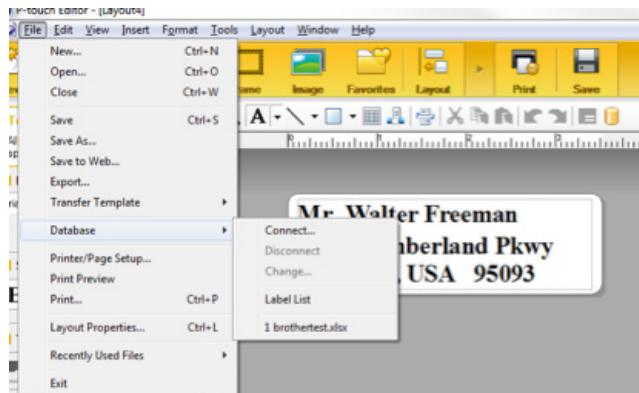


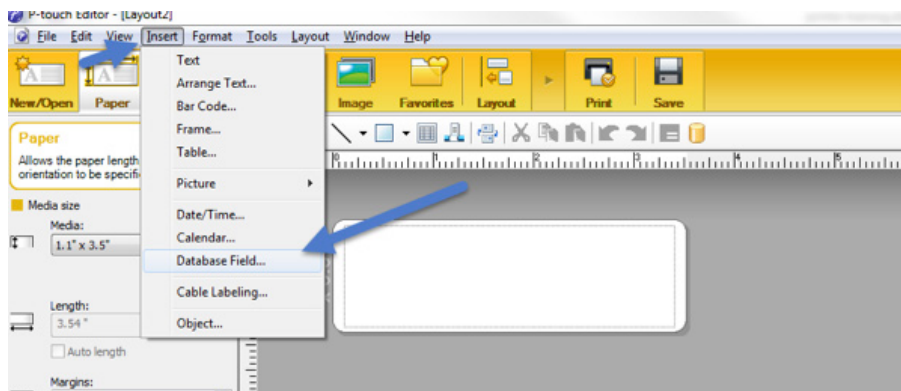
Guide to Printing Names from a File within Brother P-Touch Editor

Instructions assume installation of Brother software and add ins for MS Excel. Printer is on.

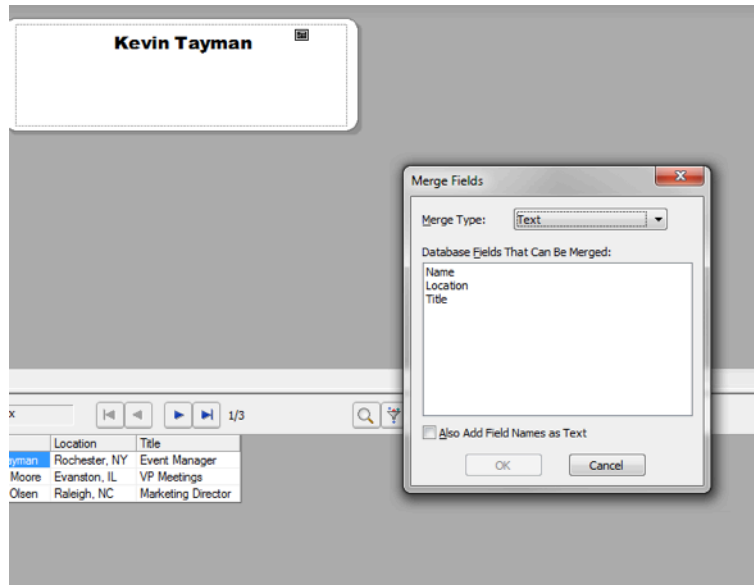
1. Create a database of names. We suggest a familiar program such as MS Excel. Create your file. First, title the columns with each line of information you have. (One example is name, location and title)
2. Open Brother P-Touch Editor
3. Select **New**, then pick a standard label (like address size), or create a new layout. We'll pick standard.
4. Double click **Address Size 1.1 x 3.5**
5. Go to **File > Database > Connect**



6. Browse for and select the saved .xls, .csv, or similar database file type you created
7. The Open database dialog box appears where you will map the fields
8. Select **Insert** in the top menu bar, select **Database Field > Merge Type as Text**



9. Select your field name as shown from the database fields and press “Ok”



10. Press “Ok” after each selection and you will return to P-Touch Editor
11. Using the controls on the left, you can switch fonts, center the text and choose font size
12. After you are satisfied with placement of your fields, simply select **Print** and your labels will quickly print out on your P-Touch machine. Remember to save your work.
13. Notes for other labels: Select a premade label or create your own. To create your own, select **New Layout**. Click **Text** at the top to insert a text field. Right click to adjust text properties (font, justification, etc). Select **Text** again if you want another field. Simply type over the name if you want to print 1 at a time. Save your template for future use.
14. You may print on clear labels for the full color event badges from MARCO to accommodate last minute attendees, or, to do them in advance. Clear gives a nice professional look, allowing the natural background to show through. You may also choose to print labels for registration packets, make name badges on larger stock, etc.

Another option is to download the iPrint app and print wirelessly for the Apple/android system. The desktop software may offer more versatility than the iPrint app.

For additional supplies, visit MarcoPromos.com