



1208 VFW Parkway Boston, MA 02132  
 Phone 1-800-796-9199 or 617-323-5709  
 Fax 1-617-323-5641 Web www.divbio.com

FORMATTING INSTRUCTIONS FOR  
**CRYO-CLEAR™**  
**LASER LABELS**  
 IN MICROSOFT WORD®

1. Open Word
  2. Click on Tools > Letters & Mailings (if you have Office XP. Office 2000 users skip to step 4.)
  3. Click on Envelopes and Labels > Labels tab
  4. Click on Options
  5. Under Printer Information select the Laser option
  6. Under Tray, select Manual Feed
  7. Click on New Label to customize your label
  8. Type in a name for the label (e.g. Catalog Number)
  9. Insert the Label Details **[shown at bottom of page]** and click OK
  10. Select the label you made in the Label Options window and click OK
  11. In the Envelopes & Labels window, type your information in the area provided and click on New Document
  12. When the document appears on the screen, click Edit > Select All
  13. When the whole document is highlighted, choose an appropriate font and font size\* and center the type using the Center command located in the toolbar
- If the text in either the rows or columns do not align, continue with Steps 14 -16 otherwise skip to Step 17.**
14. After centering the text, display the Tables and Borders Toolbar by clicking View > Toolbars > Tables and Borders
  15. Highlight the top half of the sheet and click on the Align Center icon in the Tables and Borders Toolbar
  16. Next, highlight the bottom half of the sheet and click the Align Top Center, Left or Right (depending on where the text needs to be aligned) icon in the Tables and Borders Toolbar.
17. To determine if your text will fall within the boundaries of the label, have the Gridlines showing
  18. To make the gridlines appear on the screen, click on Table > Show Gridlines
  19. Before printing a sheet of labels, print a test page on blank paper and line it up with a sheet of labels to ensure the text lines up correctly

Notes:

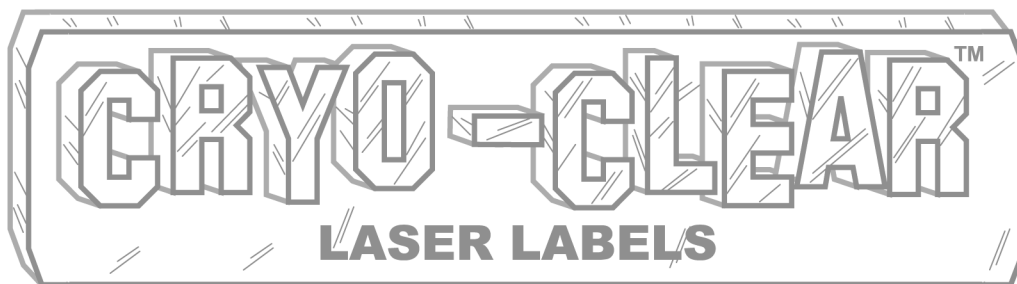
- Pass the laser sheet through the printer only once
- Manually feed the laser sheets one at a time
- Print your labels on a blank sheet of paper and check the positioning on a blank sheet of labels
- Minor adjustments may be required depending on your printer and/or software you are using

\* Suggested Font Sizes:

8 pt. for smaller labels or 10-12 pt. for larger labels

***To assist in label removal (after printing), the label matrix may be removed from the sheet. Start in the lower right hand corner and peel diagonally towards the upper left hand corner. Only the printed labels will remain on the sheet.***

Catalog No.	CLEAR-170	CLEAR-238
Label Size	1.28" x 0.50"	0.94" x 0.50"
Top Margin	0.24"	0.24"
Side Margin	0.77"	0.56"
Vert. Pitch	0.63"	0.63"
Horiz. Pitch	1.40"	1.07"
Label Height	0.50"	0.50"
Label Width	1.28"	0.94"
No. Across	5	7
No. Down	17	17
Page Size	8.5" x 11"	8.5" x 11"



**Clear Cryogenic Storage Labels for Use with Laser Printers**

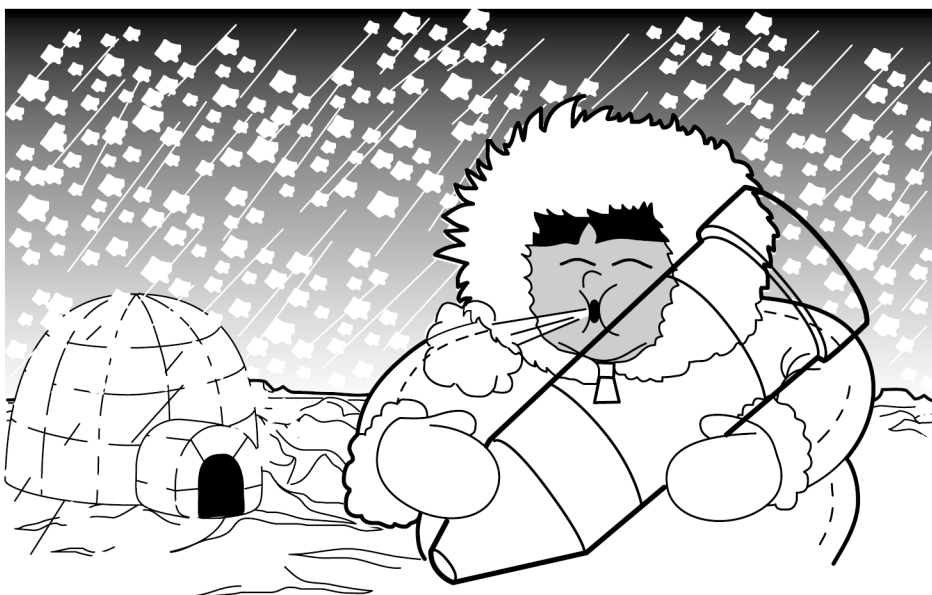
**“THE CHOICE IS CLEAR”** - Contents of vials beneath labels remain visible.

**TEMPERATURE-RESISTANT** - -196°C to 70°C. Cryo-Clear labels remain fully adhered down to -196°C (liquid and vapor phase nitrogen).

**DURABLE** - Chemically inert labels resist most organic solvents and caustic agents. Labels adhere to plastics\*, glass and metals without cracking, peeling or degrading.

**LASER PRINTABLE** - Label sheets are specially top-coated to accept laser printing and other markings. Heat-resistant, stay-flat sheets will not jam in laser printers.

**INNOVATIVE** - Made with a flexible, vinyl label material and permanent acrylic adhesive. This unique combination expands and contracts together as temperatures fluctuate resulting in a strong and sustained adhesive bond.



**ORDER INFORMATION**

Online: [www.divbio.com](http://www.divbio.com)

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Fax: 1-617-323-5641

Mail: Diversified Biotech  
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Boston, MA 02132

CAT. NO.	COLOR	LABEL SIZE	LABELS PER SHT/PK	PRICE
CLEAR-170	Specify	1.28" x 0.50" / 33mm x 13mm	85 / 1,700	\$60.00
CLEAR-238	Specify	0.94" x 0.50" / 24mm x 13mm	119 / 2,380	60.00

**Cryo-Clear Laser Labels - Sizing Guide**

- 1. 1.28" x 0.50"  
for 1.5-2.0ml tubes
- 2. 0.94" x 0.50"  
for 0.5ml tubes

† NOTE: Siliconized surfaces should be avoided. Apply to clean, dry tubes at room temperature. Tubes made of 100% virgin polypropylene are recommended.

\*patented