88888	USA																			
3	Mr.	Walter	Freeman			4555 Cumberland Pkwy	Anytown	USA	95093	USA																			

● Importing the Outlook contact data

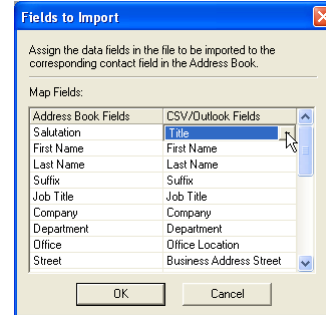
- 1 Click [File]-[Import]-[Outlook Contacts].
The [Fields to Import] dialog box appears.



- 2 Assign [CSV/Outlook Fields] to [Address Book Fields] and click .



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.

	Salutation	First Name	Last Name	Job Title	Company	Street	City	State	ZIP code	Country	Phone	Mobile	Fax
1	Mr.	Walter	Freeman			4555 Cumberland Pkwy	Anytown	USA	95093	United States of America			
2	Mr.	Bob	Goodman			2399 Pacific Avenue #23	Anytown	USA	95008	United States of America			
3	Mr.	Andrew	McCord			9000 Fleet St. #230	Anytown	USA	94115	United States of America			

▶ Editing the Contact Data

This section explains how to edit the contact data.

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



For details on the Toolbar of the New Contact form, refer to → "Creating a New Contact" on page 33.

- 2 Edit the data in each item.

- 3 Click .

▶ Printing the Label

This section explains how to print a created label.

1 Click .

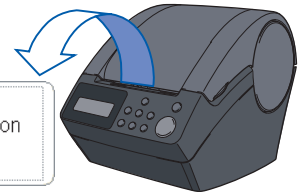
The labels are printed.

2 Cut off the printed label using the Cut button (Brother QL-550/650TD) or the Cut lever (Brother QL-500) of the printer.



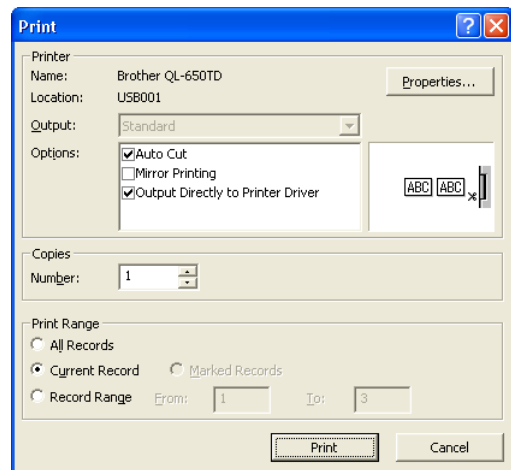
In the [Print] dialog box, if [Auto Cut] is checked in [Options], the printed labels will be automatically cut (Brother QL-550/650TD only).

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.



Settings		Details
Options	Auto Cut (Brother QL-550/650TD only)	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.
	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 the P-touch Transfer Manager (Brother QL-650TD Only)

For the Brother QL-650TD only

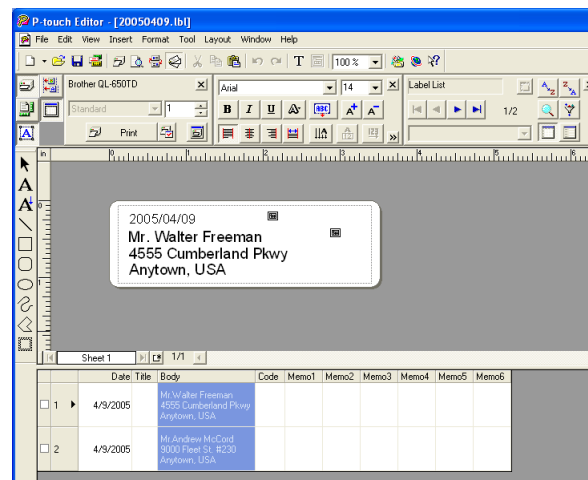
The function described here is exclusively for the Brother QL-650TD. This is not available for the Brother QL-500/550.

This function allows you to transfer data such as templates, image data, and messages. Using the transferred data, you can also print labels on the Brother QL-650TD.

▶ Creating and Transferring the Download Template Data

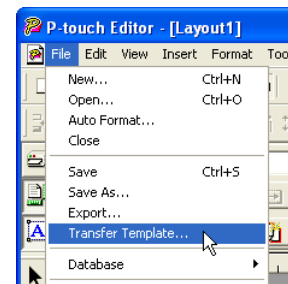
- 1 In the P-touch Editor, prepare a label you want to use as a template.**

This example uses the Return Address Label.



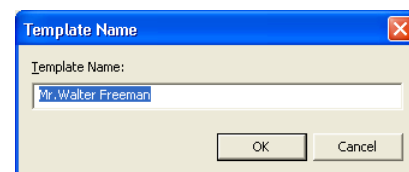
- 2 Click [File]-[Transfer Template].**

The [Template Name] dialog box appears.



- 3 Enter the template name that will be displayed when displayed in the Brother QL-650TD, and click .**


A template is created and the P-touch Transfer Manager is launched.

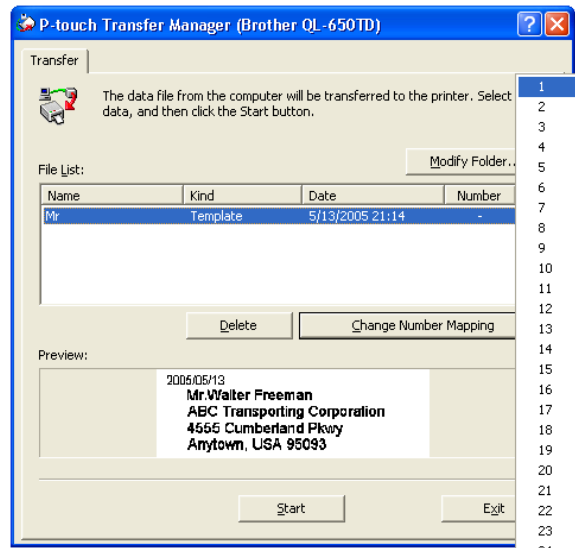


- ⚠ The template name cannot be more than 10 characters.

4 Click  and select a number from 1 to 36 in the displayed menu.

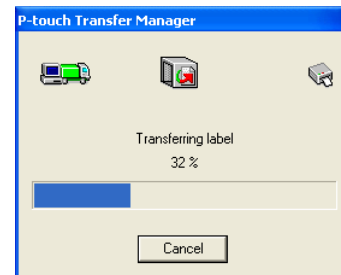
The number you select is saved as a Download Template number ([D01]~[D36]) in the Brother QL-650TD.


- By clicking , you can choose the location of the folder in which the template has been stored.
- If a number is not specified, the following message will appear, stopping the data transfer.



5 Click .

The data is transferred to the Brother QL-650TD connected to your PC.



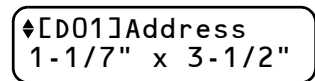
6 When the transfer is completed and the dialog box (shown to the right) is opened, click .



LCD display on the Brother QL-650TD

The download template data that has been transferred to the Brother QL-650TD is displayed on the LCD, as shown right.

Example : Template No. : [D01]
 Downloaded template name: Address
 DK Roll size : 1-1/7" x 3-1/2" (29 mm x 90 mm)



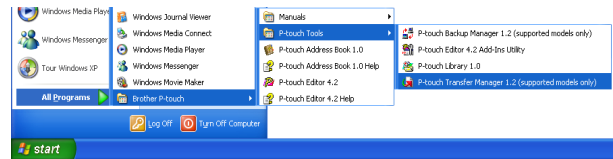
- Restrictions when transferring the Message
- The fonts of Date, Time and Numbering are replaced to the built-in fonts of the printer after transferring. Therefore, the size, location, and font will be different from the ones P-touch Editor creates.
- It is possible to transfer 36 templates and up to 288KB for total amount.
- It is possible to input up to 15 digits for numbering. However, it is not possible apply numbering for bar code. For Time and Date objects, it is possible to arrange up to 9 objects in a template.

► Transferring a Message

You can enter character strings for the "Message" items that will be used in the preset templates for the Brother QL-650TD.

- 1 Click [Start]-[All Programs(Programs)]-[Brother P-touch]-[P-touch Tools]-[P-touch Transfer Manager 1.2 (supported models only)].

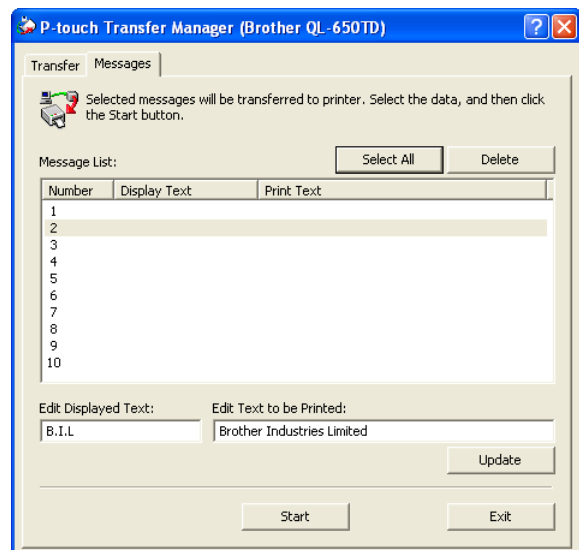
P-touch Transfer Manager 1.2 is launched.



- 2 Click the [Messages] tab.

- 3 Click the [Number] in which you want to store the message and enter the [Edit Displayed Text] and [Edit Text to be Printed] items.

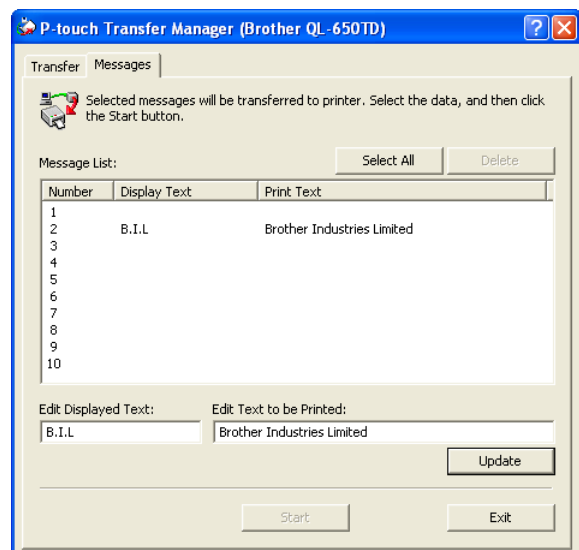
- Edit Displayed Text
This item is for a character string that will be displayed on the LCD of the Brother QL-650TD. (The number of characters is limited to 10).
- Edit Text to be Printed
This item is for the character string message that will be printed on the label.



- 4 Click .

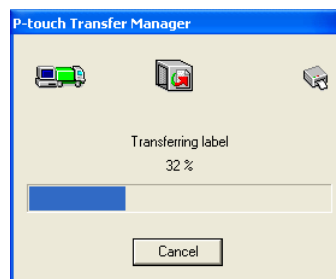
The entered characters are shown in the [Message List].

- If you want to delete the [Message], select the message, delete the characters in the [Edit Text to be Printed] and [Edit Displayed Text] boxes and transfer the data so that the message in the Brother QL-650TD is also deleted.
- The last data that was transferred is stored by the P-touch Transfer Manager.

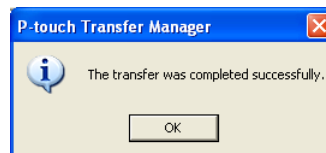


5 Click .

The data is transferred to the Brother QL-650TD connected to your PC.



6 When the transfer is completed and the dialog box (shown to the right) is opened, click .



Restrictions when transferring the message

- It is possible to transfer up to 10 messages except for the built-in messages.
- If the font sent from the PC is not supported by the printer, it will be printed with □.

How to Use the P-touch Backup Manager (Brother QL-650TD Only)

For the Brother QL-650TD

The function described here is exclusively for the Brother QL-650TD. This is not available for the Brother QL-500/550.

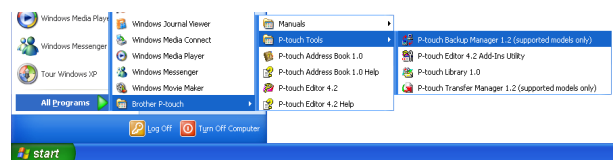
This function allows you to backup data such as templates and messages you have transferred to the Brother QL-650TD using the P-touch Transfer Manager. Also, the data you have backed up can be restored later to the Brother QL-650TD.

! When using the P-touch Backup Manager, power on the Brother QL-650TD before starting the program.

▶ Backing Up the Data in the Main Unit

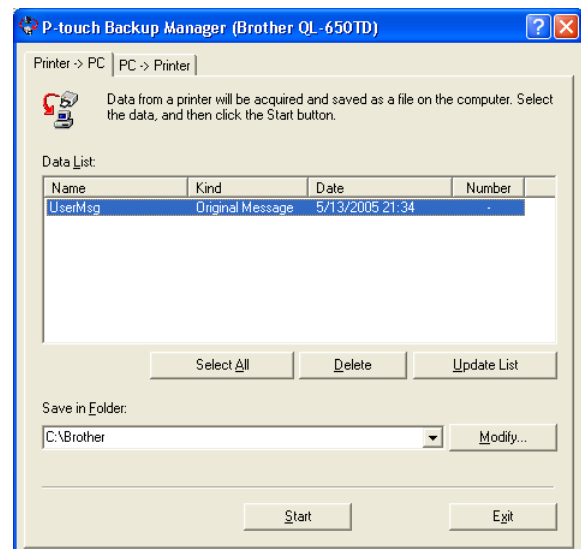
- 1** Click [Start]-[All Programs(Programs)]-[Brother P-touch]-[P-touch Tools]-[P-touch Backup Manager 1.2 (supported models only)].

P-touch Backup Manager 1.2 is launched.



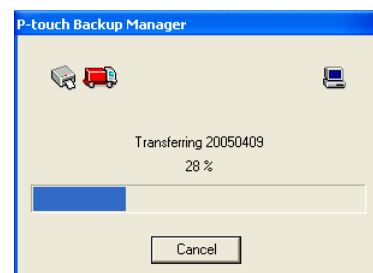
- 2** Click the [Printer -> PC] tab.

The data in the Brother QL-650TD that can be backed up are listed in the [Data list].



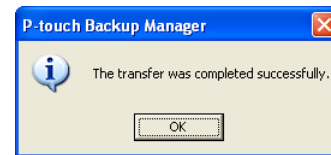
- 3** Select the data you want to backup and click .

The data in the Brother QL-650TD is transferred to your PC.



- 4** When the transfer is completed and the dialog box (shown to the right) is opened, click .

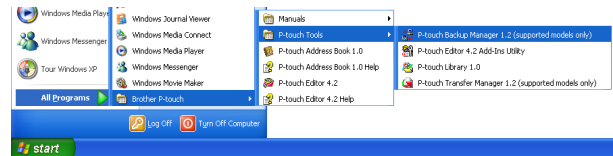
The data in the Brother QL-650TD have been backed up.



▶ Restoring the backed up data to the Brother QL-650TD

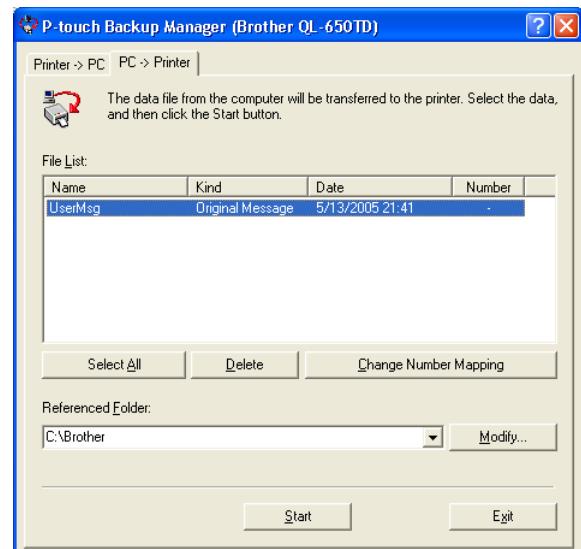
- 1** Click [Start]-[All Programs(Programs)]-[Brother P-touch]-[P-touch Tools]-[P-touch Backup Manager 1.2 (supported models only)].

P-touch Backup Manager 1.2 is launched.



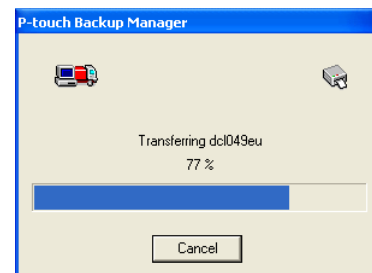
- 2** Click the [PC-> Printer] tab.

The backup files stored in the predefined directory on your PC are listed in [File List].



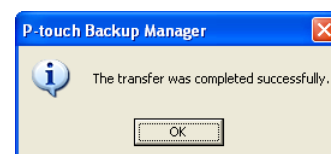
- 3** Select the backup data you want to restore to the Brother QL-650TD and click .

The backup data is transferred to the Brother QL-650TD connected to your PC.



- 4** When the transfer is completed and the dialog box (shown to the right) is opened, click .

The backup data have been uploaded.



Creating Labels (For Macintosh)

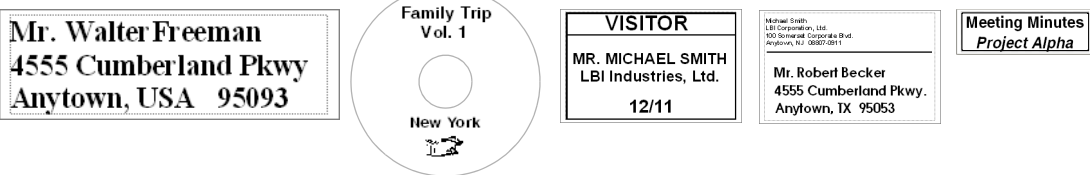
Overview

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 51 for how to use the "User's Guide (HTML Manual)".

► Procedure for Creating and Printing Labels

1 Choose the label you want to create.

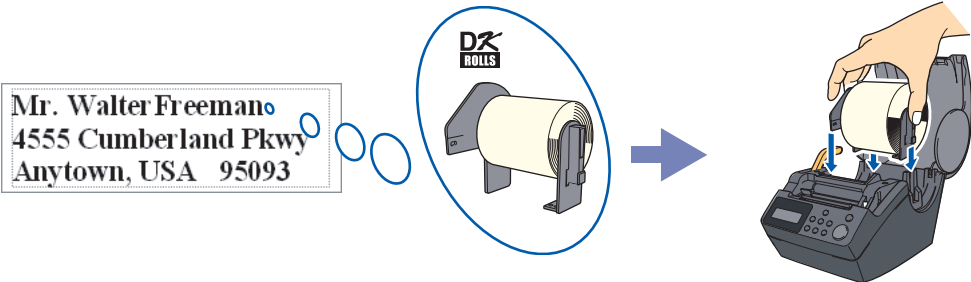
Label Samples



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.

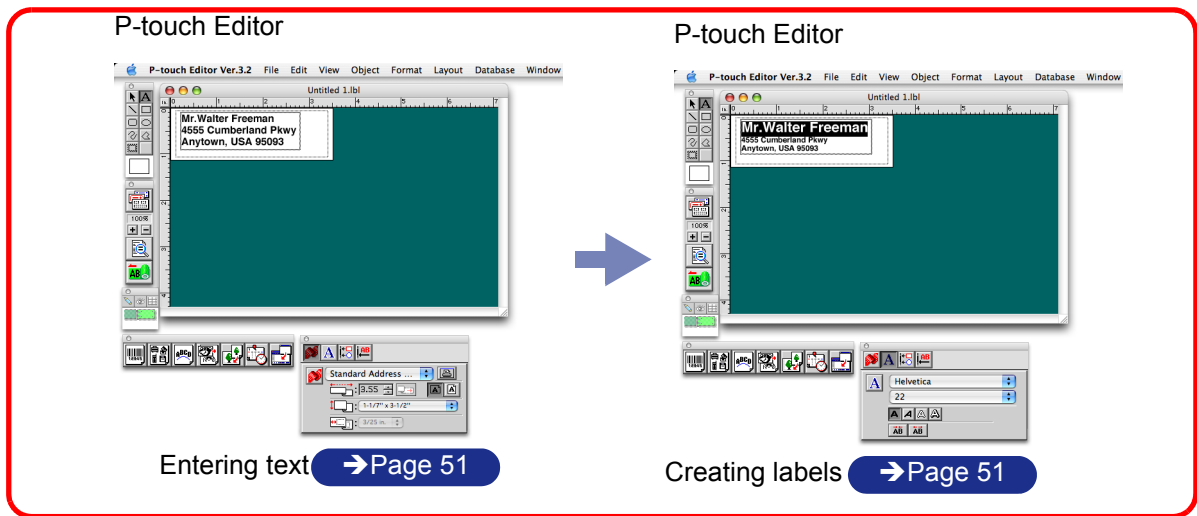


→ Setup & Operation Guide

→ Setup & Operation 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.



⚠ 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

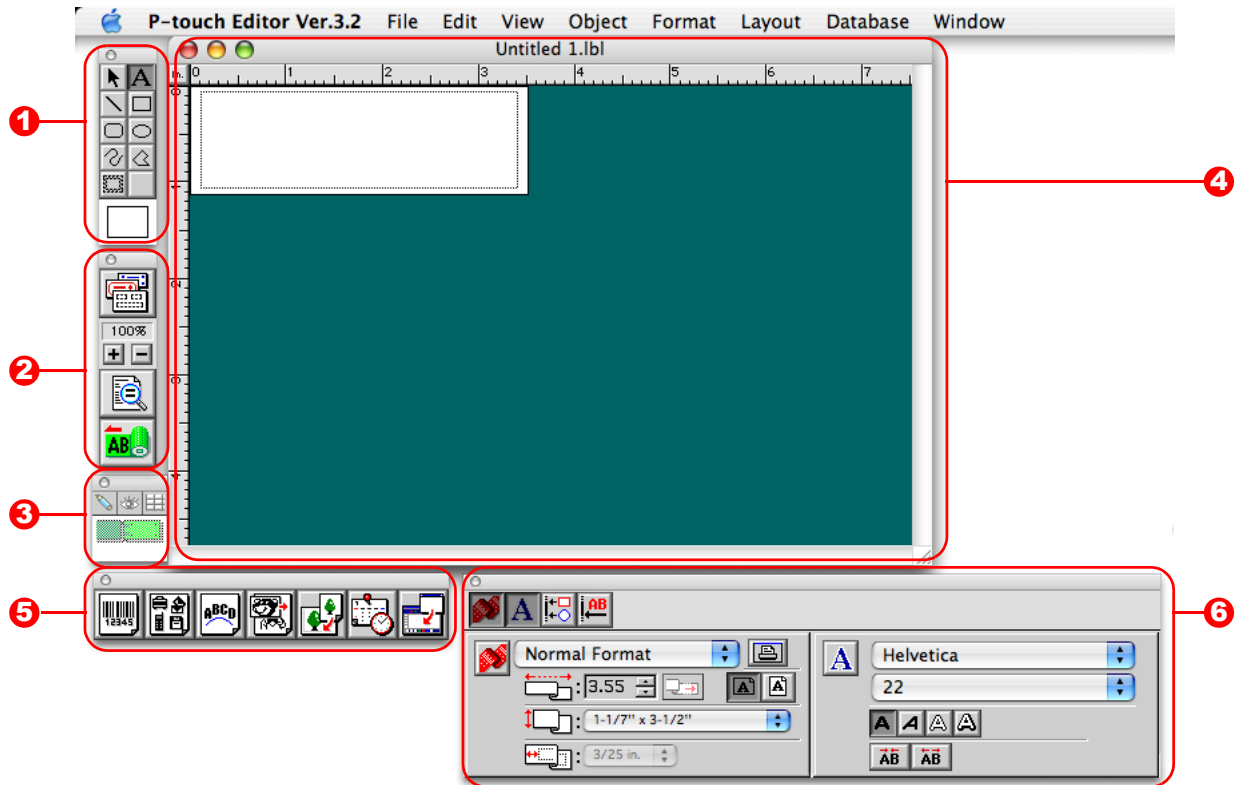


If the Alias has been created, double-click the Alias.








The Layout Window is displayed.

● Layout Window

The layout window has the following six features.



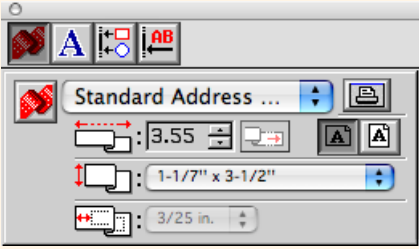
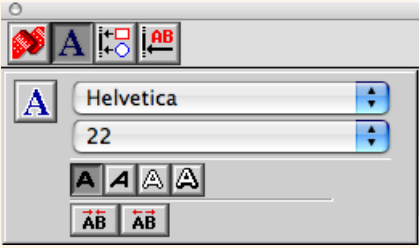
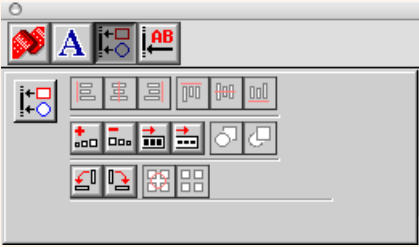
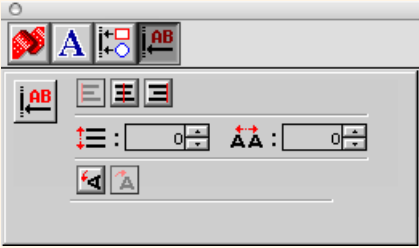
- 1** Draw Toolbar
Provides tools for selecting objects, entering text and drawing graphics.
- 2** Print Toolbar
Provides print preview display, print setting, auto formatting and enlarging/reducing display features.
- 3** Database Toolbar
Provides tools for database features.
- 4** Layout Window
Displays the objects inserted for editing.
- 5** 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/Calendar	Displays the date and time as a character, or displays calendar.
	Merge Database Field	Creates a database field.

6 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

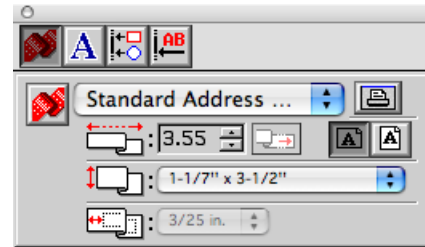
This section describes the process of creating an address label on Mac OS® X 10.3.9 as an example.

1 Click on in the Property dock.

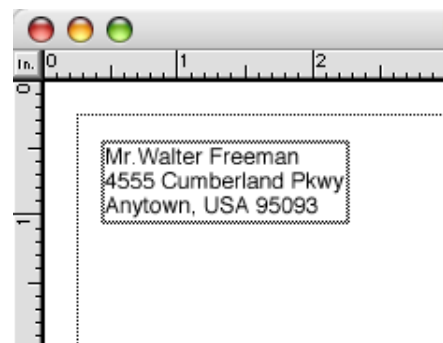
The page properties box is displayed.

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 in the Draw toolbar and enter the name and address.




4 Click on in the property dock.

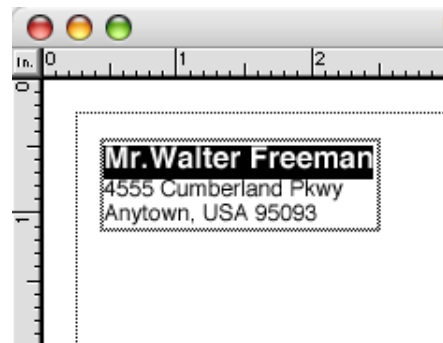
The font properties box is displayed.

5 Adjust the font size.

Choose the name and change the bold setting () 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.

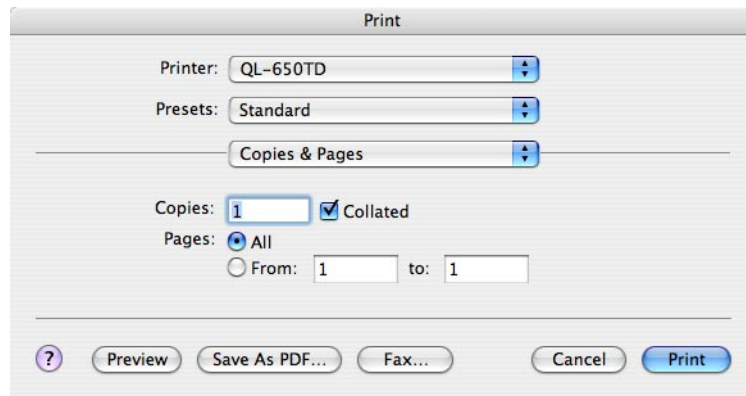


▶ Printing the Label

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 .
The label is printed.

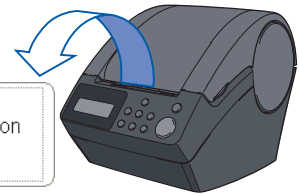


- 3** Cut off the printed label using the CUT button (Brother QL-550/650TD) or the CUT lever (Brother QL-500).



When Auto Tape Cut is checked in the print dialog box, the printed labels are automatically cut after printing (Brother QL-550/650TD only).

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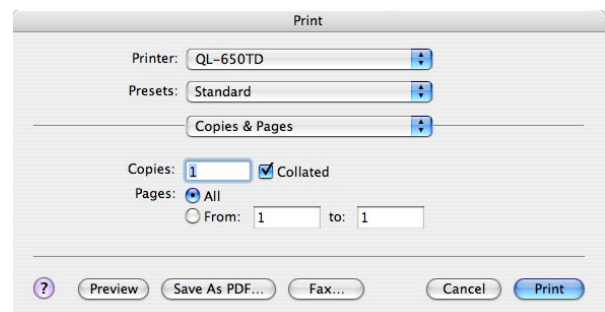
● Printing Options

A wide variety of options may be selected in the print dialog box.

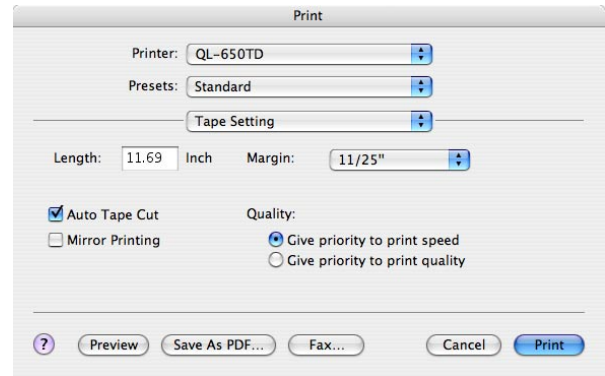
A dialog for each setting is displayed after [Copies and Printing Page] is clicked and the item to be changed is selected.

■ Copies & Pages

Copies: Selects the number of copies to be printed.



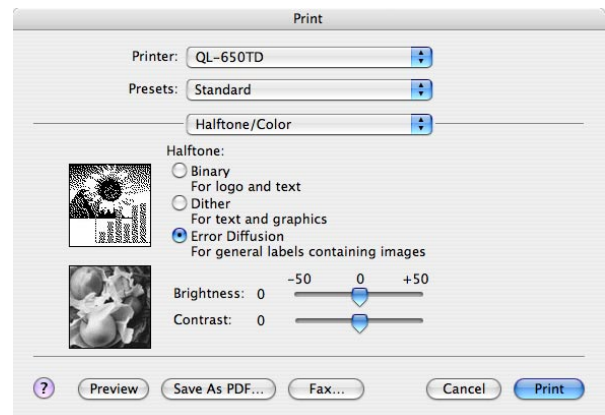
■ Tape Settings



Settings		Details
Length		Specifies the length of the tape.
Margin		Specifies the left and right margins of the tape.
Auto Tape Cut (Brother QL-550/650TD only)		When checked, the printed labels are automatically cut after printing. When unchecked, the printed labels are not automatically cut after printing. Cut the label by pressing the CUT button.
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.

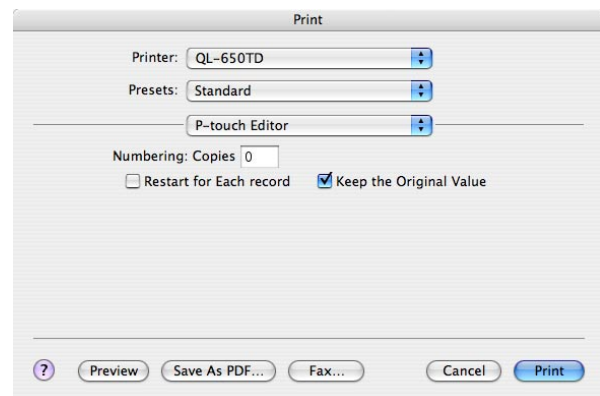
■ Halftone/Color

Specifies halftone, brightness and contrast.



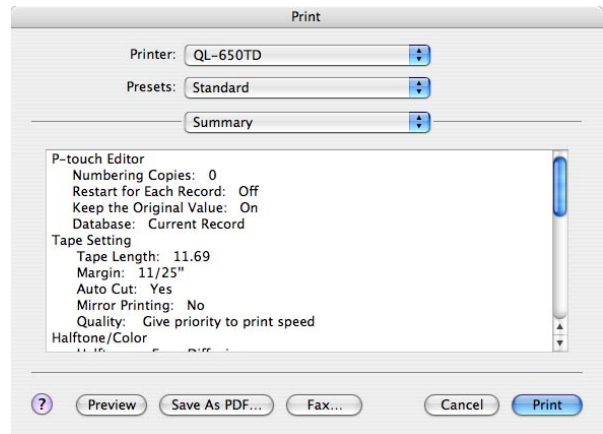
■ P-touch Editor

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.

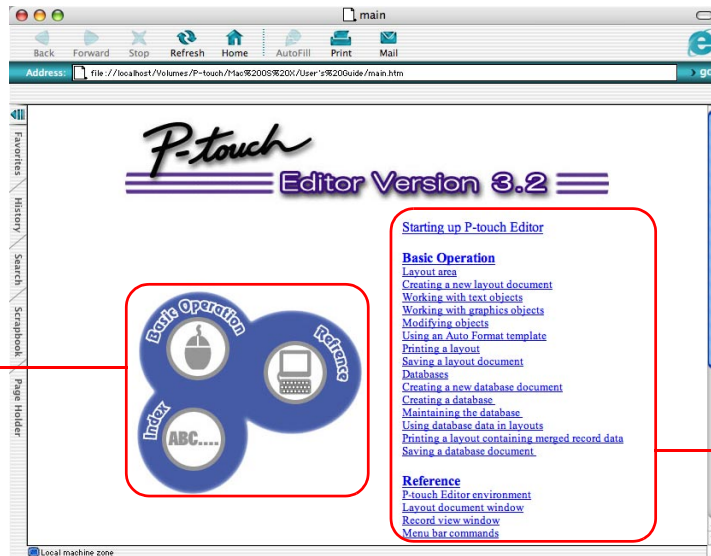
● Opening the User's Guide (HTML Manual)

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



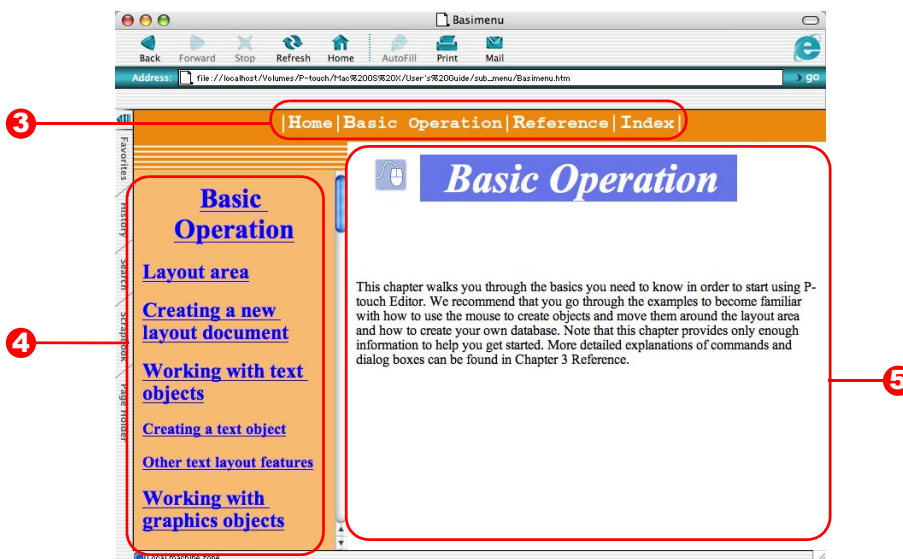
1 Main Menu

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.

2 Contents

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

■ Main Window



3 Menu

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

4 Detailed Item

The items for each menu are displayed.

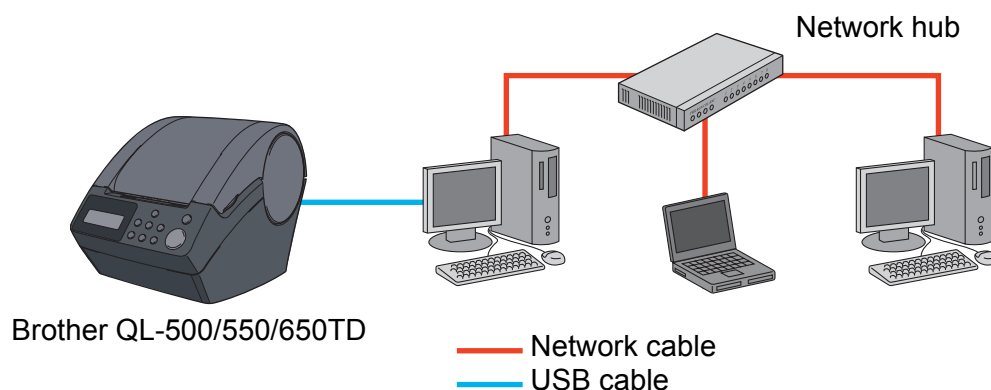
5 Description Window


The operation methods for the selected items are displayed.

Sharing the printer

▶ Using this printer as a Shared Printer

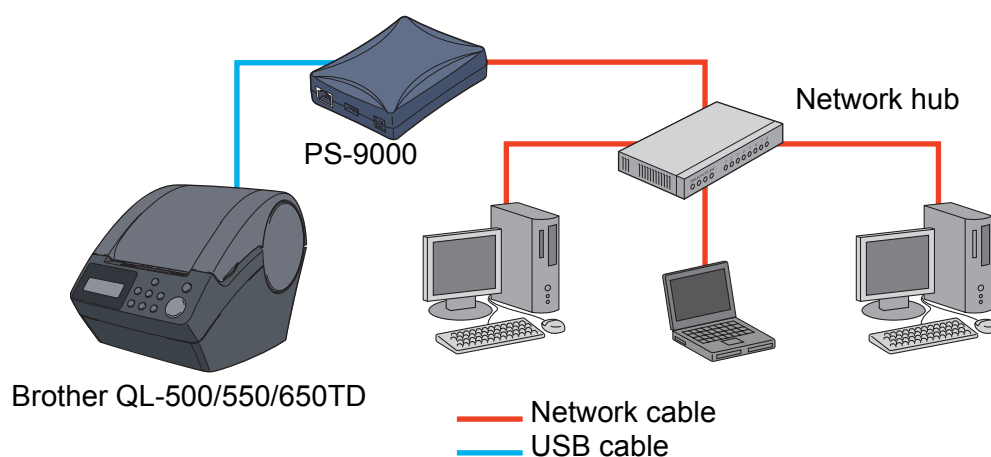
The Brother QL-500/550/650TD can be shared by multiple personal computers on a network. To share the Brother QL-500/550/650TD, connect the Brother QL-500/550/650TD to a computer and set it to be a shared device.




 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-500/550/650TD 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.



 For PS-9000 setup details, refer to the instruction manual for the PS-9000 print server.

Controlling with the ESC/P Commands

Brother QL-650TD Only

Descriptions in this section apply only to the functions provided by the Brother QL-650TD.

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 side

(D-sub female, lock screw #4-40 inch screw)

PC side

(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.

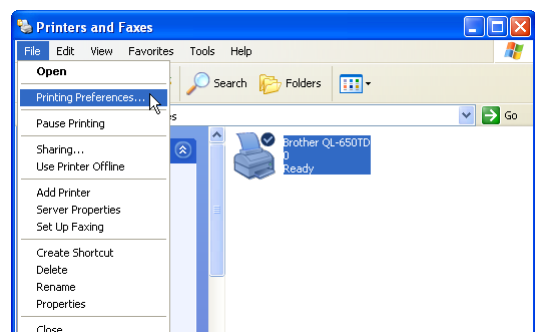
- Because the paper size for this printer is different from other regular printers, you may not be able to print even after installing the driver and application software, unless the application software allows the proper label size to be set

▶ Installing the Printer Driver

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

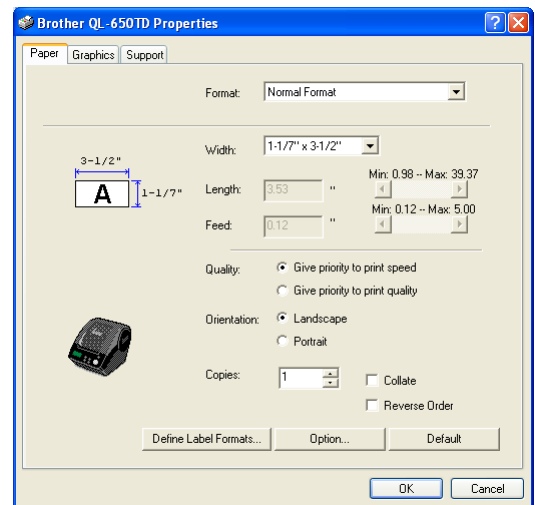
For details, refer to Windows® Help.

2 Select "Brother QL-500/550/650TD", and click [File]-[Printing Preferences]. The [Printer Properties] dialog box appears.



3 Select each item and click .

- [Paper] Tab
This tab is used to set the Format and Width.

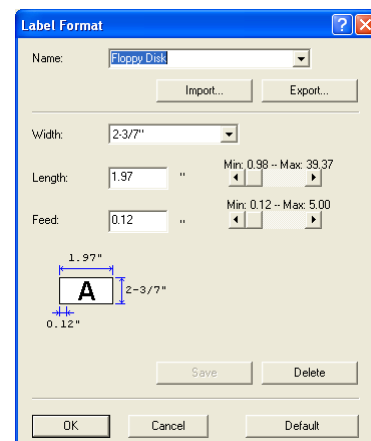



You can change the Label Format or create a new Label Format from the [Label Format] dialog box which appears by clicking

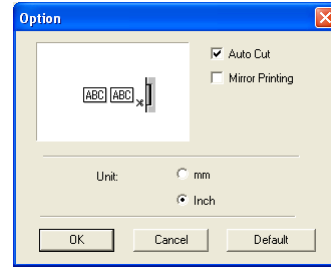
.

Set the format name ("Name") and size ("Width", "Length", and "Feed"), and click

.

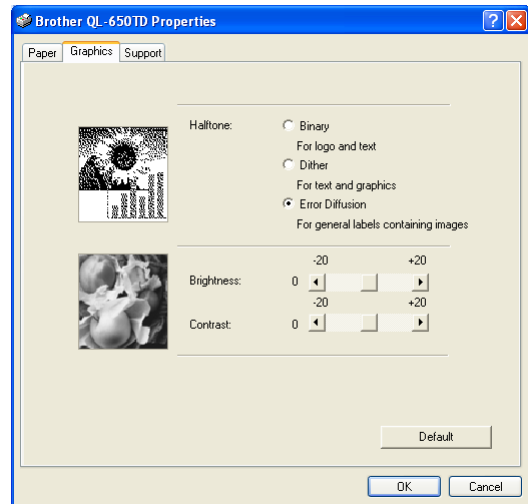


You can set "Auto Cut", "Mirror Printing", and "Unit" from the [Options] dialog box which appears by clicking .



- [Graphics] Tab

You can set "Halftones", "Brightness", and "Contrast" in this tab.



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


▶ Printing from Other Applications

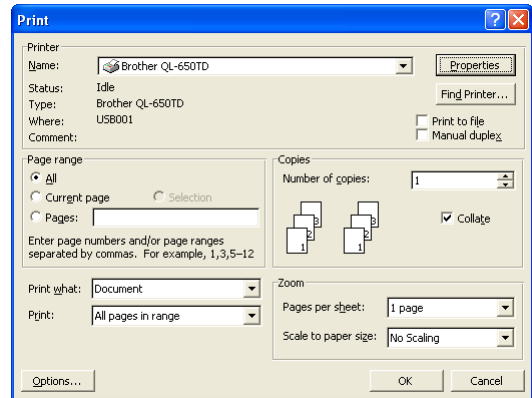
We will use Microsoft® Word as an example.

1 Click [File]-[Print].

The [Print] dialog box appears.

2 Select "Brother QL-500/550/650TD".

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



3 Click , and close the [Print] dialog box.

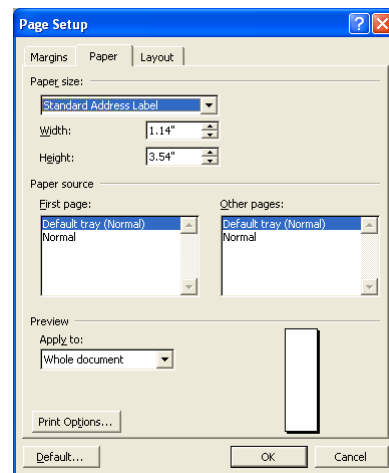
4 Click [File]-[Print Settings].

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 55](#).

Set page margins in the [Margins] tab as well.



6 Click .

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 .

The specified labels are printed.

Uninstalling the Software

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

► For Windows

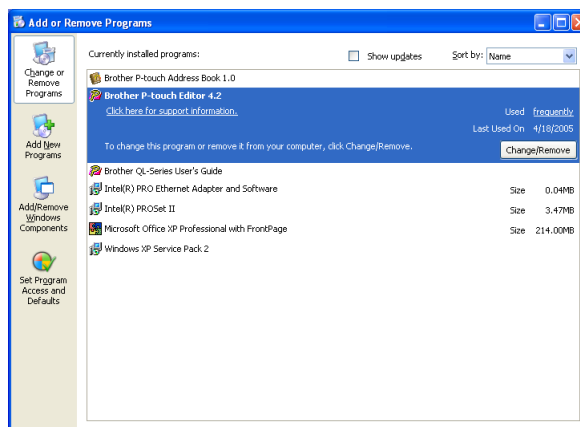
● Uninstalling the P-touch Editor

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

The [Add or Remove Programs] dialog appears.

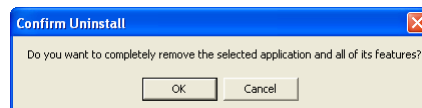
2 Select "Brother P-touch Editor 4.2", and click .

The [Confirm Uninstall] dialog box appears.

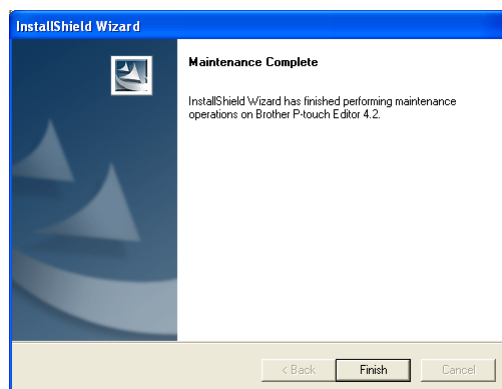


3 Click .

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



4 Click .



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.

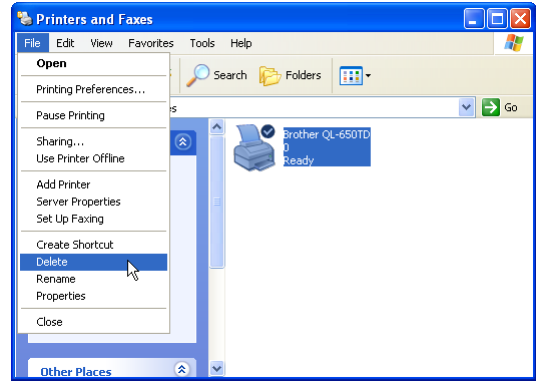
● Uninstalling the Printer Driver

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

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

 For details, refer to Windows® Help.

3 Select "Brother QL-500/550/650TD", and click [File]-[Delete].




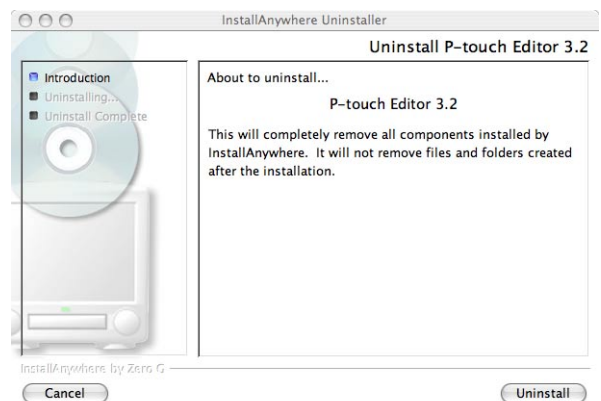
4 Close the [Printers and Faxes (Printers)] window.
The printer driver has been uninstalled.

▶ For Macintosh

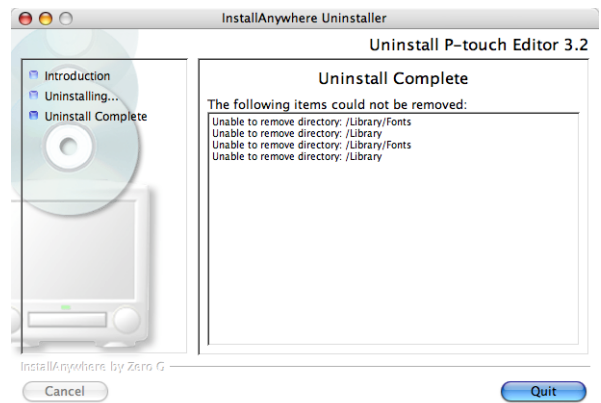
● Uninstalling the P-touch Editor

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-[Uninstall P-touch].
The [InstallAnywhere Uninstaller] dialog box appears.

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



3 Click .



4 Double-click [Macintosh HD]-[Users]-[User Name]-[Library]-[Preferences].

5 Delete [P-touch Editor 3.2 Prefs] and [P-touch Editor 3.2 plist].


The P-touch Editor has been uninstalled.

● Uninstalling the Printer Driver

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

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", and click  (Delete).



4 Close the [Printer List] dialog box.

The printer driver has been uninstalled.

Using with Mac OS X Classic (Mac OS 8.6 ~ 9.2)

The software is available for Mac OS[®] X 10.1 ~ 10.3.9, however, it is possible to use this printer with Mac OS[®] X Classic by installing the P-touch Editor, exclusively for the Mac OS[®] X Classic.

Here uses the sample of Mac OS[®] 9.2 to explain the methods of installing P-touch Editor 3.2, Fonts, Auto Format Templates and Clip Art all at once and then, setting to use the printer by installing the printer driver.

1 Start up Macintosh[®], and insert the CD-ROM into CD-ROM drive.

QL-Series screen is displayed.



When it does not start up automatically, double click QL-Series (CD-ROM) icon.



2 Double click [Mac OS 9].



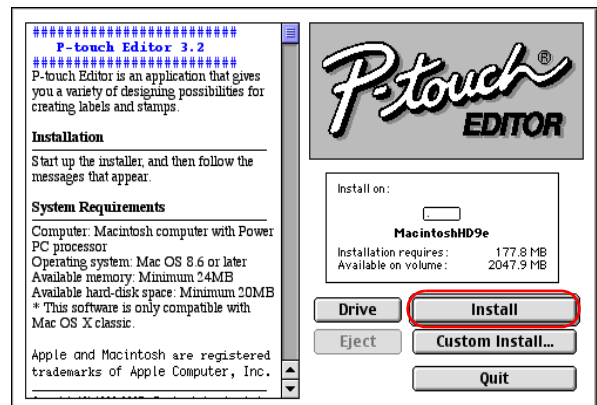
3 Double click [P-touch Editor 3.2 Installer].

P-touch Editor 3.2 Installer starts up.



P-touch Editor 3.2 Installer

4 Click [Install].

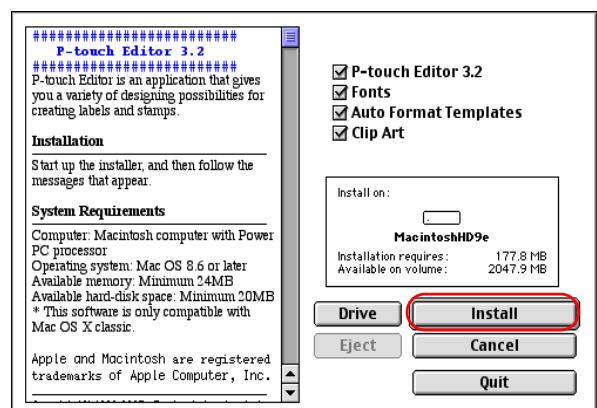


5 Click [Install].

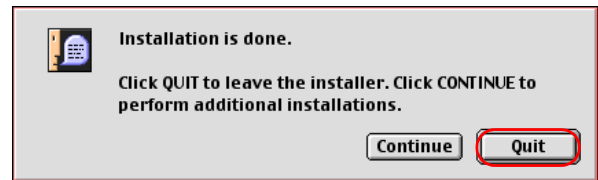


- It is possible to select the program you want to install.
- Clear the check of program that is not installed.

The installation starts.



- 6** After the installation is completed and the screen shown right is displayed, click [Quit].



- 7** Click [Restart].

Macintosh® is rebooted.

After the reboot, the CD-ROM starts up automatically and P-touch screen is displayed.



When it does not start up automatically, double click QL-Series (CD-ROM) icon.



- 8** Double click [Mac OS 9].

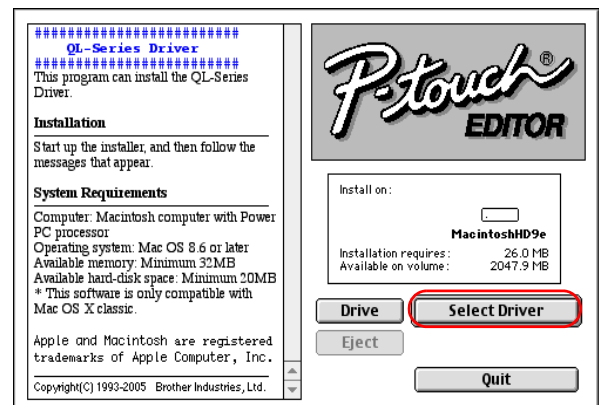


- 9** Double click [Driver Installer].

The Driver Installer starts.

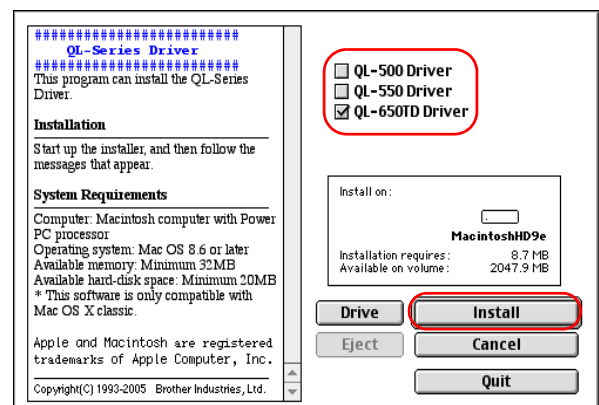


- 10** Click [Select Driver].

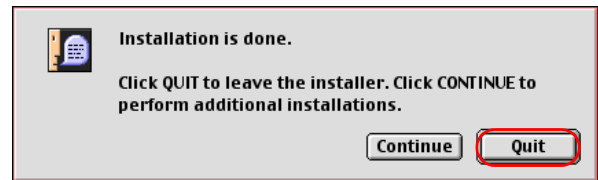


- 11** Check "QL-650TD Driver" only and click [Install].

The installation starts.



- 12** When the installation is completed and the screen shown right is displayed, click [Quit].




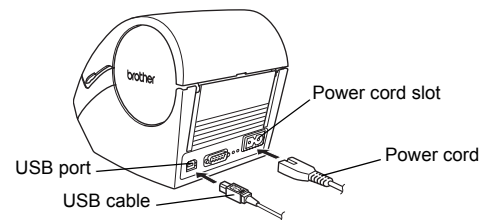
- 13** Click [Restart].

Macintosh® is rebooted.
The installation of software and print driver is completed.




- 14** After rebooting, connect USB cable and power cord to the printer.

-  As the caution label is put on the USB port of the printer, remove it and then connect the USB cable



- 15** Connect the USB cable to the USB port of Macintosh®.

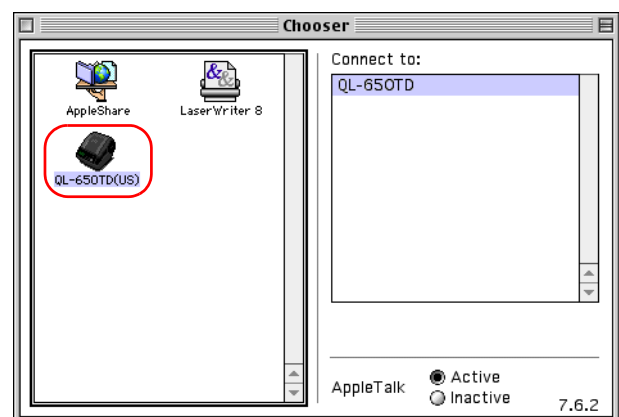
Press ON/OFF button (⏻) of the printer to turn on the power.

-  When connecting the printer to Macintosh® via USB hub, it may not be connected correctly. At that time, connect the printer directly to the USB port of Macintosh®.

- 16** Click in order of [Apple Menu (🍏)]-[Chooser].

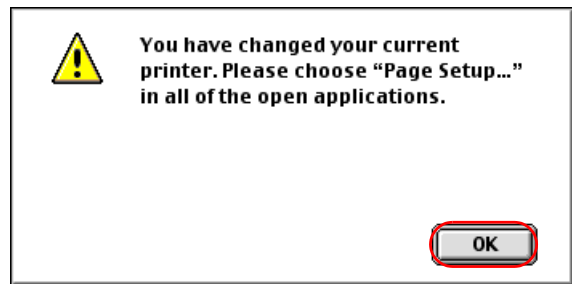


- 17** Click "QL-650TD" and close Chooser screen.



18 Click [OK] when the screen shown right is displayed.

Now you can use the printer.



19 Double click installed.



of [P-touch Editor 3.2] folder in the P-touch Editor is

Specifications

▶ Product Specifications

Items		Specifications	
		Brother QL-500/550	Brother QL-650TD
Display		LED lamp (green)	LED lamp (green) LCD (16 digits × 2 rows (5 × 7 dot/ character))
Printing	Printing method	Direct thermal printing via thermal head	
	Printing speed	Max. 90 mm/sec, Max. 50 labels/min. (address label)	Max. 90 mm/sec, Max. 56 labels/min. (address label)
	Print head	300 dpi/720 dot	
	Maximum Printing Width	59 mm	
	Minimum printing length	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(▼)
Interface		USB port	USB, Serial (RS-232C)
Power source		120VAC 60Hz 0.8A	120VAC 60Hz 1.7A
Dimensions		146 (W) × 196 (D) × 152 (H) mm	146 (W) × 196 (D) × 152 (H) mm
Weight		Approx. 2.8 lb (1.3 kg) (Without DK Rolls)	Approx. 2.8 lb (1.3 kg) (Without DK Rolls)
Cutter		Automatic cutter (Brother QL-550) Manual cutter (Brother QL-500)	Automatic cutter

▶ Operating Environment

Items		Specifications	
		Brother QL-500/550	Brother QL-650TD
OS	Windows®	Windows® 98 SE/Me/2000 Professional/XP *1	
	Macintosh®	Mac OS® X 10.1 ~ 10.3.9	
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) *2
	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 *3	
	Macintosh®	Over 100 MB of available space *3	
Memory	Windows®	Windows® 98 SE/Me: More than 64 MB 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 It is necessary to install the OS into the PCs which are recommended by Microsoft®.

*2 The RS-232C interface is required when printing with ESC/P commands.

*3 Required available space when installing the software with all of the options.