

Label Editor

EPSON®
EXCEED YOUR VISION

For Windows

User's Guide

English

Read this document carefully to use this product safely and correctly.

Introduction

Thank you for purchasing this product.

For your safety, read the attached documents carefully to use the dedicated application software Label Editor correctly.

- This manual describes how to use “Label Editor”. For the settings and operations of this product, refer to this product's user's guide.
- This manual assumes your computer is running the English version of either of Microsoft Windows 8, Windows 7, Windows Vista or Windows XP and that you are able to operate it and understand its basic terms. If you have any questions relating to your computer and operating system, please refer to their specific manuals.
- No part of this manual may be reproduced without prior permission.
- Contents in this manual are subject to change without prior notice.
- Specifications, and design described in this manual are subject to change without prior notice.

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Please confirm the software license agreement when installing Label Editor.

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Safety Instructions

For your safety, read the attached documents carefully to use this product correctly. Once you have read the instructions, keep this manual handy for future reference. Items below indicate safety precautions to protect users, their surroundings and their property from possible injury or damage. Precautionary notations are categorised as follows according to personal injury and damage to the equipment if the instructions are ignored or the equipment is misused.

	CAUTION This symbol indicates information that, if ignored, could possibly result in personal injury or physical damage due to incorrect handling.
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------

The following describes the definitions and meanings for each symbol used in the precautions.

	This indicates an "Important reminder".
-----------------------------------------------------------------------------------	-----------------------------------------

	This indicates a "Prohibited" item.
-----------------------------------------------------------------------------------	-------------------------------------

	CAUTION
-----------------------------------------------------------------------------------	----------------

	The supplied disc is a data DVD-ROM for computers. Do not play it an audio DVD player. Otherwise there is a risk to hearing and audio equipment.
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

	Be careful of continuous use of this product, which may cause eye fatigue.
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------

Preparation to use Label Editor

Operating environment

Before installing Label Editor, make sure that your computer satisfies the following requirements.

Operating system	Windows 8 (32bit/64bit), Windows 7 (32bit/64bit), Windows Vista (32bit/64bit), Windows XP (32bit/64bit)
Hard disk space which Label Editor uses	Approx. 300MB
Drive	DVD-ROM drive
Display	XGA (1024 x 768), High Colour or higher
Interface	USB, Ethernet 10BASE-T/100BASE-TX*, wireless LAN network*

*Only for models supporting network connection.

⚠ Caution

Label Editor may not operate normally in computers upgraded to a later version of Windows. Label Editor may also not operate normally depending on the computer environment you use.

Installing Label Editor and the printer driver

This section describes the installation method to use when connecting this printer to a computer with a USB cable.

If your printer model supports network connection and you want to connect it to your computer on a network, see the manual provided with each product or "Network Configuration Guide" on included DVD-ROM.

⚠ CAUTION

Do not connect this product to your computer until the install window tells you to do so.

How to connect this product to your computer

📖 This product's user's guide.



⚠ Caution

- Make sure to install Label Editor as a user with the administrator authority.
- Before installing Label Editor, close all the other applications running on your computer.
- Ensure you install the application and the printer driver in the combination included in the DVD-ROM. Label printing is not available in other combinations.
- When connecting two or more products to one computer
The printer driver is necessary for each product individually. Installation of the printer driver for the second or later products will start when the second (or later) product is first connected to the computer. Install it according to the instructions displayed on the screen. Newly installed printer drivers are named as copies of the printer driver.

1 Turn on your computer and start up Windows.

Close running applications if any. Close any anti-virus software or similar also.

2 Insert the included DVD-ROM into the DVD-ROM drive on your computer.

An install program starts up. Select the language to install, and click [Next].



3 When the installation screen appears, confirm the content and click your choice.

When installing both Label Editor and the printer driver

[Install application and driver]: Click this item.



When installing the printer driver only

[Install driver only]: Click this item.

When the software license agreement confirmation window appears, confirm the content and click [Agree].

➡ to Step 8

MEMO

- If the following message appears, an old version of the application is installed. Be sure to uninstall the old one before installing the new one.
- If the following screen appears, either the application or the driver is already installed. When adding or changing items, click [Modify].

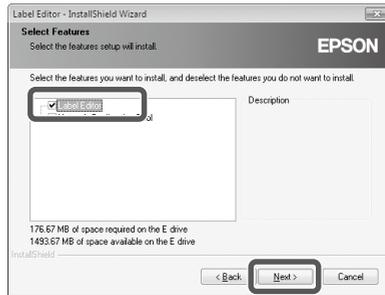


- If the installation program does not start, take the following procedure. Open [Computer] ([My computer] for Windows XP). Double-click the [DVD-ROM] icon.

4 When the license agreement dialogue box appears, confirm the content and click [Agree].

To abort installation: Click [Disagree].

- 5** When the screen to select application to be installed, confirm [Label Editor] is checked and click [Next].



- 6** When the destination selection dialogue box appears, confirm the destination folder, and click [Next].

Installation starts.

To change the destination folder: Click [Browse...].

- 7** When the completion message appears, the installation is complete. Click [Finish].

To create a desktop shortcut, turn on the check box.

Install the printer driver next.

- 8** Confirm the printer to use, then click [Next].



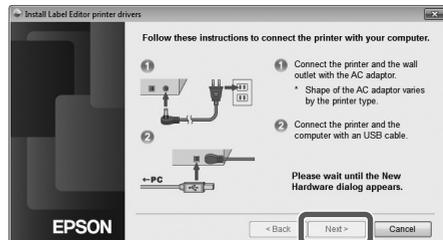
If your printer model supports network connection, the screen below for selecting the connection method appears after Step **8**.

When this screen appears, click [USB connection], and then click [Next].



- 9** Connect the product to the computer following the instructions on the screen. After the connection is established, click [Next].

For how to connect the product to the computer This product's user's guide



- ⑩ **When the completion message appears, the installation is complete. Click [Finish].**

Uninstalling Label Editor and/or the printer driver

① **Caution**

- When uninstalling the printer driver, disconnect the product from the computer.
- Before uninstalling Label Editor and/or the printer driver, close all the other applications running on your computer.
- To uninstall Label Editor and/or the printer driver, carry out the following procedure using the included DVD-ROM.

- ① **Insert the included DVD-ROM into the DVD-ROM drive on your computer.**

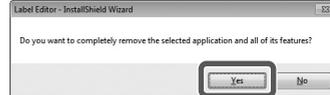
- ② **Select the language installed, and click [Next].**

- ③ **When the installation program starts, click [Remove].**



- ④ **Click [Yes].**

Uninstallation starts.
To abort uninstallation: Click [No].



When uninstalling the printer driver only

[No]: Click this item.

➞ to Step 6

- ⑤ **When the completion message appears, the uninstallation is complete. Click [Finish].**

Uninstallation of the application is complete.

Uninstall the printer driver next.

- ⑥ **Click [Yes].**



- 7 **Confirm the printer and click [Remove].**



- 8 **When the completion message appears, the uninstallation is complete. Click [Yes].**

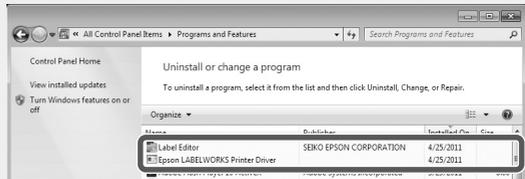
The computer reboots.

! **Caution**

After uninstalling the printer driver, restart the computer.

MEMO

You can also uninstall Label Editor and the printer driver as follows. Select "Control Panel" - "Programs and Features" and uninstall Label Editor and/or the driver.



How to Create, Open and Save a File

When you need more information on how to operate Label Editor, refer to Label Editor Help.

[Using Label Editor Help](#)

Creating a new file

For a new label, configure the tape width and the tape length first.

1 Start Label Editor.

Double click the shortcut icon on the desktop.

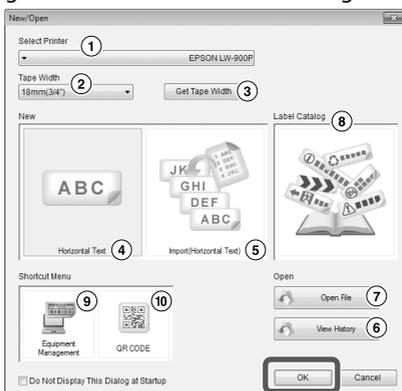
You can start Label Editor from the Start menu of the Windows.

“All Programs” - “EPSON” - “Label Editor” - “Label Editor”

The “New/Open” screen appears.

2 On the “New/Open” screen, configure the necessary items and click [OK].

For [Open File] or [View History], just click the item itself. Then, the screen to specify file opens. The following items can be selected and configured.



1	Select this product from the list.
2	Click  and select a tape width for the label to create.
3	By clicking this, the tape width of the currently installed tape can be obtained.
4	Click this when creating a new label or when importing data from another file to create a label.
5	Click this when importing data from another file to create a label. Successive Import Printing
6	Displays the list of created files, and allows you to confirm and open a file on the preview screen. Opening a file from the history list
7	Opens a created file. Opening a created file
8	Click to display the Label Catalog. Using Label Catalog
9	Click to display label forms. Creating a Label for Managing Equipment
10	Click to display a settings screen. Creating a Label with a Barcode

The configured tape appears on the “layout edit window” and becomes ready for text entry and editing. [Creating a Label](#)

Opening a created file

- 1 On the “New/Open” screen, click [Open File].

MEMO

You can open it from the menu bar. “File” - “Open”

- 2 When the following screen appears, select a file and click [Open].
The selected file appears on the “layout edit window”, then text entry and editing become available.

Opening a file from the history list

- 1 On the “New/Open” screen, click [View History].
- 2 When the following screen appears, select a file and click [OK].

The selected file appears on the “layout edit window”, then text entry and editing become available.



Saving the created labels

- 1 On the “layout edit window”, click .
- 2 The file is saved as either of the following.
Newly created label: When the Save as dialogue box appears, specify the destination folder and the file name, and click [Save].
Revised label: When clicking [Save], the file will be overwritten.

MEMO

You can save it from the menu bar. “File” - “Save As” / “File” - “Save”

Ending Label Editor

- 1 Click  on the top right of the screen.
Label Editor is closed.

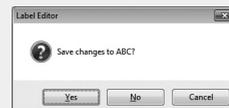
MEMO

If the following message appears when  is clicked, the current data of the “layout edit window” is not saved yet.

[Yes]: Saves the file.

[No]: Without saving the file, ends Label Editor.

[Cancel]: Returns to the “layout edit window”.



Creating a Label

The following describes the basic way to create labels using the label below as an example.

Example:



How to enter text  Step 2

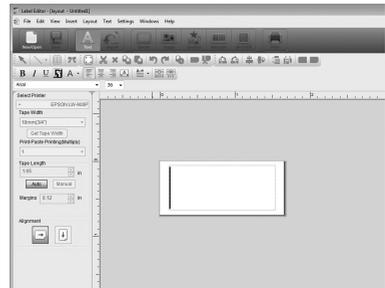
How to insert a frame  Step 3

How to insert a symbol  Step 4

How to print  Step 5

- 1 On the “New/Open” screen, select [Horizontal Text], then click [OK].
A new tape for editing appears on the “layout edit window”.

- 2 Click .
When clicking on the tape, the cursor appears and text entry becomes available.



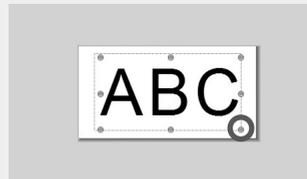
After text entry is complete, click the area other than the tape.
The entered text will be inserted.



MEMO

Adjusting the size and the position

By operating the scaling handles, you can adjust the size and the position of the arranged text.

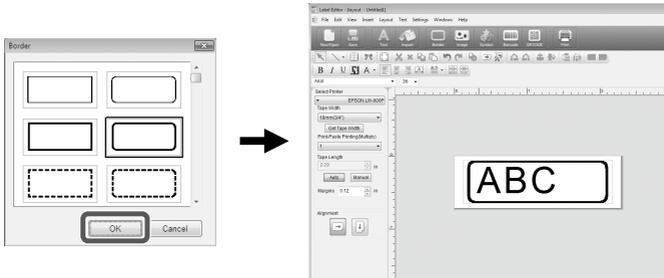


3 Click .

When a dialogue box appears, select a border and click [OK].

The selected border is inserted in the print area.

Adjust the size or the position as necessary.

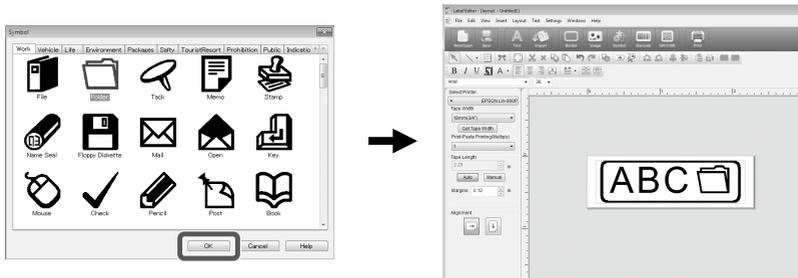


4 Click .

When a dialogue box appears, select a symbol and click [OK].

When clicking on the "layout edit window", the selected symbol is inserted into the position you click.

Adjust the size or the position as necessary.



5 Click .

When a dialogue box appears, configure the necessary items and click [OK].

Printing starts.

To check settings or other details, see the following page. [Printing a Label](#)

Using Label Catalog

You can select your favorite template to create the label.

1 On the "New/Open" screen, select [Label Catalog], then click [OK].

The [Label Catalog] appears.

You can also open this screen by selecting "File" - "Label Catalog" from the menu bar.



Basic operations

	The table of contents. Clicking a category here switches the displayed catalog page.
	A catalog page. Select a template to edit or print it.
	Click to select the tape width to use. The templates that match the selected tape width are displayed in the catalog page.
	Used to move to the next or previous category.
	Used to turn the page. These buttons perform the same operation as the buttons in the catalog page.
	Registers a frequently used template to Favorites . Registering to Favorites
	Click this icon, then move the mouse pointer to a template in the catalog page to enlarge the display of the template. Click this icon again to release enlarged displays.
	Prints the selected template.
	Used to change the text or font of the selected template.
	Displays help information.

2 Click on a template, then edit or print it.

To change the font size or do other editing, click ⑤.
The "layout edit window" appears.  Creating a Label

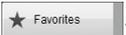
To print the selected template, click ④.
 Printing a Label

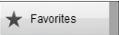
Registering to Favorites

Registers a frequently used template to .

1 Select a template, and click .

You can also perform the same operation by right-clicking on a template and selecting [Register] from the menu that appears.

The template is registered to .

Clicking  in the table of contents displays the registered templates.

Removing a template from the .

1 Select a template, and click .

You can also perform the same operation by right-clicking on a template and selecting [Delete] from the menu that appears.

Reprinting a previously printed label

1 Click .

The print log is displayed.

You can also perform the same operation by right-clicking and selecting [Register] from the menu that appears.

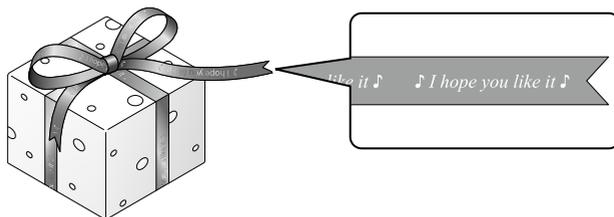
2 Select the template to print, and click .

To check settings or other details, see the following page.  Printing a Label

● Creating an Original Ribbon

This section describes how to create an original ribbon with a custom message printed on it repeatedly.

Printing a ribbon requires special ribbon tape. See the supplies catalog that came with the product for information on the types of tape available.



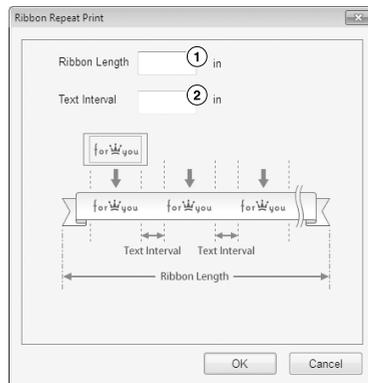
1 Creating the text to be printed on the ribbon.

Creating a Label

2 Enter the text for the ribbon, then click .

A settings screen appears.

- 1 Specify the ribbon length.
- 2 Specify the space between each repeated text block.



3 Configure the settings and click [OK].

The set conditions are displayed.

To check the ribbon's overall appearance, see the following page. Checking a Label's Overall Appearance

4 Click .

When a dialogue box appears, configure the necessary items and click [OK].

Printing starts.

To check settings or other details, see the following page. Printing a Label

Creating a Label for Managing Equipment

You can easily create a label for managing equipment just by selecting a template and entering the settings required.

- 1 In the "New/Open" screen, select [Equipment Management], then click [OK].
- 2 Select a template, then click [OK].

Equipment Management

Asset class	Fixed asset
Equipment name	Laptop
Admin no.	ABC0123
Date	04/01/20XX
Section	Information System Department

Asset name	Laptop
Admin no.	ABC0123
Date	04/01/20XX

Asset number	ABC0123
Asset name	Laptop
Date	04/01/20XX
	XX Co., Ltd.

OK Cancel

- 3 The screen below appears. Enter the settings, then click [OK].

Equipment Management

1

Asset name	Laptop	1
Admin no.	ABC0123	2
Date	04/01/20XX	3

3

Recommended Tape Width

2 18mm(3/4") tape

4

Data Entry

Asset name

Admin no.

Date

Data Importing (for Multiple Labels)

Reference

OK Cancel

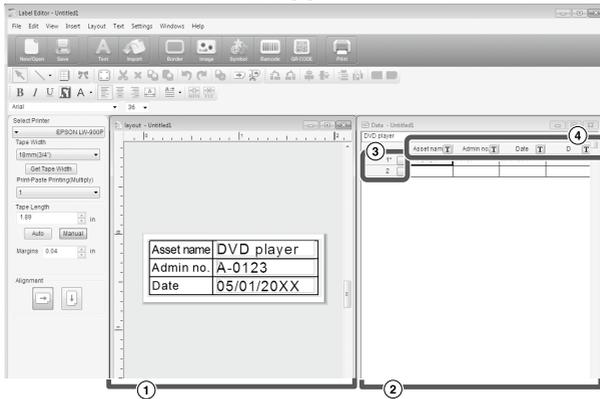
- 1 The template selected in Step 2 appears.
- 2 The tape width which is suitable for the template is displayed. Click  to select a tape width. Place a tape cartridge of the selected tape width in this printer.
- 3 Enter the text to be printed on the label.

You can print multiple different labels using the same template by first creating a list file for the selected template and entering all the data into it.

When using a list file, specify the file path in Step 4 above.

Supported list file formats: xls, xlsx, txt, csv, xlsxm

4 After the screen below appears, check the font and character size.



- ① layout window
The screen shows the appearance of the text entered in Step ③ in the template selected in Step ②. Adjust the text size or position if needed.
- ② Data creation window
The text entered in Step ③ is displayed. You can change the text by double-clicking the cell.
- ③ Low number
Enter to the to print items. Only checked items can be printed.
- ④ Column attribute
Displays the template headers.

5 Click .
When a dialogue box appears, configure the necessary items and click [OK].

Printing starts.
To check settings or other details, see the following page. [🔗 Printing a Label](#)

Successive Import Printing

Flow of the successive import printing

① Creating data

You can create the data on the “data creation window”.

Data on files created by other applications can be imported.

Supported file format extension: xls,xlsx,txt, csv, xlsxm

⚠ Caution

When using the data on an xls or xlsx file, Microsoft® Excel supporting the file format should be installed on the computer.

② Laying out

Labels are created based on this layout.

③ Printing the labels

Labels are printed successively by importing the data on the specified lines into the layout created earlier.

Creating data for import printing

① On the “New/Open” screen, click the items in the following order.

[Import(Horizontal Text)]-[OK]-[New Import Data]

[Load Import Data]: Click this when importing the created data on a file. Follow the instructions on the screen.  Laying out labels

MEMO

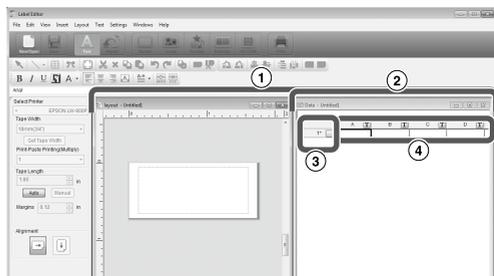
When the “layout edit window” is already displayed, the New Import Data screen can be displayed by either of the following operations.

- Click  then follow the instructions on the screen.
- Select “File” - “Import Data” - “New” from the menu bar.

② The following screen appears.

Create labels on the “data creation window”.

- ① Layout edit window
- ② Data creation window
If you selected “Load Import Data” in Step ①, the specified file is displayed.
- ③ Low number
Enter to the to print items. Only checked items can be printed.
- ④ Column attribute



Text entry : Double click the target cell and enter the data.

You can enter the data on Text entry bar.

The following operations become available by selecting a cell and right clicking it.

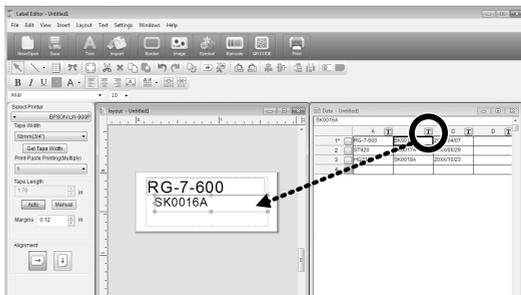
Cut, Copy, Paste, Delete, Import Frame, Enter Column Title, Sort, Print check

Laying out labels

- 1 Drag **T** on the column attribute to lay out to the “layout edit window” and drop it there.

The content of the column is displayed there. Adjust the position and size as necessary.

To do the same, select the cell on the “data creation window” and right click it, then select “Import Frame” on the pop up menu.



⚠ Caution

No matter how characters there are, the import frame size is fixed. If there are too many characters for the import frame, they are automatically fit to the frame by reducing the width. Line feeds are not available in the import frame.

MEMO

- The content of the currently selected cell is laid out.
- The data out of the print area will not be printed.

Printing labels

Click .

When a dialogue box appears, configure the necessary items and click [OK].

Printing starts.

To check settings or other details, see the following page. [🔗 Printing a Label](#)

Saving the created files

To save the current status of the layout and the data to import

Click  or select “File” - “Save” or “Save As” from the menu bar.

To save the data to import into another file format

Savable file format: txt, csv.

Select “File” - “Import Data” - “Save” from the menu bar.

If a dialogue box to specify the destination folder appears, specify your destination folder and click [Save].

Creating a Label with a Barcode

MEMO

- When inserting a barcode, be sure to leave some margins on both right and left sides.
- Using a barcode reader, check the barcode label is readable.
- The setting items differ depending on the barcode type. Configure the displayed setting items.

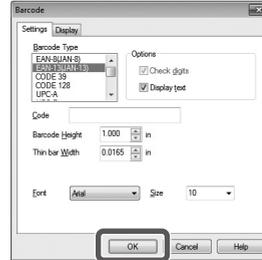
1 Click or .

The barcode setting dialogue box appears.

Creating a QR code

You can also click [QR CODE] in the “New/Open” screen to open a settings screen.

2 Select a barcode type, enter the code, and configure other settings, then click [OK].



3 When a message appears, click [OK].

The cursor becomes the barcode height.

4 Move the cursor to where you want to insert the barcode, and click there.

The barcode is inserted there.

You can adjust the position and the size while the scaling handles appear.

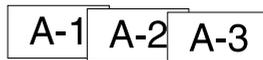
Other Functions

The following labels can be created with Label Editor.

Sequence Number Print

Main menu: Insert - Alphanumeric Sequence

Make settings on the Alphanumeric Sequence window.
On the Print dialogue box, turn on "Alphanumeric Sequence" when printing.



Adding Date and Time

Main menu: Insert - Date and Time Settings

Make settings on the Date and Time Settings window.



Decorating text

Main menu: Insert - Text Art

Enter text and make settings on the Text Art window.



Adding a background pattern

Main menu: Insert - Background Pattern

Make settings on the Select Background Pattern window. You can create an original background pattern or use text as a pattern.



You can create various labels other than described above. For the details, see Label Editor Help.

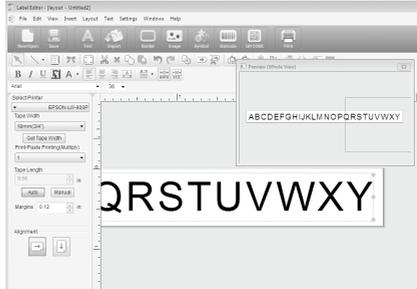
 Using Label Editor Help

● Checking a Label's Overall Appearance

You can edit a label while checking label's overall appearance.
This is useful when creating long label such as ribbon.

- 1 **Select [Preview (Whole View)] from the [View] menu on the menu bar.**
A window appears.

The area enclosed by the red box is the area currently displayed in the "layout edit window."



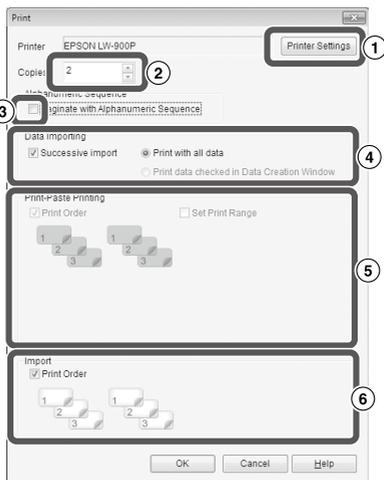
Click  to close the window.

Printing a Label

Follow the steps below to print a label.

1 Click .

A dialogue box for print settings appears.



- 1 Select the printer to use.
You can also make settings such as Mirror print, and the tape cutting method.
- 2 Specify how many labels to print.
- 3 Turn this item on when using the sequence number print. [Other Functions](#)
- 4 Turn this item on when using the successive import print function or when printing a label for managing equipment. [Other Functions](#), [Creating a Label for Managing Equipment](#)

Successive import:

Turn on this checkbox to print successively.

Print with all data:

Print all the data in the rows displayed in the "data creation window".

Print data checked in Data Creation Window:

Turn this on when printing the data in the specified rows on the "data creation window". Only the selected rows are printed.

- 5 Turn this item on when doing Print-Paste Printing.

Print Order: Specifies the print order.

Set Print Range: Selects the parts to print.

- 6 Used to set the print order when multiple labels have been created for merge printing from a list, such as for merge printing or for labels for managing equipment.

2 Configure the settings and click [OK].

Labels will be printed.

Using Label Editor Help

With the Label Editor Help, you can check the functions other than those described in this manual, or when you are at a loss for how to operate Label Editor when creating a label.

1 Open Label Editor Help.

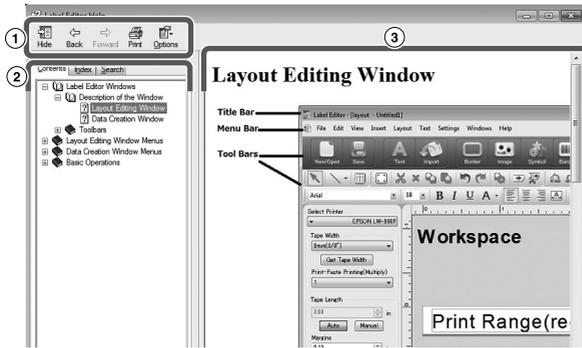
Open it from the menu bar.
"Help" - "Help Topics"



MEMO

- You can start Label Editor Help from the Start menu of the Windows.
"All Programs" - "EPSON" - "Label Editor" - "Label Editor Help"
- When editing on the "layout edit window", Label Editor Help can be started by pressing the [F1] key.

2 Click a menu item you want to know on the menu.



①	Tool bar	Click a button to use the function.
②	Menu	Displays the help menu. You can search for what you want to know with "Search" or "Index".
③	Description	Shows the description of the selected item.

Printing from Other Applications

This product can be used as a printer.

You can create labels by editing data with a commercially available application, and by printing the data with this product.

Depending on the applications, printing may not be completed correctly.

- 1 Specify this product in the printer settings.**
- 2 Make settings for paper.**
Specify the width of currently installed tape, the length and margins of the label, etc.
- 3 Enter text, an image, etc.**
Arrange the text and image within the print area.
- 4 Check the print status with the print preview function.**
- 5 Print the label.**

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When printing an image

This product prints color image data in black and white tone.

This tone is adjustable. The tone setting can be made in the Properties dialogue box of the printer setting window.

Troubleshooting

This section covers problems such as Label Editor not starting or printing not completing, and suggests solutions.

Printing does not start

Are there any messages displayed on the computer screen?

Check the content of message.

Is the printer driver installed?

Install the printer driver.  Installing Label Editor and the printer driver

Did you reboot the computer after installing the printer driver?

The printer driver may not be installed correctly unless the computer is rebooted. Re-install the printer driver.  Installing Label Editor and the printer driver

Is the product correctly connected to the computer?

Check the cable connecting the product and the printer.  This product's user's guide

Is the selected printer correct?

If the wrong printer is selected, printing cannot be completed.

Is the printer offline?

If the computer boots up without the product connected, the printer setting may be set to offline. Cancel the offline state.
Windows 8

On the Charms Bar, select "Settings" - "Control Panel" - "Hardware and Sound" - "Device and Printers" in order. Select the product and right-click it, then cancel the offline state on the shown menu.

Windows 7/ Windows Vista
Select "Start" - "Control Panel" - "Hardware and Sound" - "Device and Printers ("Printers for Windows Vista)" in order. Select the product and right-click it, then cancel the offline state on the shown menu.

Windows XP
Select "Start" - "Control Panel" - "Printers and Faxes" in order. Then, select the product and right-click it, then cancel the offline state on the shown menu.

Characters are missing or faint

Is the print head dirty?

Clean the print head.  This product's user's guide

Is there any slack in the ink ribbon or tape?

Remove the slack.  This product's user's guide

Are the margin and paper settings correct?

When using commercially available applications, configuration of margins is necessary. Check the current settings. The print can be checked with the print preview function or similar. Be sure to check the preview before printing.  Printing from Other Applications

Printing stops halfway

Check if enough tape remains in the current cartridge.

If the tape has run out, replace the tape cartridge with a new one.  This product's user's guide

Tape is not cut after printing

Is "Don't cut" selected?

Check the settings of the printer driver.

Is the cutter blade worn?

The cutter blade may eventually become worn and dull. If so, contact the EPSON customer support centre for further advice.

Half-cut cannot be made correctly

Is the "Half cut" setting enabled?

Check the settings of the printer driver.

Is "Don't half cut" selected?

Check the settings of the printer driver.

Is the blade for half-cut worn?

The cutter blade may eventually become worn and dull. If so, contact the EPSON customer support centre for further advice.

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If none of the above has solved the problem or the symptom is other than the above, contact the EPSON customer support centre.