**Instruction to Setup Brother Label (Name Tag) printer**

1. **Install the QL-710W driver.** Follow the link below and select the appropriate options for you type of computer. Then choose Search.  
   http://support.brother.com/g/b/downloadtop.aspx?c=us&lang=en&prod=lpql710weus

2. **Several options for downloads will appear. You will at least need the Drivers – Printer and the P-touch Editor.** (In my Windows environment, it is called P-touch Editor 5.x)
3. After installing the driver, you should be able to connect the Brother printer via USB port. (Let Lisa know if you won’t have a USB port to use and we will determine if you have to connect through wireless.)

4. The P-touch Editor will be used to open the name tag template and also to import the list of attendees. Open the P-touch Editor software.

5. Obtain the name tag template from the Google drive at the following location.  
   https://drive.google.com/a/a2astd.org/file/d/0B28AFwumcKaMINOeHJ6TElOUU/view?usp=sharing

6. Save the name tag template to your laptop. For example, the default location on my laptop will be in My Documents\MyLabels.