

Importing Microsoft Excel Data Into P-touch Editor and Printing Onto Labels

Generally, the procedure is as follows.

- A: Save the Excel data as a CSV file.
- B: Import the data in the CSV file into a database file in P-touch Editor 3.
- C: In P-touch Editor 3, merge the database data into the layout file.
- D: In P-touch Editor 3, merge the database data as barcode data (if you require a barcode).
- E: Print

As an example, from the following Excel data,

	A	B	C	D
1	Item	Size Color	EAN CODE	
2	TZ-251	24mm(Black/White)	4977766052672	
3	TZ-651	24mm(Black/Yellow)	4977766052702	
4	TZ-241	18mm(Black/White)	4977766051958	
5	TZ-641	18mm(Black/Yellow)	4977766051989	
6	TZ-231	12mm(Black/White)	4977766052061	
7	TZ-631	12mm(Black/Yellow)	4977766052092	
8	TZ-221	9mm(Black/White)	4977766052252	
9	TZ-621	9mm(Black/Yellow)	4977766052283	
10	TZ-211	6mm(Black/White)	4977766052375	
11				

We will create the following label.



A: Save the Excel data as a CSV file.

(This step is performed in Excel.)

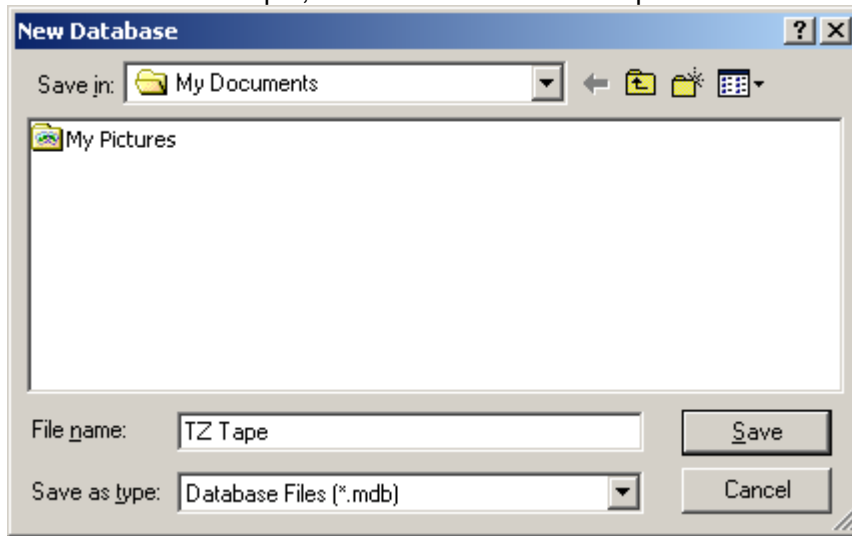
Select the [Save As] command. In the Save As dialog box, select “CSV (Comma delimited)” as the file type, and then save the file.

- For details, refer to the Excel manual.

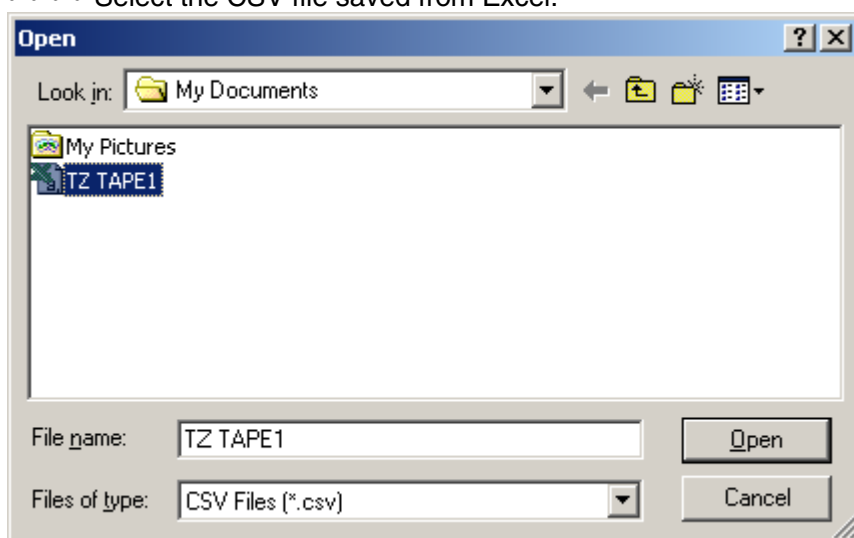
If the data is saved in the CSV format, data from applications other than Excel can be used.

B: Import the data in the CSV file into a database file in P-touch Editor 3.

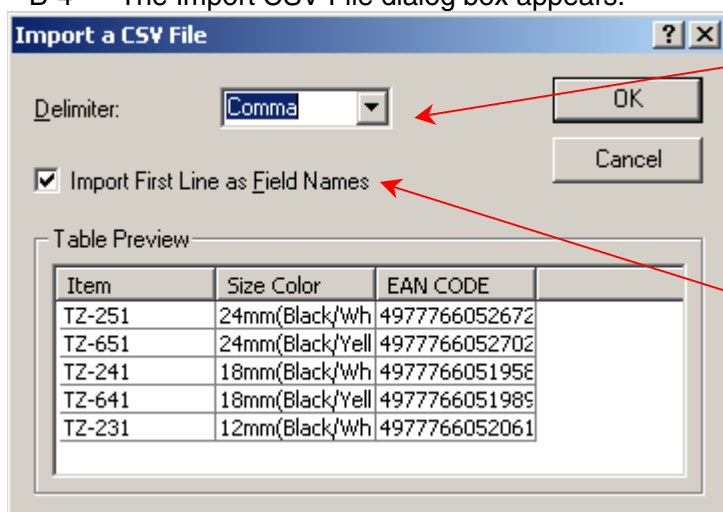
- • • (From here, the following procedures will be performed in P-touch Editor 3.)
- B-1 Click on [File] - - > [New] - - > [Database (for Importing...)]
- B-2 The New Database dialog box appears.
- • • Enter the name of the database file, and then save it.
(The data from the CSV file will later be imported into this database file.)
- • • For this example, the file is saved as “TZ Tape”.



- B-3 The Open dialog box appears.
- • • Select the CSV file saved from Excel.



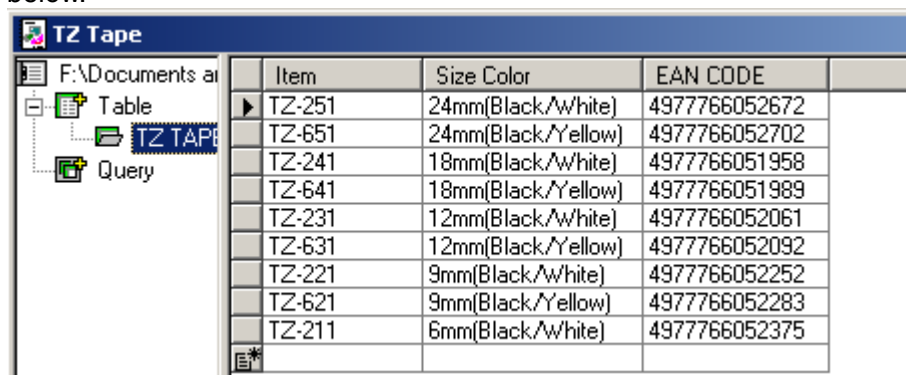
- B-4 The Import CSV File dialog box appears.



For a CSV file, leave set to "Comma". For other types of delimiters, such as tabs, change the setting according to the file.

For data where the first line of the CSV file does not contain the field names, clear the check box.

- B-5 The data is imported into P-touch Editor 3 database, and the window appears as shown below.

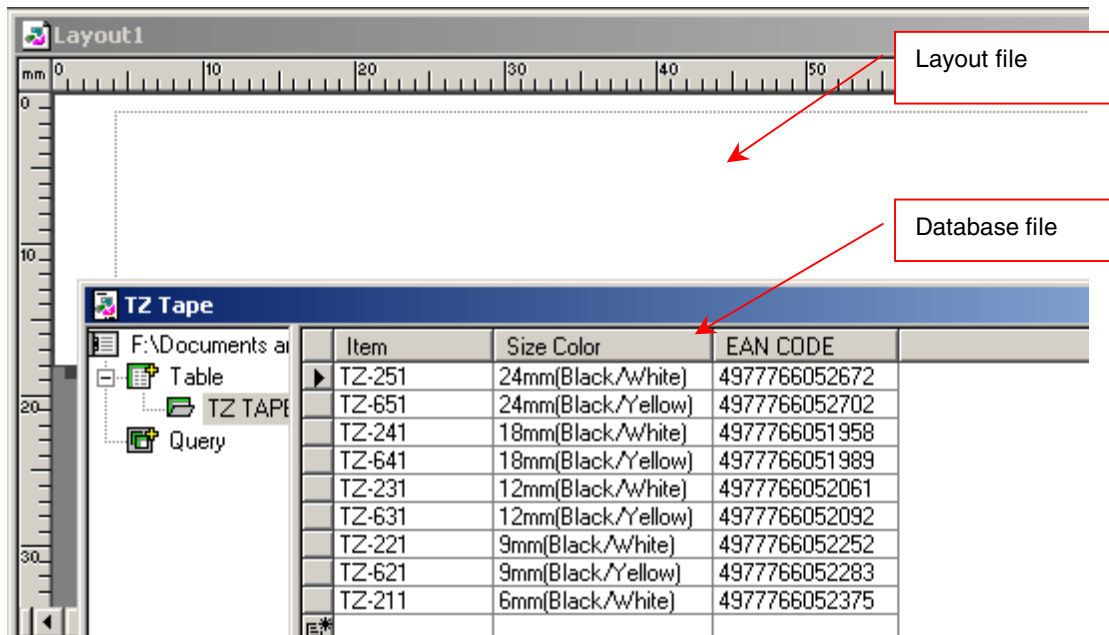


The Excel CSV data is now imported into P-touch Editor 3, and is ready for placing onto your layout.

C: In P-touch Editor 3, merge the database data into the layout file.

• • • •

- C-1 Check that you have your label layout (the file where the label will be laid out) open.
- • (When P-touch Editor 3 is started, a new layout file is opened automatically.)

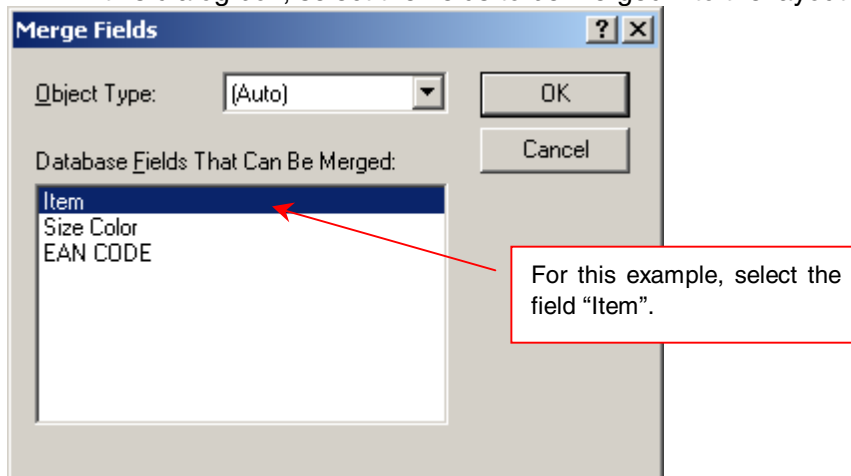


C-2 Select [Merge into Layout] on the [Tool] menu.

(If the database file is not the currently selected window, the [Tool] menu is not visible. In this case, click anywhere on the database window to bring it to the top.)

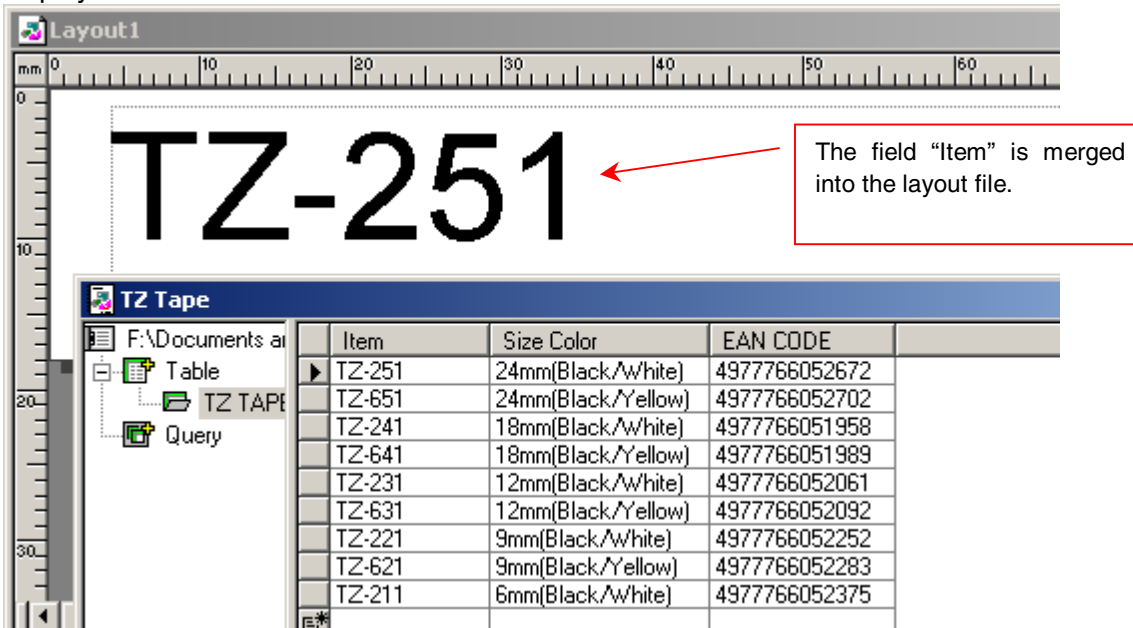
C-3 The Merge Fields dialog box appears.

• • • In this dialog box, select the fields to be merged into the layout.



Multiple fields can be selected at the same time by holding the CTRL key on the keyboard while clicking each of the fields.

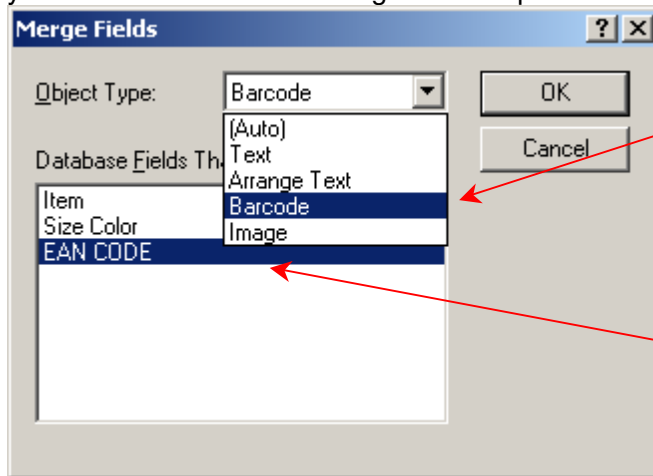
- C-4 The field “Item” is merged into the layout file, and the data in the currently selected record is displayed.



- C-5 The character size, font and other formats of merged data can be changed in the same way as normal text.
- C-6 To merge other fields, repeat the above steps.

D: In P-touch Editor 3, merge the database data as barcode data.

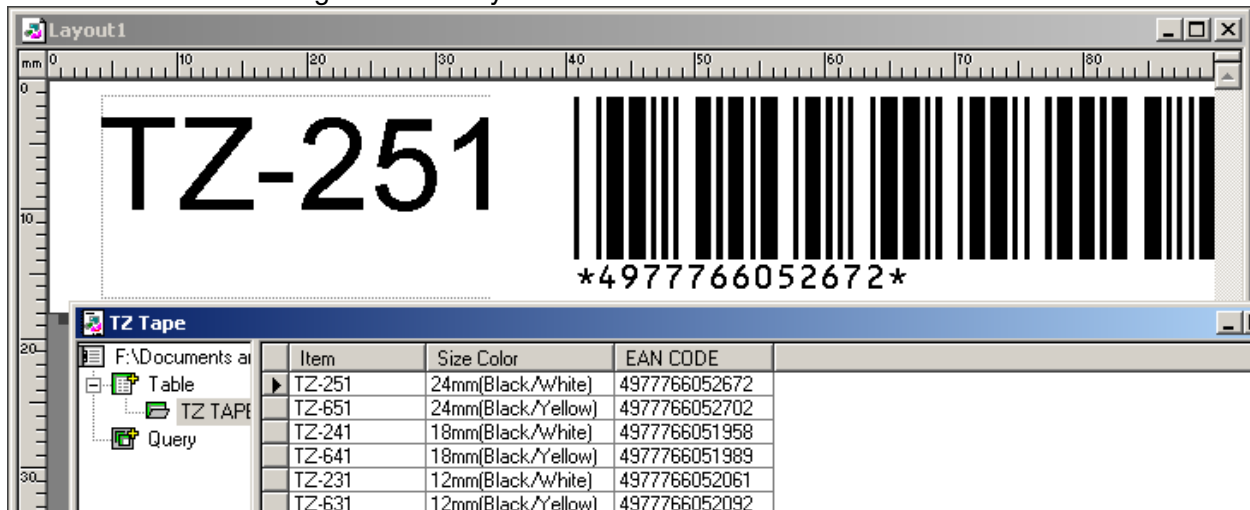
- D-1 Select [Merge into Layout] on the [Tool] menu (again – if this menu is not visible, click on your database window to bring it to the top. The menu option will now be visible).



In the "Object Type" box, select "Barcode".

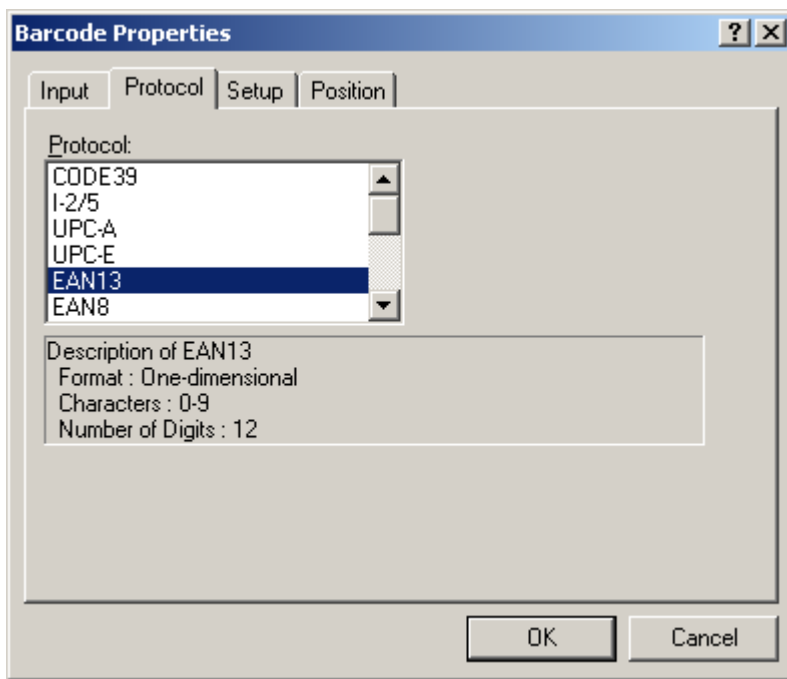
After selecting the object type, merge the field "EAN CODE" for this example.

- D-2 The data is merged into the layout file as a barcode.

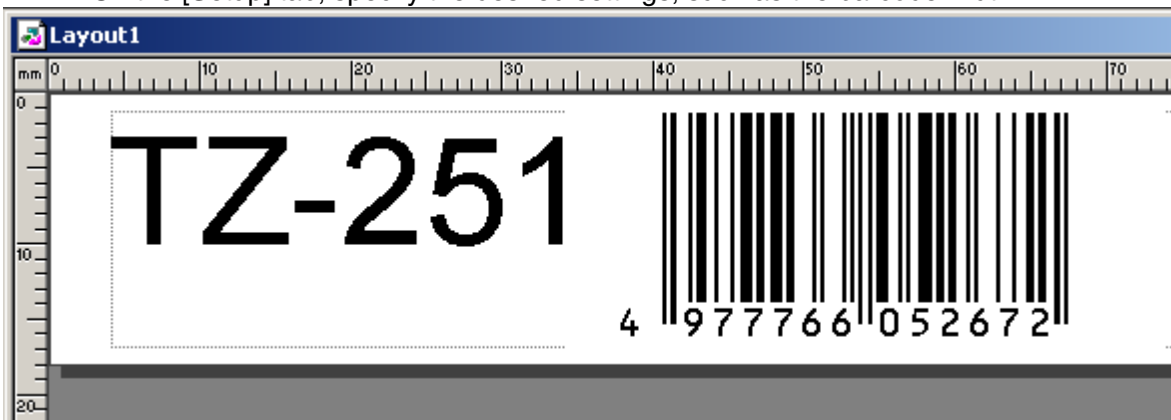


- . . . However, the wrong barcode format is selected.
- . . . For this example, we need to change the barcode protocol.
If the data and barcode protocol do not match, the barcode appears as diagonal lines with "Invalid" in the middle. In this case, perform the following step to correctly specify the barcode settings.

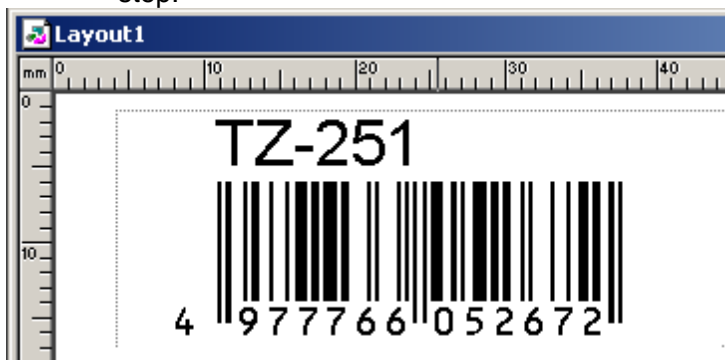
- D-3 Double-click the barcode in the layout file.



- • • • On the [Protocol] tab, select “EAN13”.
- • • • On the [Setup] tab, specify the desired settings, such as the barcode width.

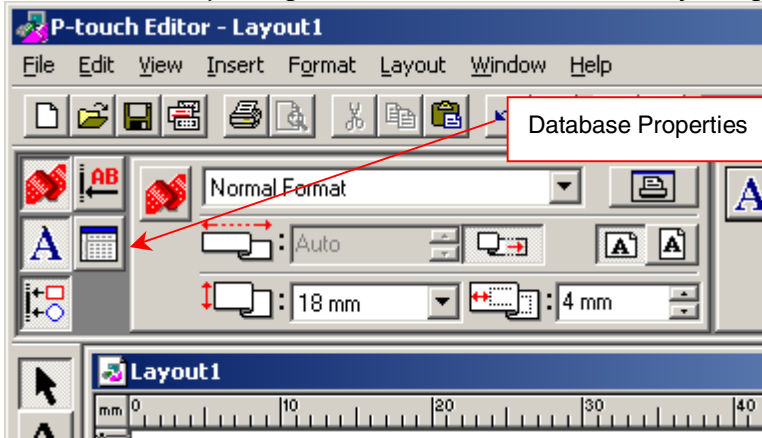


Then, adjust the layout of the text and barcode, and then adjust the position of the barcode relative to the “Type” field to complete the layout step.

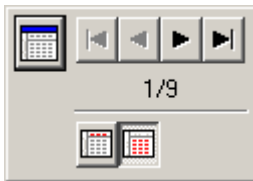


E: Print

- E-1 Before printing, check that the data is correctly merged.

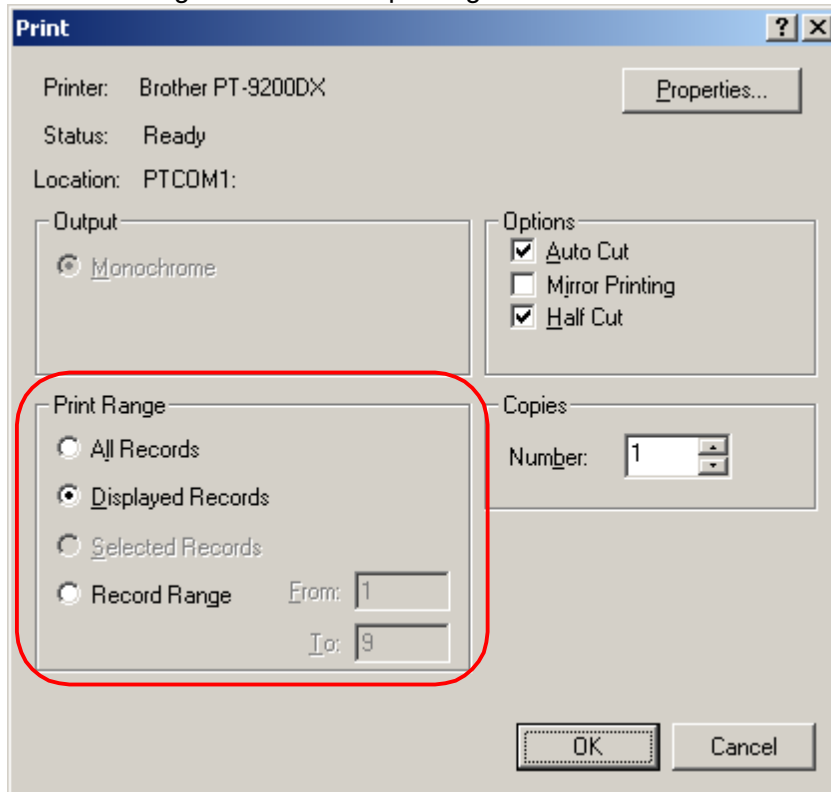


- • • Click the Database Properties button.



- • • The Database Properties appear.
- • • Click the left and right arrow buttons (Previous Record and Next Record).
- • • If the data in the layout changes, the data is correctly merged.

- E-2 Now, try printing.
- • • • Printing is the same for printing a normal label.



- • • However, "Print Range" options appear in the Print dialog box.
 - When printing with "Displayed Records" selected
Only the record currently displayed in the layout file is printed.
 - When printing with "All Records" selected
One by one, the data in all records is merged into the layout, and then the label is printed.
If the database contains 100 records, 100 labels are printed.
 - If "Record Range" is selected
Labels for the records within the range between the specified first record and specified last record will be printed.
 - When printing with "Selected Records" selected
Use the search function within the database file to print only the selected records.