ENGLISH

brother

TZe TAPE

HSe TUBE

USER'S GUIDE

P-touch

E500

In order to use your P-touch safely, read the Quick Setup Guide first.
Read this guide before you start using your P-touch.
Keep this guide in a handy place for future reference.
Please visit us at support.brother.com where you can get product support and answers to frequently asked questions (FAQs).

1 INTRODUCTION
2 EDITING A LABEL
3 LABEL PRINTING
4 USING THE FILE MEMORY
5 USING P-TOUCH SOFTWARE
6 RESETTING & MAINTENANCE
7 TROUBLESHOOTING
8 APPENDIX

www.brother.com

Version A
VNM ENG

Contents

EDITING A LABEL 4

Selecting a Labelling Application Type 4
GENERAL 4
FACEPLATE 4
CABLE WRAP 4
CABLE FLAG 5
PATCH PANEL 5
PUNCH-DOWN BLOCK 6
Heat Shrink Tube 6
Setting Cross-ID 6
Entering and Editing Text 7
Entering Text from the Keyboard 7
Adding a New Line 7
Adding a New Block 7
Moving the Cursor 7
Inserting Text 7
Deleting Text 7
Entering Symbols 8
Entering Symbols Using the Symbol Function 8
Entering the User-defined Character Using the Symbol Function 9
Using Symbol History 9
Entering Accented Characters 10
Setting Character Attributes 11
Setting Character Attributes by Label 11
Setting Character Attributes by Each Line 11
Setting Auto Fit Style 12
Setting Frames 12
Tape Cutting Options 13

LABEL PRINTING 15

Label Preview 15
Printing a Label 15
Printing a Single Page 16
Printing a Range of Pages 16
Printing Multiple Copies 16
Attaching Labels 17

USING THE FILE MEMORY 18

Storing a Label into Memory 18
Opening a Stored Label File 18
Printing a Stored Label File 19
Deleting a Stored Label File 19

USING P-TOUCH SOFTWARE 20

Using P-touch Editor 20
Using P-touch Editor (For Windows) 20

Using P-touch Editor (For Mac) 24
Updating P-touch Editor 26
Using P-touch Transfer Manager (For Windows) 28
How to Use P-touch Transfer Manager 28
Transferring the Label Template to P-touch Transfer Manager 29
Using P-touch Transfer Manager 30
Transferring Templates or Other Data from the Computer to the P-touch 32
Backing Up Templates or Other Data Saved in the P-touch 36
Deleting All the P-touch data 37
Using the Data Transferred to the P-touch 38
A User-defined Character Image 38
Printing the Transferred Template 38
Using Transferred Database Data 40
Deleting the Transferred Data 43
Using P-touch Library 44
Starting P-touch Library 44
Opening and Editing Templates 45
Printing Templates 46
Searching for Templates or Other Data 46

RESETTING & MAINTENANCE 48

Resetting the P-touch 48
Resetting the Data to Factory Settings Using the P-touch Keyboard 48
Resetting the Data Using the Menu Key 48
Maintenance 49
Cleaning the Unit 49
Cleaning the Print Head 49
Cleaning the Tape Cutter 49

TROUBLESHOOTING 50

What to do when... 50
Error Messages 52

APPENDIX 55

Specifications 55
Symbols 57
Character Attribute 58
Frames 60
Bar Codes 60
Bar Code Settings Table 60
Special Character List 61
Notes on Using P-touch Transfer Manager (For Windows) 62
Notes on Creating Templates 62
Notes on Transferring Templates 62
Notes on Transferring Data Other Than Templates 62

EDITING A LABEL

Selecting a Labelling Application Type

You can select six different types of labelling applications.

GENERAL

Labels printed with this mode can be used for general purposes. In this mode you can specify the following items.

- Label Length: **Auto**, 10mm-999mm
- Orientation: **(Horizontal)**, (Vertical)

Horizontal

ABCDE

Vertical

When the GENERAL mode is selected, you can press the **Shift** key and then press the **Enter** key to add a new block.

FACEPLATE

Labels printed with this mode can be used to identify various faceplates. Block of text is evenly spaced on a single label. In this mode, and you can specify the following items.

- Label Length: **50mm**, 10mm-999mm
- # of Blocks: **1**, 1 - 5
- Orientation: **(Horizontal)**, (Vertical)

1 block

1A–B01

2 blocks

1A–B01 1A–B02

CABLE WRAP

Labels printed with this mode can be wrapped around a cable or wire. We recommend using Flexible ID Tape or Self-Laminating Tape for Cable Wrap labels.
In CABLE WRAP mode, the text is printed as shown in the illustrations. You can specify the following items.

- UOM: **Dia(Ø) (Custom Diameter)**, Length (Custom Length), CAT5/6, CAT6A, COAX, AWG, Rot.90
- Value: Depending on UOM
- Repeat: **On**, Off
- Cross-ID: **Off**, On

Standard

2A–C14
2A–C14
2A–C14
2A–C14
2A–C14
2A–C14

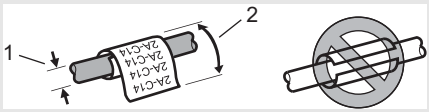
Rot.90

2A–C14
2A–C14
2A–C14
2A–C14

Text: Type in single or multiple lines of data.

When using Flexible ID Tape:

- When wrapping labels around cylindrical objects, the diameter of the object (1) should be at least 3 mm.
- The overlapping ends of the label or the label flag (2) should be at least 5 mm.

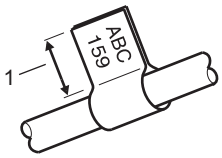


When using Self-Laminating Tape:

- The text is horizontally printed.
- When you insert the Self-Laminating Tape and select CABLE WRAP, you can specify the following items.
  - Label Length: **Auto**, 25 mm - 300 mm
  - V. Offset (Adjusts Vertical Position): -7, -6, -5, -4, -3, -2, -1, **0**, +1, +2, +3, +4, +5, +6, +7
  - Cross-ID: **Off**, On

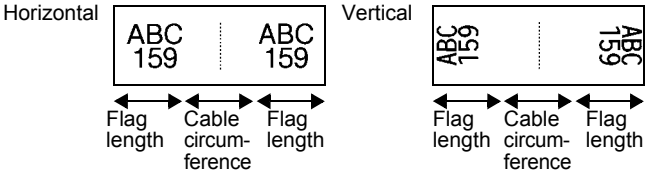
CABLE FLAG

Labels printed with this mode can be wrapped around a cable or wire, and both ends of the label stick together to form a flag. The text on flag labels is printed on both ends of the label, leaving a blank space in the middle that wraps around the cable. In this mode, you can specify the following items.



1. Flag at least 15 mm

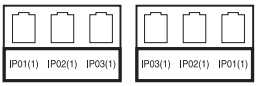
- Layout: AA : AA **(The same text is printed on each block.)**, AA : BB (Two different texts are printed on each block.)
- Flag Length: **30mm**, 10mm-200mm
- Cable Diameter: **6mm**, 3mm-90mm
- Orientation: AB : 123 **(Horizontal)**, AB : 123 (Vertical)
- Cross-ID: **Off**, On



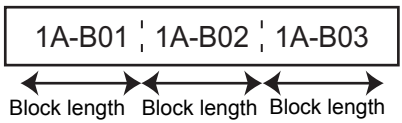
- You can enter up to two bar codes when AA : AA is selected in flag layout.
- We recommend using Flexible ID Tape for Cable Flag labels.

PATCH PANEL

Labels printed with this mode can be used to identify various types of panels. In this mode, you can specify the following items.



- Block Length: **15.0mm**, 5.0mm-300.0mm
- # of Blocks: **4**, 1-99
- Separator: **(Tic)**, (Dash), (Line), (Bold), (Frame), (None)
- Orientation: 1234 **(Horizontal)**, (Vertical)
- Reverse: **Off**, On
- Advanced: **Off**, On
  Adjusts block length independently when “Advanced” is set to “On”.



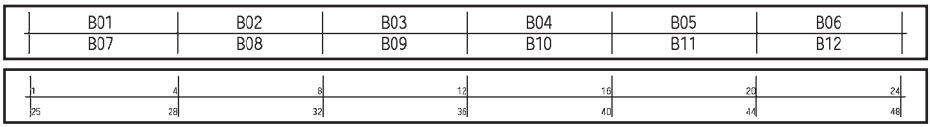
- No Margins: **Off**, On
  Set the left and right label margins to zero.

“Advanced” and “No Margins” cannot be set to “On” at the same time.

PUNCH-DOWN BLOCK

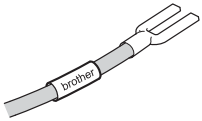
Labels printed with this mode can be used to identify a type of electrical connection often used in telephony. There are up to three lines for each block on a single label and you can enter three lines for each block. In this mode, you can specify the following items.

- Module Width: **200mm**, 50mm-300mm
- Block Type: **4 Pairs**, 2 Pairs, 3 Pairs, 5 Pairs, Blank
- Sequence Type: **(None)**, (Horizontal), (Backbone)
- Start Value: **---**, 1 - 99999



- When “Blank” is selected in “Block Type”, “Sequence Type” is set to None.
- When None is selected in “Sequence Type”, “Start Value” shows “---” and you cannot set a value. Selecting Horizontal or Backbone however, allows you to set the “Start Value” from 1 to 99,999.

Heat Shrink Tube



When using Heat Shrink Tube, the HEAT-SHRINK TUBE setting screen will be displayed when any of the labelling application type keys is pressed.

- Label length: **Auto**, 25mm-999mm
  However, the maximum printing length is 500 mm when using Heat Shrink Tube with a width of 5.8 or 8.8 mm.

Text: Type in single or multiple lines of data.

When using Heat Shrink Tube:
- You cannot print frames.
- Portions of some decorative characters may be cut off when a line is broken.
- The printed characters may be smaller than when using TZe tape.

Setting Cross-ID

When printing Cross-ID labels, use the **Cable Wrap** and **Cable Flag** keys.

1. Press the **Cable Wrap** or **Cable Flag** key.
2. Select "Cross-ID" using the ▲ or ▼ key.
3. Select "On" to set Cross-ID by using ◄ or ► key.
4. 1 line: Enter the text and insert "/" or "\" where you want to apply Cross-ID.
   2 or more lines: You can apply Cross-ID between lines by pressing **Enter** key to create another line.

   For example:

1 line

AD07/15:A1	15:A1/AD07

2 or more lines

AD07-15:A1 AG13-08:01	AG13-08:01 AD07-15:A1

Entering and Editing Text

Entering Text from the Keyboard

- The keyboard of your P-touch can be used in the same way as a standard computer keyboard.

Adding a New Line

- To end the current line of text and start a new line, press the **Enter** key. A return mark appears at the end of the line and the cursor moves to the start of the new line.

- Maximum number of lines
  - 24 mm tape: 7 lines
  - 18 mm tape: 5 lines
  - 12 mm tape: 3 lines
  - 9 mm and 6 mm tape: 2 lines

Adding a New Block

- When GENERAL is selected, you can create up to 99 new blocks. To create a new block of text/lines to the right of your current text, press the **Shift** key and then press the **Enter** key. The cursor moves to the start of the new block. In other labelling application types, you can set the number of blocks when pressing a label application key. Some labelling application types are not required.

Moving the Cursor

- Press the ▲, ▼, ◄ or ► key to move the cursor one space or line.
- To move the cursor to the beginning or end of the current line, press the **Shift** key and then press the ◄ or ► key.
- To move the cursor to the beginning of the previous or next block, press the **Shift** key and then press the ▲ or ▼ key.

Inserting Text

- To insert additional text into an existing line of text, move the cursor to the character at the right of the position where you want to start inserting text, and then enter the additional text. The new text is inserted to the left of the cursor.

Deleting Text

■ Deleting one character at a time

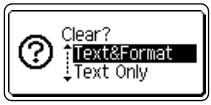
- To delete a character from an existing line of text, move the cursor to the character at the right of the position you want to start deleting text, and then press the **BS (backspace)** key. The character to the left of the cursor is deleted each time the **BS (backspace)** key is pressed.

If you hold down the **BS (backspace)** key, the characters left of the cursor are continuously deleted.

■ Deleting all text at once

Use the **Clear** key to delete all text at once.

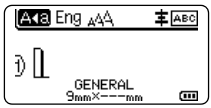
1 Press the **Clear** key.
The Clear options are displayed.



2 Using the ▲ or ▼ key, select “Text Only” to delete all text while retaining the current format settings, or select “Text&Format” to delete all text and format settings.

- Press the **Esc** key to return to the text entry screen, without erasing (or clearing) text or format.
- When “Text&Format” is selected, all text is cleared and the P-touch set to the default settings.

3 Press the **OK** or **Enter** key.
All text is deleted. All format settings are also deleted if “Text&Format” was selected.



Entering Symbols

In addition to the symbols available on the keyboard, there are various symbols (including international, extended ASCII characters and the user-defined characters [*1]) available with the symbol function.
To enter a symbol, use the Symbol function (see below).
Alternatively, press the **Shift** key and then press a key on the keyboard to enter the symbol printed on the selected key's upper-right corner.
Selectable “Symbols” (excluding the user-defined characters) are listed in the Appendix. (See page 57.)
To use the user-defined characters, transfer the bitmap image to the P-touch using the P-touch Transfer Manager.

[*1] A bitmap image of a user-created character that is not pre-installed on the P-touch.

Entering Symbols Using the Symbol Function

1 Press the **Symbol** key.
A list of symbol categories and symbols in that category is displayed.

The last symbol entered is selected in the displayed list.

2 Select a symbol category (Punctuation, Mathematics, etc.) using the ▲ or ▼ key and then press the **OK** or **Enter** key.

3 Select a symbol using the ▲, ▼, ◄ or ► key, and then press the **OK** or **Enter** key. The selected symbol is inserted into the line of text.

When selecting a symbol:
- Press the **Shift** key and **Symbol** key to return to the previous page.
- Press the **Symbol** key to go to the next page.

Press the **Esc** key to return to the previous step.

Entering the User-defined Character Using the Symbol Function

Before using the user-defined character images, transfer the images to the P-touch using the P-touch Transfer Manager. For the P-touch Transfer Manager refer to "Using P-touch Transfer Manager (For Windows)" on page 28.

1 Press the **Symbol** key.
A list of symbol categories and symbols in that category is displayed.
If a user-defined character has been transferred, "Custom" is also displayed.

The last symbol entered is selected in the displayed list.

2 Select "Custom" using the ▲ or ▼ key and then press the **OK** or **Enter** key.

3 Select a user-defined character image using the ▲ or ▼ key, and then press the **OK** or **Enter** key.
The selected image is inserted into the line of text.

- When selecting a symbol, press the **Symbol** key to go to the next page.
- The inserted user-defined character image is displayed as a highlighted user-defined character mark ( ) in the text entry screen.
- To view the user-defined character image in the text entry screen, move the cursor to the image and press the **Symbol** key.

Press the **Esc** key to return to the previous step.

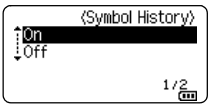
Using Symbol History

You can create your personal category of symbols by using the Symbol History. The "History" will appear first when selecting the symbols, to help you locate the desired symbols quickly.

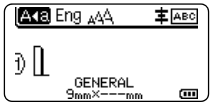
User-defined characters cannot be added to the Symbol History even if they are transferred to the P-touch.

1 Press the **Menu** key, select "Advanced" using the ▲ or ▼ key and then press the **OK** or **Enter** key.

2 Select "Symbol History" using the ▲ or ▼ key and press the **OK** or **Enter** key. Then select "On" to create your personal category by using the ▲ or ▼ key.

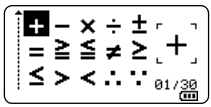


3 Press the **OK** or **Enter** key to apply the setting.
The screen returns to the text entry screen.

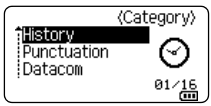


4 Enter the symbol you wish to add to your History.

Refer to “Entering Symbols Using the Symbol Function” on page 8 for detail.



5 Press the **Symbol** key.
The “History” appears, including the symbol entered in step 4.



- Up to 30 symbols can be added to the “History”. The oldest symbol will be deleted from the category when the symbols added to the “History” exceed 30 symbols.
- To stop using the Symbol History, select “Off” in the “Symbol History” screen.

Entering Accented Characters

Press the base character, then press the accent keys (Number keys) in sequence to add your desired accents.
Accents added using the accent keys can be removed by pressing the keys again, and the number will be displayed. Press the **BS (backspace)** key to remove the number.
Press the **BS (backspace)** key to remove your desired accents.

Setting Character Attributes

Setting Character Attributes by Label

Using the **Style** key, you can select a font and apply size, width, style, line, and alignment attributes. Selectable “Character Attribute” options are listed in the Appendix. (See page 58.)

1. Press the **Style** key.
   The current settings are displayed.
2. Select an attribute using the ▲ or ▼ key, and then set a value for that attribute using the ◄ or ► key.
3. Press the **OK** or **Enter** key to apply the settings.

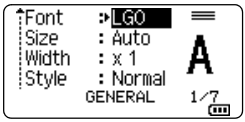
   New settings are NOT applied if you do not press the **OK** or **Enter** key.

- Press the **Esc** key to return to the previous step.
- Press the **Space** key to set the selected attribute to the default value.
- Small characters may be difficult to read when certain styles are applied (e.g. Shadow + Italic).
- Depending on the labelling application type, you cannot change the value in **Style** setting. In this case, 🔒 is displayed on the preview in the right side of the screen.

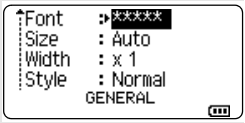
Setting Character Attributes by Each Line

When a label consists of two or more lines of text, you can set different values of character attributes (font, size, width, style, line and alignment) for each line.

Move the cursor to the line you wish to modify by using the ▲, ▼, ◄ or ► key. Next, press the **Shift** key and then press the **Style** key to display the attributes. (〓 on the screen indicates that you are now applying the attribute for that specific line only.)



When different attribute values are set for each line, the value will be displayed as ***** when you press the **Style** key. When you change the setting on this screen by using the ▲ or ▼ key, the same change will be applied to all lines of the label.



Setting Auto Fit Style

When “Size” of the **Style** key is set to “Auto” and label length is set to a specific length, you can select the way of reducing the text size to fit within the label length.

1 Press the **Menu** key, select “Advanced” using the ▲ or ▼ key, and then press the **OK** or **Enter** key.

2 Select “Auto Fit Style” using the ▲ or ▼ key and then press the **OK** or **Enter** key.

3 Select the style using the ▲ or ▼ key.

- When “Text Size” is selected, the total text size is modified to fit within the label.
- When “Text Width” is selected, the text width will be reduced to the size of x1/2 setting. (If further size reduction is required to fit the text into the selected label length, the total text size will be modified after reducing the text width to x1/2 setting.)

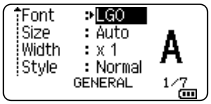
4 Press the **OK** or **Enter** key to apply the settings.

- Press the **Esc** key to return to the previous step.
- Press the **Space** key to set the style to the default setting (“Text Size”).

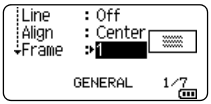
Setting Frames

You can select the frame of the label by using the **Style** key. Selectable “Frames” are listed in the Appendix. (See page 60.)

1 Press the **Style** key. The current settings are displayed.

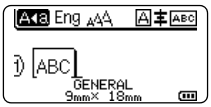


2 Select an attribute using the ▲ or ▼ key until the “Frame” is selected, and then select a frame by using the ◄ or ► key.



3 Press the **OK** or **Enter** key to apply the settings.

New settings are NOT applied if you do not press the **OK** or **Enter** key.



- Press the **Esc** key to return to the previous step.
- Press the **Space** key to set the selected attribute to the default value.

Tape Cutting Options

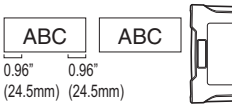
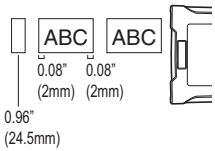
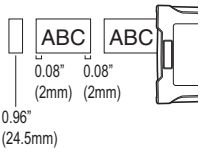
The tape cutting options allow you to specify how the tape is fed and cut when printing labels.

1. Press the **Menu** key.
2. Select “Cut Option” using the ▲ or ▼ key, and then press the **OK** or **Enter** key.
3. Set the value by using the ▲ or ▼ key, and then press the **OK** or **Enter** key to apply the settings.

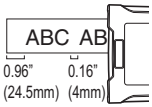
   New settings are NOT applied if you do not press the **OK** or **Enter** key.

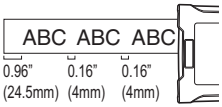
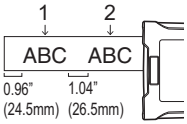
- Press the **Esc** key to return to the previous step.
- Refer to the Tape Cutting Options table for a list of all available settings.

●Tape Cutting Options●

Setting	Description	Example
Large Margin	Automatically cuts the tape after each label is printed, leaving a margin of 0.96" (24.5 mm) on each end. This setting can be selected only when GENERAL is selected.	
Small Margin	Automatically cuts a piece of blank tape before printing the first label and then cuts the tape after each label is printed, leaving a 0.08" (2 mm) margin at both ends of each label.	
Chain	• Automatically cuts a piece of blank tape before printing the first label and then cuts the tape after each label is printed, leaving a 0.08" (2 mm) margin at both ends of each label. • Once the last label is printed, the tape is not fed and cut. Press the **Feed & Cut** key to feed and cut the tape.	

Setting	Description	Example

No Cut	• Select this setting when printing multiple copies of a label and you do not want the labels cut after each label is printed, or when using Fabric Tape or other special tapes that cannot be cut by the tape cutter of the P-touch labeling system.
	• Once the label is printed, the tape is not fed and cut.
	  • Press the **Feed & Cut** key to feed and cut the tape.
	  • When using the special tapes that cannot be cut by the tape cutter of the P-touch labeling system, remove the tape cassette from the P-touch labeling system and use scissors to cut the tape.
		

Special tape	• Select this setting when using special tape. • When using Fabric Tape, set "No Cut" for "Cut Option" before printing. After printing, remove the tape cassette from the P-touch labeling system and use scissors to cut the tape. • When using Heat Shrink Tube, set "Special tape" for "Cut Option" before printing. After printing, remove the Heat Shrink Tube cassette from the P-touch labeling system and use scissors to cut the tape.	• When multiple copies are printed one time:  • When a label is printed two times:  1. 1st print 2. 2nd print

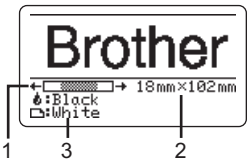
LABEL PRINTING

Label Preview

You can preview the current page and check the layout before printing.

1 Press the **Preview** key.
An image of the label is displayed on the screen.

1. The bar indicates the position of the currently displayed portion of the label.
2. The tape width of the installed tape cassette and the label length are indicated as follows:
   Tape width x Label length
3. The information for the installed tape cassette is detected and indicated. The first line indicates the character colour and the second line indicates the tape colour.



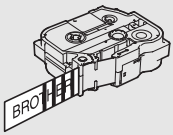
Press the ◄ or ► key to scroll the preview to the left or right.
Press the ▲ or ▼ key to change the magnification of the preview.

- Press the **Esc**, **OK** or **Enter** key to return to the text entry screen.
- To scroll the preview to the left or right end, press the **Shift** key and then press the ◄ or ► key.
- To print the label directly from the preview screen, press the **Print** key or open the print options screen and select a print option. Refer to “Printing a Label” on page 15 for details.
- The print preview is a generated image of the label, and may differ from the actual label when printed.
- The character colour and tape colour cannot be detected for some tape cassettes.

Printing a Label

Labels can be printed once text entry and formatting is complete.

- **Do not pull the label coming out of the tape exit slot. Doing so will cause the ink ribbon to be discharged with the tape, making the tape no longer usable.**
- Do not block the tape exit slot during printing or when feeding tape. Doing so will cause the tape to jam.
- Be sure to check that there is enough tape remaining when printing several labels continuously. If tape is running low, set fewer copies, print labels one at a time, or replace the tape cassette.
- Striped tape indicates the end of the tape cassette. If this appears during printing, press and hold the **Power** key to turn the P-touch off. Attempting to print with an empty tape cassette may damage the P-touch.



Printing a Single Page

Press **Print** key to start printing.

Printing a Range of Pages

When there are multiple pages, you can specify the range of pages to print.

1. Press the **Print** key. The screen you can specify the range is displayed.
2. Select "All", "Current" or "Range" by using ▲ or ▼ key. If you select "All" or "Current", go to step 4.
3. Specify the first page and the last page.

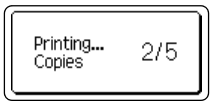
   Blank pages are not printed.
4. Press the **OK** or **Enter** key to print.

Printing Multiple Copies

Using this function you can print up to 99 copies of the same label.

1. Make sure that the appropriate tape cassette is inserted and ready for printing.
2. Press the **Shift** key and then press the **Print** key to display the Copies screen, and then select the number of copies to be printed using the ▲ or ▼ key, or type the number using the number keys.

   Hold down the ▲ or ▼ key to change the number of copies quickly.
3. Press the **OK** or **Enter** key. "Printing... Copies" is displayed while the labels are being printed.



   If you select an automatic cutting option when printing multiple copies of a label, a message will be displayed to confirm whether you want the labels to be cut after each label is printed. To disable the message display, press the **Menu** key, select "Advanced" using the ▲ or ▼ key, and then press the **OK** or **Enter** key. Select "Cut Pause" using the ▲ or ▼ key, and then press the **OK** or **Enter** key. Select "Off" using the ▲ or ▼ key, and then press the **OK** or **Enter** key.

- Press the **Esc** key to return to the previous step.
- The figures shown on the screen during printing indicate the "count / number of copies set".
- Pressing the **Space** key when setting the number of copies resets the value to 01, the default.
- When the message "Press Print to Cut Tape and Continue" is displayed, press the **Print** key. To set whether the tape is cut after each label is printed, use "Cut Option". For details, refer to "Tape Cutting Options" on page 13.
- To print a label created using the transferred template, refer to "Using the Data Transferred to the P-touch" on page 38.

Attaching Labels

1. If necessary, trim the printed label to the desired shape and length using scissors, etc.
2. Peel the backing from the label.
3. Position the label and then press firmly from top to bottom with your finger to attach the label.

- The backing of some types of tapes may be pre-cut to make it easier to peel the backing. To remove the backing, simply fold the label lengthwise with the text facing inward, to expose the inside edges of the backing. Next, peel off the backing one piece at a time.
- Labels may be difficult to attach to surfaces that are wet, dirty, or uneven. The labels may peel off easily from these surfaces.
- Be sure to read the instructions provided with Fabric Tapes, Extra Strength Adhesive Tapes or other special tapes and observe all precautions noted in the instructions.
- Please use scissors to cut Heat Shrink Tube.

USING THE FILE MEMORY

You can store up to 99 of your most frequently used labels in the file memory. Each label is stored as a file, allowing you to quickly and easily recall your label when needed again.

- When the file memory is full, each time you save a file you will need to overwrite one of your stored files.
- The available space in the file memory can be confirmed using the following procedure. Press the **Menu** key, select “Usage” using the ▲ or ▼ key, and then press the **OK** or **Enter** key. Select “Local Content” using the ▲ or ▼ key and press the **OK** or **Enter** key.

* The available space that is displayed in “Available : XXXXchrs” may be different from the actual available space.

Storing a Label into Memory

1 After entering the text and formatting the label, press the **File** key.

If one or more of the labels are a transferred, a screen will be displayed to select “Local Files” or “Transferred Templates” when you press the **File** key. Select “Local Files”.

2 Select “Save” using the ▲ or ▼ key and press the **OK** or **Enter** key. A file number is displayed.
A label text is also displayed if a label is already stored in that file number.

3 Select a file number using the ▲ or ▼ key, and then press the **OK** or **Enter** key.

When there is already a stored file in the selected number, the data will be overwritten by the file you try to save.

4 Enter the file name and then press the **OK** or **Enter** key.
The file is saved and the screen returns to the text entry screen.

Press the **Esc** key to return to the previous step.

Opening a Stored Label File

1 Press the **File** key.

If one or more of the labels are transferred, a screen will be displayed to select “Local Files” or “Transferred Templates” when you press the **File** key. Select “Local Files”.

2 Select “Open” using the ▲ or ▼ key and press the **OK** or **Enter** key. The file number of a stored label is displayed.
The label text is also displayed to identify the label.

3 Select a file number using the ▲ or ▼ key, and then press the **OK** or **Enter** key to open the selected file. The file is opened and displayed on the text entry screen.

Press the **Esc** key to return to the previous step.

Printing a Stored Label File

To print a label created using the transferred template, refer to “Using the Data Transferred to the P-touch” on page 38.

1. Press the **File** key.
2. Select “Print” using the ▲ or ▼ key, and then press the **OK** or **Enter** key.
   The file number of a stored label is displayed.
   The label text is also displayed to identify the label.
3. Select a file number using the ▲ or ▼ key, and then press the **Print**, **OK** or **Enter** key.
   - Printing a single page:
     A single page is printed immediately.
   - Printing a range of pages:
     The screen you can specify the range is displayed. Select “All” or “Range” by using the ▲ or ▼ key, and then press the **OK** or **Enter** key.

   If you select “Range”, specify the first page and the last page.

- Press the **Esc** key to return to the previous step.
- The message “No Text!” is displayed when you try to print a file with no text.
- When the message “Press Print to Cut Tape and Continue” is displayed, press the **Print** key. To set whether the tape is cut after each label is printed, use “Cut Option”. For details, refer to “Tape Cutting Options” on page 13.

Deleting a Stored Label File

To delete a label using the transferred template, refer to “Deleting the Transferred Data” on page 43.

1. Press the **File** key.
2. Select “Delete” using the ▲ or ▼ key and press the **OK** or **Enter** key.
   The file number of a stored label is displayed.
   The label text is also displayed to identify the label.
3. Select a file number using the ▲ or ▼ key, and then press the **OK** or **Enter** key.
   The message “Delete?” is displayed.
4. Press the **OK** or **Enter** key to delete the file.

Press the **Esc** key to cancel deleting the file and return to the previous screen.

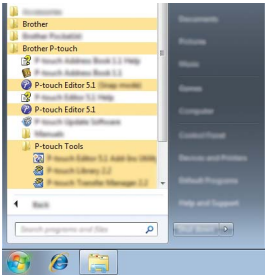
Using P-touch Editor

You will need to install P-touch Editor and the printer driver to use your P-touch with your computer.
For details on how to install the P-touch software, please refer to the Quick Setup Guide.
Refer to the procedures below for your computer's operating system. In the screen shots, "XX-XXXX" is displayed to represent the P-touch model number.
To download the latest driver and software, please visit the Brother support website at: support.brother.com.

Using P-touch Editor (For Windows)

■ Starting P-touch Editor

1 **For Windows 7**
From the Start button, click [All Programs]-[Brother P-touch]-[P-touch Editor].
When P-touch Editor starts, select whether you want to create a new layout or open an existing layout.

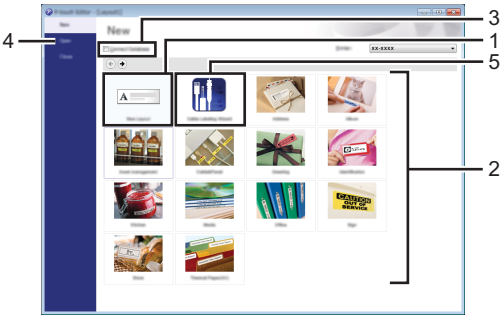


For Windows 8.1
Click [P-touch Editor] on [Apps] screen or double-click [P-touch Editor] on the desktop.
When P-touch Editor starts, select whether you want to create a new layout or open an existing layout.

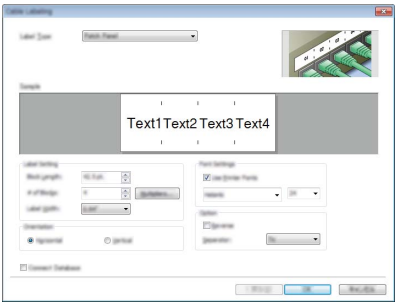
For Windows 10
From the Start button, select [All apps] and click [P-touch Editor] under [Brother P-touch], or double-click [P-touch Editor] on the desktop.
When P-touch Editor starts, select whether you want to create a new layout or open an existing layout.

- You can also start P-touch Editor using shortcuts, if you selected to create shortcuts during installation.
  - Shortcut icon on the desktop: double-click to start P-touch Editor
  - Shortcut icon in the Quick Launch bar: click to start P-touch Editor
- To change how P-touch Editor functions when it starts, click [Tools]-[Options] in the P-touch Editor menu bar to display the [Options] dialog box. On the left side, select the [General] heading and then the desired setting in the [Operations] list box under [Startup Settings]. The default setting is [Display New View].

2 Select an option in the screen.



1. To create a new layout, click the [New Layout] button.
2. To create a new layout using a pre-set layout, select the desired category button.
3. To connect a pre-set layout to a database, select the check box next to [Connect Database].
4. To open an existing layout, click [Open].
5. To open the application for easily creating labels for electrical equipment management, click the [Cable Labelling Wizard] button.

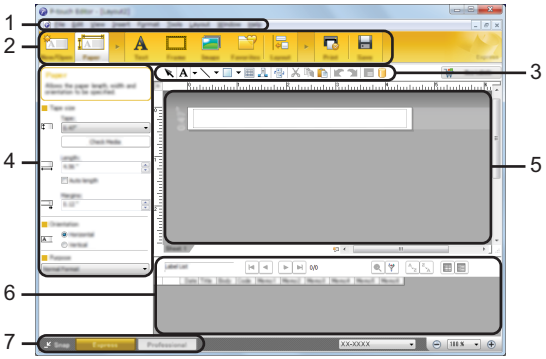


■ Operation modes

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

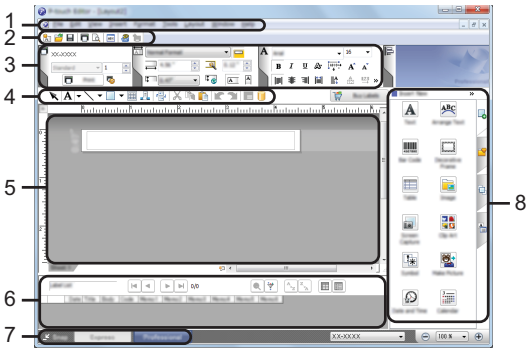
[Express] mode

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



1. **Menu bar**
2. **Command bar**
3. **Draw/Edit toolbar**
4. **Property bar**
5. **Layout window**
6. **Database window**
7. **Mode selection buttons**

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

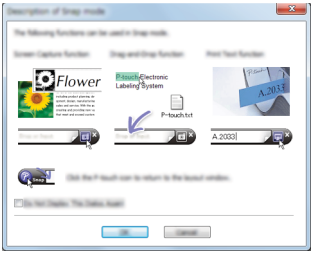


1. **Menu bar**
2. **Standard toolbar**
3. **Property palette**
4. **Draw/Edit toolbar**
5. **Layout window**
6. **Database window**
7. **Mode selection buttons**
8. **Side bar**

[Snap] mode

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

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



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

- If you select the [Do Not Display This Dialog Again] check box in the [Description of Snap mode] dialog box, next time you will switch to [Snap] mode without displaying the dialog box.
- **For Windows 7**
  You can also start P-touch Editor in [Snap] mode by clicking the Start menu - [All Programs]-[Brother P-touch]-[P-touch Editor (Snap mode)].
- **For Windows 8.1 / Windows 10**
  You can also start P-touch Editor in [Snap] mode by clicking [P-touch Editor (Snap mode)] on the [Apps] screen.

Using P-touch Editor (For Mac)

■ Starting P-touch Editor

1 Double-click [P-touch Editor] icon on the desktop.

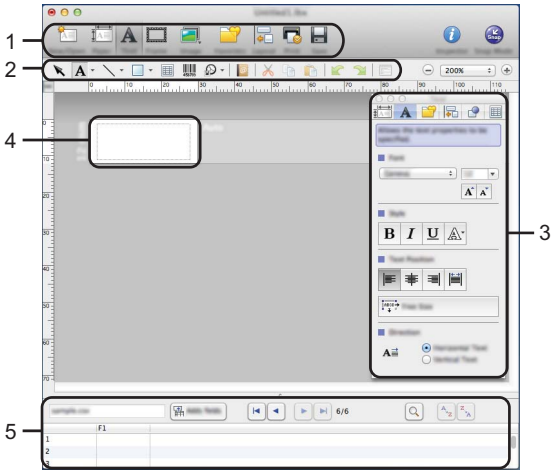
The following method can also be used to start the P-touch Editor.
Double-click [Macintosh HD] - [Applications] - [P-touch Editor] and then [P-touch Editor] application icon.

P-touch Editor starts.

■ Operation modes

Standard Mode

This mode provides easy label creation with text and images.
The layout window consists of the following sections:



* The screen may differ depending on P-touch Editor's version.

1. **Command bar**
2. **Draw/Edit toolbar**
3. **Inspector**
4. **Layout window**
5. **Database window**

Snap Mode (P-touch Editor 5.1 only)

With this mode, you can capture the screen, print it as an image, and save it for future use.
To start the Snap mode, follow the steps below.

1 When you click [Snap Mode], the [Description of Snap mode] dialog box appears. Click [OK].

If you select [Do Not Display This Dialog Again], you can go to Snap mode directly from the next time.

2 Snap mode appears.

Updating P-touch Editor

The software can be upgraded to the latest available version using the P-touch Update Software.
In the following steps, you will see XX-XXXX. Read “XX-XXXX” as your P-touch name.

- You must be connected to the internet in order to launch the P-touch Update Software.
- You may find that the software and the contents in this manual are different.
- Upon installation of the P-touch Update Software, an icon will be installed on your desktop for your convenience.
- Do not turn off the power when transferring data or updating software.

■ Updating P-touch Editor Software (For Windows)

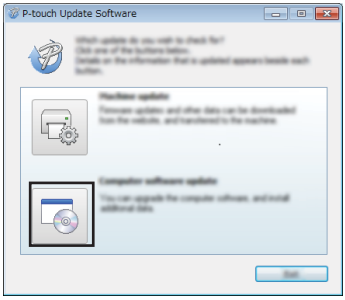
To use the P-touch Update Software, it is necessary to install it from the CD-ROM provided. You can also download the software from the Brother support website (support.brother.com).

1 **For Windows 7**
Double-click the [P-touch Update Software] icon.

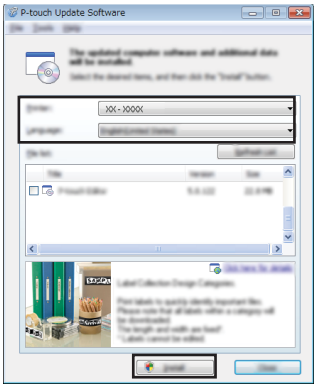
The following method can also be used to start the P-touch Update Software.
Click the Start button, and then select [All Programs] - [Brother P-touch] - [P-touch Update Software].

For Windows 8.1 / Windows 10
Click [P-touch Update Software] on the [Apps] screen or double-click [P-touch Update Software] on the desktop.

2 Click the [Computer software update] icon.



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



A message is displayed to indicate that installation has finished.

Using P-touch Transfer Manager (For Windows)

This application allows you to transfer templates and other data to the P-touch and save backups of your data on the computer.
This function is not supported with Macintosh computers.
There are some restrictions regarding the templates that can be transferred to the P-touch. For details, refer to “Notes on Using P-touch Transfer Manager (For Windows)” on page 62.

How to Use P-touch Transfer Manager

1 Create or open a template using P-touch Editor.

- Prepare the P-touch Editor and open/edit the template.
  P. 20
- Update the P-touch Editor if necessary.
  P. 26
- Notes on using P-touch Transfer Manager (For Windows)
  P. 62

2 Transfer the template to P-touch Transfer Manager.

- Transferring the label template to P-touch Transfer Manager
  P. 29

3 Transfer the template to the P-touch using P-touch Transfer Manager.

- Using P-touch Transfer Manager
  P. 30
- Transferring templates or other data from the computer to the P-touch
  P. 32

4 Print (without using a computer) the template that was transferred to the P-touch.

- Printing the transferred template
  P. 38

Transferring the Label Template to P-touch Transfer Manager

The label templates created in P-touch Editor must first be transferred to P-touch Transfer Manager.

1. In P-touch Editor, open the label template to be transferred.
2. Click [File] - [Transfer Template] - [Preview].
   You can check a preview of the printed template before the created template is sent to the P-touch and printed.
3. If there are no problems with the displayed template, click [Transfer Template].
   P-touch Transfer Manager starts.

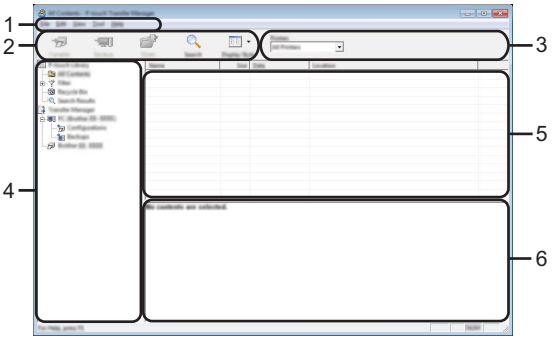
You can also start P-touch Transfer Manager using the following procedure.

- For Windows 7
  From the Start button, click [All Programs] - [Brother P-touch] - [P-touch Tools] - [P-touch Transfer Manager].
- For Windows 8.1
  Click [P-touch Transfer Manager] on [Apps] screen.
- For Windows 10
  From the Start button, select [All apps], and then click [P-touch Transfer Manager] under [Brother P-touch].

Using P-touch Transfer Manager

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

You can also start P-touch Transfer Manager from P-touch Editor.
Click [File] - [Transfer Template] - [Transfer].



1. **Menu bar**
   Provides access to various commands, which are grouped under each menu title ([File], [Edit], [View], [Tool], and [Help]) according to their functions.
2. **Toolbar**
   Provides access to frequently used commands.
3. **Printer selector**
   Allows you to select which printer or P-touch the data will be transferred to. When you select a P-touch, only the data that can be sent to the selected P-touch is displayed in the data list.
4. **Folder view**
   Displays a list of folders and P-touchlabellers. When you select a folder, the templates in the selected folder are displayed in the template list.
   If you select a P-touch, the current templates and other data stored in the P-touch are displayed.
5. **Template list**
   Displays a list of templates in the selected folder.
6. **Preview**
   Displays a preview of the templates in the templates list.

●Explanations of the Toolbar Icons●

Icon	Button name	Function
	Transfer	Transfers templates and other data from the computer to the P-touch via USB.
	Backup (Only for P-touch Transfer Manager)	Retrieves the templates and other data saved in the P-touch and saves it on the computer.
	Open	Opens the selected template.
	Print (Only for P-touch Library)	Prints the selected label template with the P-touch.
	Search	Allows you to search for templates or other data that are registered to P-touch Library.
	Display Style	Changes the file display style.

Transferring Templates or Other Data from the Computer to the P-touch

Use the following procedure to transfer templates, databases and images from the computer to the P-touch.

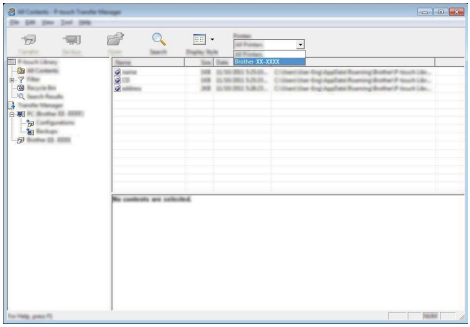
1 Start P-touch Transfer Manager using the following procedure.
For Windows 7
From the Start button, click [All Programs] - [Brother P-touch] - [P-touch Tools] - [P-touch Transfer Manager].

For Windows 8.1
Click [P-touch Transfer Manager] on [Apps] screen.

For Windows 10
From the Start button, select [All apps], and then click [P-touch Transfer Manager] under [Brother P-touch].

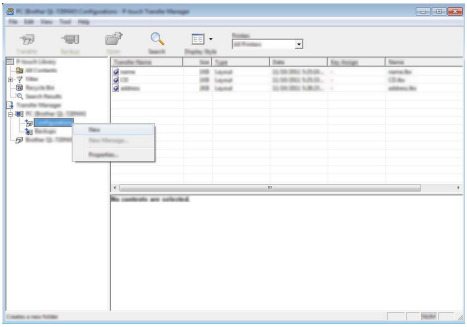
2 Connect the computer and the P-touch via USB and turn on the P-touch.
The P-touch model name is displayed in the folder view.
If you select a P-touch in the folder view, the current templates and other data stored in the P-touch are displayed.

3 Select the P-touch that you want to transfer the template or other data to.



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

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



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

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

●Transfer Function Specification●

Data type	Maximum number of transferable items	Restriction details
Template	99	• Each template can contain a maximum of 50 objects. • Each object can contain a maximum of 7 lines.
Database	99	• Only *.csv files can be transferred. • Each *.csv file can contain a maximum of 256 fields and 65,000 records.
Image (User-defined character)	99	• Only *.bmp files can be transferred. • Monochrome *.bmp files are recommended. • The size limit is 2,048 × 2,048 pixels. • Wide images may be cropped.

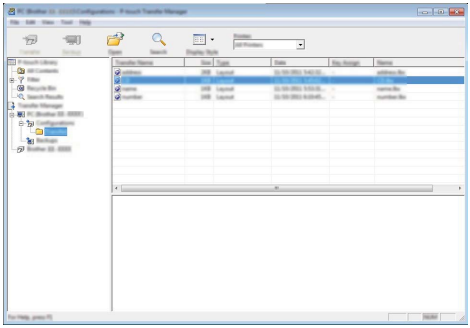
The available space in the transfer file memory can be confirmed using the following procedure.
Press the **Menu** key, select “Usage” using the ▲ or ▼ key, and then press the **OK** or **Enter** key. Select “Transferred Content” using the ▲ or ▼ key and press the **OK** or **Enter** key.

* The available space that is displayed in “Available : X.XXMB” may be different from the actual available space.

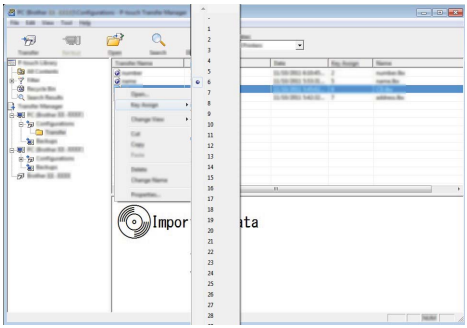
You can view the templates and other data by selecting the folder in the [Configurations] folder, selecting [All Contents] or by selecting one of the categories under [Filter], such as [Layouts].

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

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



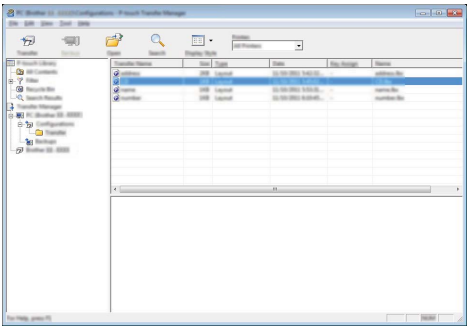
6 To change the key number assigned to an item, right-click the item, select [Key Assign], and then select the desired key number.



- All data transferred to the P-touch is assigned a key number.
- If the template or other data transferred to the P-touch has the same key number as another template already saved in the P-touch, the new template will overwrite the old one. You can confirm the templates key number assignments saved in the P-touch by backing up the templates or other data (refer to “Backing Up Templates or Other Data Saved in the P-touch” on page 36).
- If the P-touch memory is full, remove one or more templates from the P-touch nonvolatile memory (refer to “Backing Up Templates or Other Data Saved in the P-touch” on page 36).

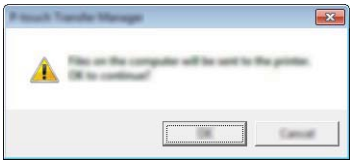
7 To change the names of templates or other data that will be transferred, click on the desired item and enter the new name.

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



You can also transfer individual items to the P-touch. Select the template or other data that you want to transfer, and then click [Transfer].

9 Click [OK].



The selected templates or other data are transferred to the P-touch.

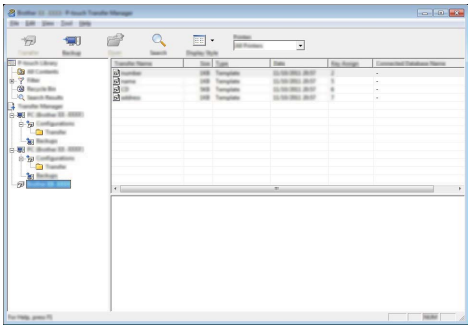
To print data that was transferred to the P-touch, the P-touch must be switched from the transfer mode to the normal mode. Turn the P-touch off and then on again.

Backing Up Templates or Other Data Saved in the P-touch

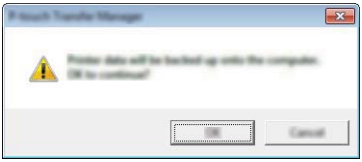
Use the following procedure to retrieve the templates or other data saved in the P-touch and save it on the computer.

- Backed up templates or other data cannot be edited on the computer.
- Depending on the P-touch model, templates or other data backed up from one P-touch model may not be able to be transferred to another P-touch model.

1 Connect the computer and the P-touch and turn on the P-touch.
The P-touch model name is displayed in the folder view.
If you select a P-touch in the folder view, the current templates and other data stored in the P-touch are displayed.



2 Select the P-touch to back up from, and then click [Backup].
A confirmation message is displayed.



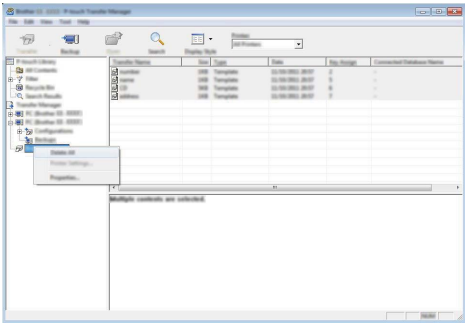
3 Click [OK].
A new folder is created under the P-touch in the folder view. The folder name is based on the date and time of the backup. All of the P-touch templates and other data are transferred to the new folder and saved on the computer.

Deleting All the P-touch data

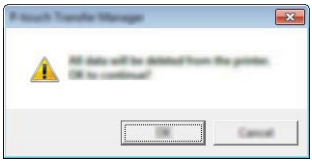
Use the following procedure to delete all templates or other data that are saved in the P-touch.

1 Connect the computer and the P-touch and turn on the P-touch.
The model name is displayed in the folder view.

2 Right-click your model, and then select [Delete All].



A confirmation message is displayed.



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

Using the Data Transferred to the P-touch

A template, database or user-defined character image transferred from the computer can be used to create or print the label.
To delete the transferred data, refer to “Deleting the Transferred Data” on page 43.

A User-defined Character Image

To enter the image, refer to “Entering Symbols” on page 8.

Printing the Transferred Template

A label layout created with P-touch Editor (*.lbx file) can be transferred to the P-touch, where it can be used as a template for printing labels. Templates can be edited or printed using text from either a database, or by directly typing text in.

- Before editing a template, transfer the template to the P-touch.
- When the transfer of the data to the P-touch is complete, turn the P-touch off and then on again.

■ When the template which has no object to be edited

1. Press the **File** key, select “Transferred Templates” using the ▲ or ▼ key and then press the **OK** or **Enter** key.

   “Transferred Templates” is displayed if a template is transferred.

2. Select the template to be printed using the ▲ or ▼ key and then press the **OK** or **Enter** key.

   When the template is linked to a database, the icon appears in the upper-right corner of the screen.

3. Press the **Print** key to start printing.

■ When the template has an object to be edited

If necessary, the template can be temporarily edited. However, the template cannot be saved after it is changed.
When the template is not linked to a database, the label will be ready to print after you select the label template and type text into each of its fields.
When the template is linked to a database, a single record or a range of records in the database linked to the template can be printed.

- The following procedure is for printing a single database record.
- You cannot add or delete a line break.

1. Press the **File** key, select “Transferred Templates” using the ▲ or ▼ key and then press the **OK** or **Enter** key.

   “Transferred Templates” is displayed if a template is transferred.

2 Select the template to be edited using the ▲ or ▼ key and then press the **OK** or **Enter** key.

When the template is linked to a database, the icon appears in the upper-right corner of the screen.

3 Select “Edit Label (Not Saved)” using the ▲ or ▼ key and then press the **OK** or **Enter** key.
Objects that can be edited are displayed.

4 Select the object to be edited using the ▲ or ▼ key and then press the **OK** or **Enter** key.
- When the template is not linked to a database:
  The contents of the selected object are displayed. Edit the object and then press the **OK** or **Enter** key.
- When the template is linked to a database:
  The first record of the database is displayed. Edit the object and then press the **OK** or **Enter** key.

5 Press the **Print** key to start printing.

When editing templates linked to a database:
- When an object that is not linked to the database was edited, you can press the **Esc** key to return to step 3, and then select “Print from Database” to print a selected range from the database. To select the range that you want to print, refer to steps 3 to 5 in “When the template is linked to the database and will not be edited”.
- When an object that is linked to the database was edited, the edited contents will be deleted if you select “Print from Database”. Therefore, print the template just by pressing the **Print** key as described in step 5 above.

■ When the template is linked to the database and will not be edited

- The following procedure is for printing database records. The database remains unchanged.
- When printing a range of database records, the text cannot be edited.

1 Press the **File** key, select “Transferred Templates” using the ▲ or ▼ key and then press the **OK** or **Enter** key.

“Transferred Templates” is displayed if a template is transferred.

2 Select the template to be printed using the ▲ or ▼ key and then press the **OK** or **Enter** key.

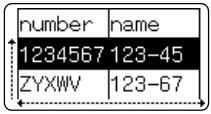
When the template is linked to a database, the icon appears at the upper-right corner of the screen.

3 Select “Print from Database” using the ▲ or ▼ key and then press the **OK** or **Enter** key.
The contents of the database linked to the template are displayed.

4 Select the first record in the range that you want to print using the ▲, ▼, ◄ or ► key and then press the **OK** or **Enter** key.

number	name
1A-B01	AA
1A-B02	AB

5 Select the last record in the range that you want to print using the ▲, ▼, ◀ or ▶ key and then press the **Print**, **OK** or **Enter** key to start printing.
When the range is set, the selected records will be highlighted.



- Press the **Esc** key to return to the previous step.
- The maximum number of characters that can be printed for one transferred template is 1,500 characters. However, the maximum number of characters will decrease when line breaks or blocks are added.

Using Transferred Database Data

A database converted to a *.csv file can be transferred to the P-touch.
The data for a database that was transferred without a template can be imported into each label application type. The database data is imported according to the number of blocks and pages set for each label application type. Refer to “Selecting a Labelling Application Type” in the Quick Setup Guide for details on setting the number of blocks and pages for each label application type.

- Before using a database, transfer the database to the P-touch.
- If a database and template are linked and transferred together, the database can use only that template.

- If the selected database range is larger than the set number of blocks and pages, the data will be imported until the maximum number of blocks and pages is reached.
- If the set number of blocks and pages is larger than the selected database range, the operation will finish when all of the database is imported. The remaining blocks and pages will be printed blank without any data.

The print results are shown for each label application type when the databases for the following examples are imported.

■ Example 1:

number	name ①	type	length	Block No.
1A-B01	AA	a	10	#008
1A-B02	AB	b	20	#009
1A-B03	AC	c	30	#010
1A-B04	AD	d	40	#011
1A-B05	AE	e	50	#012
1A-B06	AF	f	60	#013
1A-B07	AG	g	70	#014
1A-B08	AH	h	80	#015
1A-B09	AI	i	90	#016

■ Example 2:

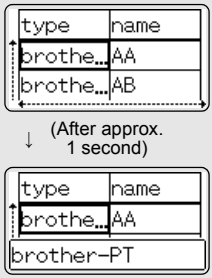
number	name ②	type	length	Block No.
1A-B01	AA	a	10	#008
1A-B02	AB	b	20	#009
1A-B03	AC	c	30	#010
1A-B04	AD	d	40	#011
1A-B05	AE	e	50	#012
1A-B06	AF	f	60	#013
1A-B07	AG	g	70	#014
1A-B08	AH	h	80	#015
1A-B09	AI	i	90	#016

Label Application Type	Data Import Method	Print Result for Example 1 (one field per record selected)	Print Result for Example 2 (two fields per record selected)
GENERAL	Data is imported in order according to the set number of blocks and pages	AA | AB | AC | AD * When 2 blocks are set per page	AA | a | AB | b * When 2 blocks are set per page
FACEPLATE	For each page separately	AA | AB | AC | AD	AA | a | AB | b
SELF-LAMINATING	For each page separately	AA | AB | AC | AD	AA | a | AB | b

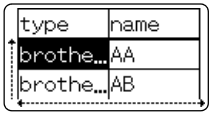
Label Application Type	Data Import Method	Print Result for Example 1 (one field per record selected)	Print Result for Example 2 (two fields per record selected)
CABLE WRAP	For each page separately	AA AA AA / AB AB AB / AC AC AC / AD AD AD	AA AA AA / a a a / AB AB AB / b b b
CABLE FLAG	For each page separately	AA AA / AB AB	AA AA / a a
	For each block separately	AA AB / AC AD	AA a / AB b
PATCH PANEL	For each block separately	AA AB AC / AD AE AF	AA a AB / b AC c
PUNCH-DOWN BLOCK	For each block separately	AA AB AC AD AE AF / AG	AA a AB b AC c / AD d

1 Press the **Database** key, select the database to be used and then press the **OK** or **Enter** key.
The first record of the selected database is displayed.

- If the selected record is not changed within a certain time while the database is displayed, the contents of the record will be displayed at the bottom of the screen. However, the contents of the record will not be displayed if the record contains 7 characters or less.
- When the **Preview** key is pressed, the properties of the record will be displayed.
- When setting the range, the “field names” line (first line of data) cannot be selected.



2 Select the first record in the range that you want to insert and then press the **OK** or **Enter** key.
The selected record will be highlighted.



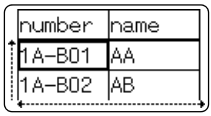
3 Select the last record in the range that you want to insert and then press the **OK** or **Enter** key.
The selected range will be highlighted.

The contents of the selected database will be displayed.

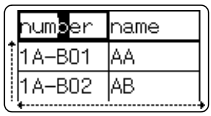
■ Searching the database

While selecting a database record to be used in a template or added to a label, you can search for records containing specific characters or a specific number.
The search proceeds to the right after the first matched string. Then, the database records will be searched in the same direction as the import order for the label type. The “field names” line will also be searched.
The possible search characters include uppercase and lowercase letters (including accented characters), numbers, and the upper symbols shown on the keys.

1 Press the **Database** key, select the database to be used and then press the **OK** or **Enter** key.
The first record of the selected database is displayed.

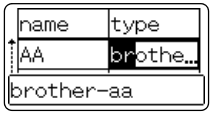


2 Type in the first character (e.g., “B”) that you wish to search for.
Example: If you type “B”, the fields will be searched from the first field for character strings containing “B”.



If a string that contains “B” is found, the cursor will move to that data and “B” will be highlighted. In addition, “B” will be stored in the internal memory.
If a string that contains the searched character “B” is not found, the cursor will remain in its current position without moving and the character “B” will not be stored in the internal memory.

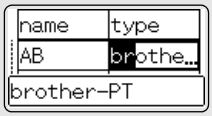
3 Type in the 2nd character (e.g., “R”) that you wish to search for.
Next, if you type “R”, the fields will be searched from the next field for character strings containing “BR”.



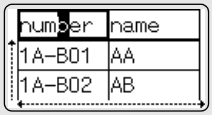
If a string that contains “BR” is found, the cursor will move to that data and “BR” will be highlighted. In addition, “BR” will be stored in the internal memory.

4 Continue searching the database using the same procedure.

- If the character that you searched for is contained in multiple fields in the database, press the **Database** key to move to the next field containing the character. The character will be highlighted in the field.



- Press the **BS (Backspace)** key to delete the last search character that was typed. The cursor will move to the field containing the remaining search characters.



Deleting the Transferred Data

Use the following methods to delete transferred data.
Multiple items cannot be deleted together. Each item must be deleted separately.

■ Deleting user-defined character images

1. Press the **Symbol** key, select “Custom” using the ▲ or ▼ key and then press the **OK** or **Enter** key.
2. Select the user-defined character image to be deleted using the ▲ or ▼ key and then press the **Clear** key.
   A message “Delete?” is displayed.
3. Press the **OK** or **Enter** key.
   The selected user-defined character image is deleted and the next image is selected.
   If necessary, delete the next character.

■ Deleting Templates

1. Press the **File** key, select “Transferred Templates” using the ▲ or ▼ key and then press the **OK** or **Enter** key.
2. Select the template to be deleted using the ▲ or ▼ key and then press the **OK** or **Enter** key.
3. Select “Delete” using ▲ or ▼ key and then press the **OK** or **Enter** key.
   A message “Delete?” is displayed.
4. Press the **OK** or **Enter** key.
   The selected template is deleted and the next template is selected.
   If necessary, delete the next template.

■ Deleting database

1. Press the **Database** key.
2. Select the database to be deleted using the ▲ or ▼ key and then press the **Clear** key.
   A message “Delete?” is displayed.
3. Press the **OK** or **Enter** key.
   The selected template is deleted and the next database is selected.
   If necessary, delete the next database.

Using P-touch Library

P-touch Library allows you to print templates or to manage templates and other data.

Starting P-touch Library

■ For Windows 7

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

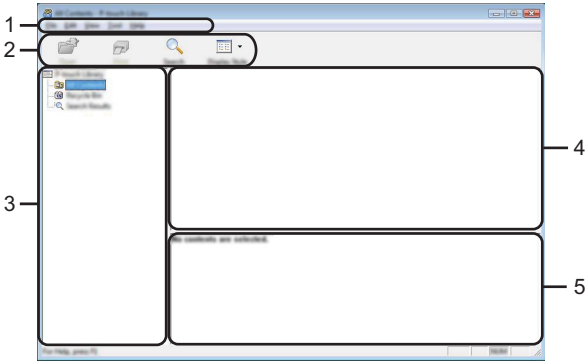
■ For Windows 8.1

Click [P-touch Library] on [Apps] screen.

■ For Windows 10

From the Start button, select [All apps], and then click [P-touch Library] under [Brother P-touch].

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



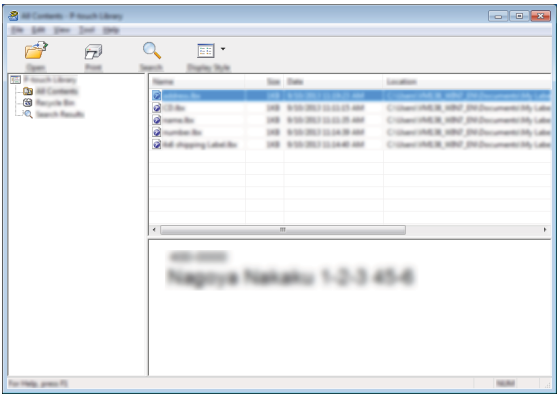
1. **Menu bar**
   Provides access to all available commands, which are grouped under each menu title ([File], [Edit], [View], [Tool], and [Help]) according to their functions.
2. **Toolbar**
   Provides access to frequently used commands.
3. **Folder view**
   Displays a list of folders. When you select a folder, the templates or other data in the selected folder is displayed in the templates list.
4. **Templates list**
   Displays a list of the templates or other data in the selected folder.
5. **Preview**
   Displays a preview of the templates or other data selected in the templates list.

●Explanations of the Toolbar Icons●

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

Opening and Editing Templates

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

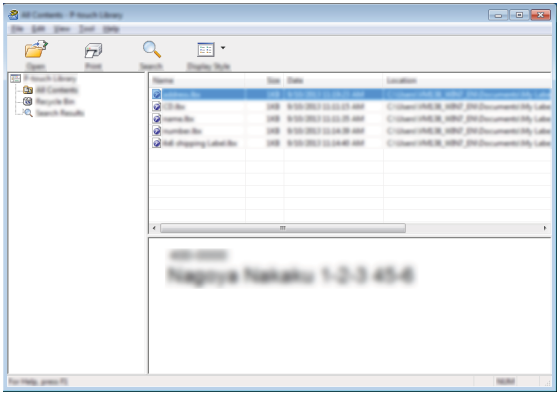


The program that is associated with the template will be started and you can edit the template.

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

Printing Templates

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

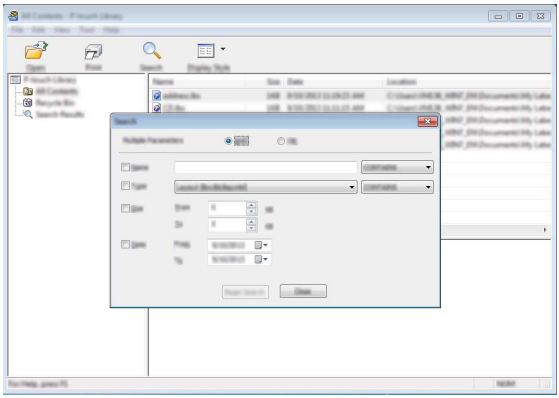


The template is printed using the connected P-touch.

Searching for Templates or Other Data

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

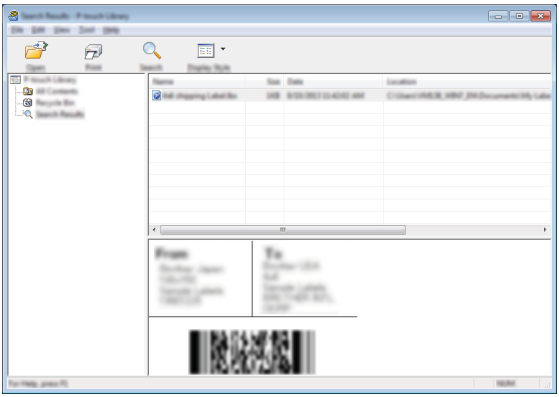
1 Click [Search].
The [Search] dialog box is displayed.



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

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

3 Click [Begin Search].
The search begins.



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

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

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

Resetting the P-touch

You can reset the internal memory of your P-touch when you want to clear all saved label files, or in the event the P-touch is not operating correctly.

Resetting the Data to Factory Settings Using the P-touch Keyboard

All text, format settings, option settings and stored label files are cleared when you reset the P-touch. Language and unit settings will also be cleared.

■ **To reset all the labels and customised settings**

Turn off the P-touch. Press and hold down the **Shift** and **BS (Backspace)** keys. While holding down the **Shift** and **BS (Backspace)** keys, press the **Power** key once and then release the **Shift** and **BS (Backspace)** keys.

Release the **Power** key before releasing the other keys.

■ **To reset the customised settings**

Turn off the P-touch. Press and hold down the **Shift** and **R** keys. While holding down the **Shift** and **R** keys, press the **Power** key once and then release the **Shift** and **R** keys.

Release the **Power** key before releasing the other keys.

Resetting the Data Using the Menu Key

Press the **Menu** key, select “Reset” using the ▲ or ▼ key, and then press the **OK** or **Enter** key. Select the resetting method using the ▲ or ▼ key and press the **OK** or **Enter** key.

Value	Details
Reset All Settings	Transferred data (templates, databases, and user-defined characters) and the contents in the file memory are NOT cleared. Other data is cleared and all settings except the Wi-Fi® settings are reset to the factory settings.
Erase All Content	Transferred data (templates, databases, and user-defined characters) and the contents in the file memory are cleared. Other data is NOT cleared and settings are NOT reset.
Factory Default	All labels, customised settings and the Wi-Fi settings are reset to the factory settings.

Maintenance

Your P-touch should be cleaned on a regular basis to maintain its performance and life span.

Always remove the batteries and disconnect the AC adapter before cleaning the P-touch.

Cleaning the Unit

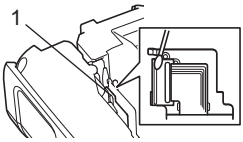
Wipe any dust and marks from the main unit using a soft, dry cloth.
Use a slightly dampened cloth on difficult to remove marks.

Do not use paint thinner, benzene, alcohol or any other organic solvent. These may deform the case or damage the appearance of your P-touch.

Cleaning the Print Head

Streaks or poor quality characters on printed labels generally indicates that the print head is dirty. Clean the print head using a cotton swab or the optional print head cleaning cassette (TZe-CL4).

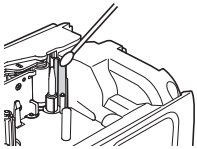
1. Print head



- Do not touch the print head directly with your bare hands.
- Refer to the instructions provided with the print head cleaning cassette for directions on how to use it.

Cleaning the Tape Cutter

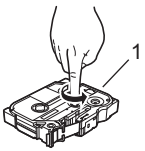
Tape adhesive can build up on the cutter blades after repeated use, dulling the blade which may result in the tape jamming.



- About once every year, wipe the cutter blade using a cotton swab moistened with isopropyl alcohol (rubbing alcohol).
- Do not touch the cutter blade directly with your bare hands.

TROUBLESHOOTING

What to do when...

Problem	Solution
The screen "locks", or the P-touch does not respond normally.	*Refer to "Resetting the P-touch" on page 48 and reset the internal memory to the initial settings. If resetting the P-touch does not solve the problem, disconnect the AC adapter and remove the batteries for more than 10 minutes.*
The display remains blank after turning on the power.	• *Check that the batteries are correctly installed and that the AC adapter designed exclusively for your P-touch (provided) is correctly connected.* • *Check that the rechargeable Li-ion battery is fully charged.*
The LCD messages are displayed in a foreign language.	*Refer to the Quick Setup Guide to select your desired language.*
The label is not printed after pressing the Print key.	• *Check that text has been entered and that the tape cassette is installed correctly with sufficient tape remaining.* • *If the tape is bent, cut off the bent section and thread the tape through the tape exit slot.* • *If the tape is jammed, remove the tape cassette and then pull out the jammed tape and cut it. Check that the end of the tape passes through the tape guide before reinstalling the tape cassette.*
The label is not printed correctly.	• *Remove the tape cassette and reinstall it, pressing it firmly until it clicks into place.* • *If the print head is dirty, clean it with a cotton swab or optional print head cleaning cassette (TZe-CL4).*
The ink ribbon is separated from the ink roller.	*If the ink ribbon is broken, replace the tape cassette. If not, leave the tape uncut and remove the tape cassette, then wind the loose ink ribbon onto the spool as shown in the figure.* *1. Spool* 
The P-touch stops while printing a label.	• *Replace the tape cassette if striped tape is visible, as this indicates that you have reached the end of the tape.* • *Replace all batteries or connect the AC adapter directly to the P-touch.*
The label is not cut automatically.	• *Check the Cut Option setting. For details, refer to "Tape Cutting Options" on page 13.* *Alternatively, press the **Feed & Cut** key to feed and cut the tape.*
A tape jam error which cannot be cleared despite following troubleshooting.	*Please contact Brother customer service.*

Problem	Solution
When printing multiple copies of a label, a message is displayed to confirm whether you want the labels to be cut after each label is printed.	*Because the cut labels must not remain in the tape exit slot, the message is displayed.* *To disable the message display, press the **Menu** key, select "Advanced" using the ▲ or ▼ key, and then press the **OK** or **Enter** key. Select "Cut Pause" using the ▲ or ▼ key, and then press the **OK** or **Enter** key.*
I do not know the version number of the firmware for the P-touch.	*The version number and other information for the firmware can be confirmed using the following procedure. Press the **Menu** key, select "Version Info." using the ▲ or ▼ key, and then press the **OK** or **Enter** key.*

Error Messages

When an error message appears on the display, follow the directions provided below.

Message	Cause/Remedy
Wrong Type Of Adapter Connected!	An incompatible AC adapter is connected. Use an appropriate AC adapter.
Low Battery!	The installed batteries are getting weak.
Replace Battery!	The installed batteries are about to run out.
Recharge Li-ion Battery!	The battery is low. Please charge the lithium-ion battery.
Li-ion is damaged Use other power source!	The Li-ion is damaged. Please use an AC adapter, AA size alkaline batteries (LR6) or AA size Ni-MH rechargeable batteries (HR6).
Unit Cooling Wait XX min. before restart!	High temperature error. Wait for the time stated in the message, and try again.
Cutter Error!	The tape cutter was closed when you tried to print or feed tape. Turn the P-touch off and then on again before continuing. If tape is twisted in the cutter, remove the tape.
Insert Tape Cassette!	There is no tape cassette installed when you try to print or preview a label, or feed tape. Install a tape cassette before continuing.
Text Full!	The maximum number of characters have already been entered. Edit the text and use fewer characters.
No Text!	There is no text, symbols or bar code data entered when you try to print or preview a label. Enter data before continuing.
Incorrect Value!	The value entered for setting the tape length, multiple copies or the numbering function is invalid. Enter a valid value for the setting.
Tape Cassette Changed!	The tape cassette selected for printing is different from the tape cassette installed in the P-touch.
Line Limit! Max 7 Lines	The maximum number of lines have already been entered. Limit the number of lines to seven.
Tape Width Limit! Max 5 Lines	There are more than five lines of text when you press the **Print** or **Preview** key while using 18 mm tape. Limit the number of lines to five, or replace with a larger width tape cassette.
Tape Width Limit! Max 3 Lines	There are more than three lines of text when you press the **Print** or **Preview** key while using 12 mm tape. Limit the number of lines to three, or replace with a larger width tape cassette.
Tape Width Limit! Max 2 Lines	There are more than two lines of text when you press the **Print** or **Preview** key while using 9 mm or 6 mm tape. Limit the number of lines to two, or replace with a larger width tape cassette.
Block Limit! Max 99 Blocks	Exceeded maximum block capacity. Limit the number of blocks to 99.

Message	Cause/Remedy
Length Limit!	The length of the label to be printed using the text entered is longer than 1 m. Edit the text so that the length of the label is less than 1 m.
Insert 24mm Tape Cassette!	A 24 mm tape cassette is not installed when Template or Block Layouts for 24 mm tape is selected. Install a 24 mm tape cassette.
Insert 18mm Tape Cassette!	A 18 mm tape cassette is not installed when Template or Block Layouts for 18 mm tape is selected. Install a 18 mm tape cassette.
Insert 12mm Tape Cassette!	A 12 mm tape cassette is not installed when Template or Block Layouts for 12 mm tape is selected. Install a 12 mm tape cassette.
Insert 9mm Tape Cassette!	A 9 mm tape cassette is not installed when Template or Block Layouts for 9 mm tape is selected. Install a 9 mm tape cassette.
Insert 6mm Tape Cassette!	A 6 mm tape cassette is not installed when Template or Block Layouts for 6 mm tape is selected. Install a 6 mm tape cassette.
Insert HS 23.6mm Tube Cassette!	A 23.6 mm Heat Shrink Tube is not installed when Template for 23.6 mm Heat Shrink Tube is selected. Install a 23.6 mm Heat Shrink Tube.
Insert HS 17.7mm Tube Cassette!	A 17.7 mm Heat Shrink Tube is not installed when Template for 17.7 mm Heat Shrink Tube is selected. Install a 17.7 mm Heat Shrink Tube.
Insert HS 11.7mm Tube Cassette!	A 11.7 mm Heat Shrink Tube is not installed when Template for 11.7 mm Heat Shrink Tube is selected. Install a 11.7 mm Heat Shrink Tube.
Insert HS 8.8mm Tube Cassette!	A 8.8 mm Heat Shrink Tube is not installed when Template for 8.8 mm Heat Shrink Tube is selected. Install a 8.8 mm Heat Shrink Tube.
Insert HS 5.8mm Tube Cassette!	A 5.8 mm Heat Shrink Tube is not installed when Template for 5.8 mm Heat Shrink Tube is selected. Install a 5.8 mm Heat Shrink Tube.
Text Too Long!	The length of the label to be printed using the text entered is longer than the length setting. Edit the text to fit with in the set length or change the length setting.
Memory Full!	There is not enough internal memory available when you try to save a label file. Delete any unnecessary files to make more memory available for the new label file.
Check # of Digits Entered!	The number of digits entered in the bar code data does not match the number of digits set in the bar code parameters. Enter the correct number of digits.
Input A,B,C or D At Start&End!	The bar code data entered does not have the required start/stop code (A, B, C, or D required at the beginning and end of the bar code data for the CODABAR protocol). Enter the bar code data correctly.
Maximum Of 5 Bar Codes Per Label!	There are already five bar codes entered in the text data when you try to enter a new bar code. You can only use up to five bar codes in each label. You can enter up to two bar codes when AA : AA is selected in flag layout.
Text Too Large!	The text size is too large. Select a different size option.
System Error 02!	Please contact Brother customer service.

Message	Cause/Remedy
Select Other Cut Option!	The tape length set using the tape length setting is shorter than the total length of the left and right margins applied for the “Large Margin” cutting option. You must select a different cutting option.
Close Cover!	The rear cover is open. Close the cover when printing.
Installed tape is not compatible with this machine!	Tape that is incompatible with the P-touch has been installed. Use a compatible tape.
Line Limit! Max 297 Lines per Label	Exceeds max. You can enter up to 297 lines in the whole page and blocks.
Block Function is not Allowed!	In this setting, you cannot add or delete blocks.
Line Limit! Max 3 Lines	PUNCH-DOWN BLOCK layout allows to print up to 3 lines/block.
This Function Requires 9mm or Wider Tape!	PUNCH-DOWN BLOCK layout must use 9mm or wider tape cassettes.
Sequence Type Must be None When Editing!	Text cannot be edited when you set Sequence Type in PUNCH-DOWN BLOCK to Horizontal or Backbone.
No Database Found!	The **Database** key on the P-touch was pressed while there is no database file saved in the P-touch.
No Data!	You tried to open a database file which doesn't contain any data.
Bar Code Error!	Bar code labels were attempted to print from a database. The P-touch will display this message when the selected range of the database includes invalid characters/numbers not supported by the bar code protocol.
Line Limit! Max 2 Lines	Self-Laminating Tape setting allows to print up to 2 lines.

APPENDIX

Specifications

Main Unit

Item		Specification
Display		
	Character display	15 characters x 2 lines and guidance area (128 dot x 64 dot)
	Screen contrast	5 levels (+2, +1, 0, -1, -2)
Printing		
	Print method	Thermal Transfer
	Print head	128 dot / 180 dpi High resolution mode: Maximum 180 dpi × 360 dpi (when connected to a computer)*1
	Print height	18.0 mm max. (when using 24 mm tape)*2
	Print speed	AC Adapter: Maximum 30 mm/sec. Batteries: Maximum 20 mm/sec. Actual print speed varies depending on the conditions.
	Tape/Tube cassette	Brother TZe tape cassette (6 mm, 9 mm, 12 mm, 18 mm, 24 mm widths) Brother HSe tube cassette (5.8 mm, 8.8 mm, 11.7 mm, 17.7 mm, 23.6 mm widths)
	No. of lines	24 mm tape : 1 - 7 lines; 18 mm tape : 1 - 5 lines; 12 mm tape : 1 - 3 lines; 9 mm tape : 1 - 2 lines; 6 mm tape : 1 - 2 lines
	Cut option	Large margin, Small margin, Chain, No cut, Special tape
Memory (local files)		
	Memory buffer size	Maximum 18297 characters
	File storage	Maximum 99 files
Memory (transferred)		
	File storage	Maximum 99 templates, databases, and images each (total of 6 MB)
Power Supply		
	Power supply	Six “AA” alkaline batteries (LR6)*3, Six “AA” Ni-MH rechargeable batteries (HR6)*3, *4, Li-ion Battery (BA-E001), AC adapter (AD-E001).
	Auto Power-off	Six “AA” alkaline batteries (LR6)/Six “AA” Ni-MH rechargeable batteries (HR6): 20 min. Li-ion Battery (BA-E001): 30 min. AC adapter (AD-E001): 60 min. (Use the **Menu** key to change the Auto Power-off setting for the Li-ion battery or AC adapter.)
Interface		
	USB	Ver. 2.0 (Full Speed) (mini-B, Peripheral)

Item		Specification
Size		
	Dimensions	Approx. 125.8 mm (W) x 249.9 mm (D) x 94.1 mm (H)
	Weight	Approx. 920 g (without tape cassette and batteries)
Other		
	Operating temperature / humidity	10 °C - 35 °C / 20 % - 80 % humidity (without condensation) Maximum wet bulb temperature: 27 °C

*1 The high resolution mode cannot be used with Fabric Tape and Heat Shrink Tube.
*2 Actual character size may be smaller than maximum print height.
*3 Not included.
*4 Visit us at support.brother.com for the latest information about recommended batteries.

Symbols

Category	Symbols
Punctuation	. , ? ! " ' : ; – _ \ / & ¿ ¡ ~ • * @ # % ¦ ‖ ^ ‰ ‖ † ‡
Datacom	
Audio/Visual	
Electrical	
Arrows	
Safety	
Prohibited	
Brackets	( ) [ ] < > « » { }
Mathematics	+ − × ÷ ± = ≧ ≦ ≠ ≥ ≤ › ‹ ∴ ∵ ¼ ½ ¾ ⅓ ⅔ ⅕ ⅖ ⅗ ⅘ ⅙ ⅚ ⅛ ⅜ ⅝ ⅞
Greek	α β γ δ φ λ μ Ω Σ
Super/ Subscript	° ® © ™ 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Bullets	✓ ☑ ● ○ ■ □ ☒ ☐ ✗ ★ ☆ ♠ ♤ ♥ ♡ ♦ ♢ ♣ ♧
Currency	₫ $ ¢ € £ ¥ ₺
Misc.	

The symbols shown in the table may look slightly different on the labelling system LCD and when printed.

Character Attribute

Attribute	Value	Result	Value	Result
Font	**LGO (Letter Gothic)**	ABCabc	ATL (Atlanta)	ABCabc
	HEL (Helsinki)	ABCabc	ADM (Adams)	ABCabc
	BRU (Brussels)	ABCabc	SOF (Sofia)	ABCabc
	LA (Los Angeles)	ABCabc		
Size	**Auto**	When Auto is selected, the text is automatically adjusted to print in the largest size available for each tape width.	18pt	ABCabc
	48pt	ABCabc	12pt	ABCabc
	42pt	ABCabc	9pt	ABCabc gjilyy
	36pt	ABCabc	6pt	ABCabc gjilyy
	24pt	ABCabc		
Width	x 2	ABCabc	x 2/3	ABCabc
	x 3/2	ABCabc	x 1/2	ABCabc
	x 1	ABCabc		

Attribute	Value	Result	Value	Result
Style	**Normal**	ABCabc	ITL (Italic)	*ABCabc*
	BLD (Bold)	**ABCabc**	I+BLD (Italic Bold)	***ABCabc***
	OUT (Outline)	ABCabc	I+OUT (Italic Outline)	*ABCabc*
	SHD (Shadow)	ABCabc	I+SHD (Italic Shadow)	*ABCabc*
	SLD (Solid)	ABCabc	I+SLD (Italic Solid)	*ABCabc*
Line	**Off**	ABCabc	UND (Underline)	ABCabc
	STR (Strikeout)	~~ABCabc~~		
Align (Alignment)	Left	ABCabc	Right	ABCabc
	Center	ABCabc	Just (Justify)	A B C a b c

- The actual printed font size depends on the tape width, number of characters and number of input lines. Once characters reach a minimum size, the selected font will default to a custom font which is based on the Helsinki style. This allows labels to print using the smallest text possible on narrow or multi-line labels.
- All 6 point text is printed in Helsinki.
- When accented Vietnamese characters (capital letters) are contained in the printing labels, the height of the alphabet characters (capital letters) will automatically be short to match the height of the accented Vietnamese characters (capital letters).
- When multiple labels are printed, the height of the alphabet characters (capital letters) will be short for all labels if any of the labels contains accented Vietnamese characters (capital letters).

Frames

Attribute	Value	Result	Value	Result
Frame	**Off**	ABCabc	4	ABCabc
	1	ABCabc	5	ABCabc
	2	ABCabc	6	ABCabc
	3	ABCabc	7	ABC abc ABC ABC abc ABC ABC abc ABC

Bar Codes

Bar Code Settings Table

Attribute	Value
Protocol	**CODE39**, CODE128, EAN-8, EAN-13, GS1-128 (UCC/EAN-128), UPC-A, UPC-E, I-2/5 (ITF), CODABAR
Width	**Small**
	Large
Under# (characters printed below bar code)	**On**
	Off
C.Digit (check digit)	**Off**
	On (only available for the CODE39, I-2/5 and CODABAR protocols)

Special Character List

CODE39

Special Character
-
.
(SPACE)
$
/
+
%

CODABAR

Special Character
-
$
:
/
.
+

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

Special Character	Special Character	Special Character
(SPACE)	\	DC3
!	]	DC4
"	^	NAK
#	_	SYN
$	NUL	ETB
%	`	CAN
&	SOH	EM
'	STX	SUB
(	ETX	ESC
)	EOT	{
*	ENQ	FS
+	ACK	|
,	BEL	GS
-	BS	}
.	HT	RS
/	LF	~
:	VT	US
;	FF	DEL
<	CR	FNC3
=	SO	FNC2
>	SI	FNC4
?	DLE	FNC1
@	DC1	
[	DC2	

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

Since some P-touch Editor 5.1 functions are not available with the P-touch, keep the following points in mind when using P-touch Editor 5.1 to create templates.
You can check a preview of the printed template before the created template is transferred to the P-touch. Refer to “Transferring the Label Template to P-touch Transfer Manager” on page 29 for details.

Notes on Creating Templates

- The P-touch is loaded with 14 fonts. Some of the text in the template that is transferred to the P-touch will be printed using similar fonts and character sizes that are loaded in the P-touch. As a result, the printed label may differ from the image of the template created in P-touch Editor.
- Depending on the text object setting, the character size may be automatically reduced or some of the text may not be printed. If this occurs, change the text object setting.
- Although character styles can be applied to individual characters with P-touch Editor, styles can only be applied to a block of text with the P-touch. In addition, some character styles are not available on the P-touch.
- A numbering field specified with P-touch Editor cannot be transferred.
- Backgrounds specified with P-touch Editor are not compatible with the P-touch.
- Date and Time objects using the “At Printing” setting on P-touch Editor will not be printed.
- A P-touch Editor layout that uses the split printing function (enlarging the label and printing it on 2 or more labels) cannot be transferred.
- Only the first seven lines of text typed into a database field is read by the P-touch.
- Fields that overflow print area may not print completely.

Notes on Transferring Templates

- The printed label may differ from the image that appears in the Preview area of P-touch Transfer Manager.
- If a bar code not loaded on the P-touch is transferred to the P-touch, the bar code will be converted into an image if it is a 2-dimensional bar code. The image of the converted bar code cannot be edited. If the bar code is a 1-dimensional bar code containing a bar code protocol not compatible with the P-touch, an error will occur and the template cannot be transferred.
- All transferred objects that cannot be edited by the P-touch are converted into images.
- Grouped objects will be converted into a single bitmap, from which the data cannot be edited with the P-touch keyboard.

Notes on Transferring Data Other Than Templates

- If the number or order of fields in a database are changed and only the database (*.csv file) is transferred to update it, the database may not link correctly with the template. In addition, the first line of data in the transferred file must be recognised by the P-touch as “field names”.
- Downloaded logos, symbols and graphics into the P-touch will automatically be scaled (to 8 sizes) like the resident font or any of the resident symbol in the library.