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# FORMATTING INSTRUCTIONS FOR **LASER TOUGH-SPOTS®** 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

Cat. No.	SPOT-1000	SPOT-2000	SPOT-3000	SPOT-4000	SPOT-5000
Label Diameter	3/8" - 9.5mm	1/2" - 13mm	3/4" - 19mm	1.00" - 25mm	7/16" - 11mm
Top Margin	0.56"	0.52"	0.31"	0.50"	0.44"
Side Margin	0.59"	0.52"	0.35"	0.35"	0.59"
Vert. Pitch	0.63"	0.63"	0.88"	1.13"	0.57"
Horiz. Pitch	0.63"	0.63"	0.88"	1.13"	0.57"
Label Height	0.38"	0.50"	0.75"	1.00"	0.44"
Label Width	0.38"	0.50"	0.75"	1.00"	0.44"
No. Across	12	12	9	7	13
No. Down	16	16	12	9	18
Page Size (letter)	8.5" x 11"	8.5" x 11"	8.5" x 11"	8.5" x 11"	8.5" x 11"

**See reverse side for more information on Tough-Spots®** →

# LASER TOUGH-SPOTS®

## Pre-cut, Peel-off Round Labels for Microcentrifuge Tube Tops

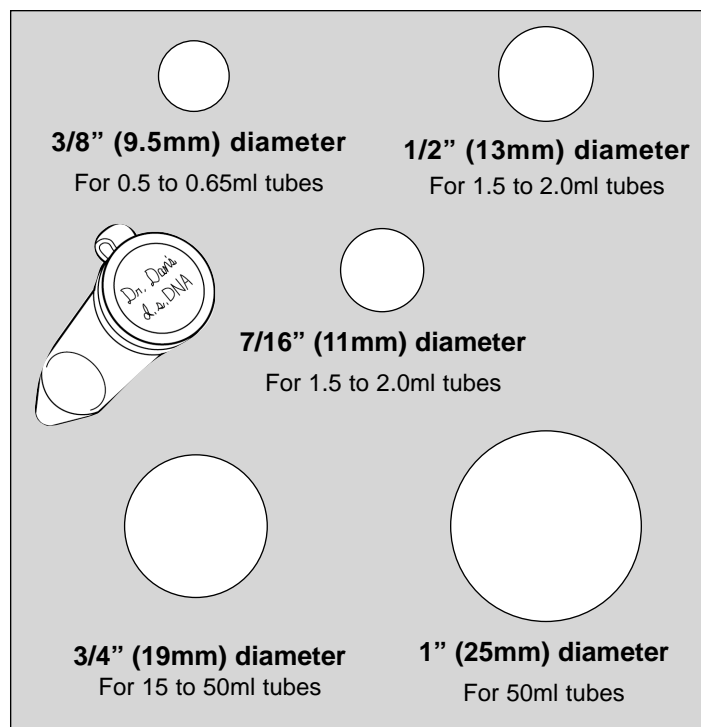
**TOUGH** - Chemically inert, polyolefin labels resist most organic solvents and caustic agents. They adhere to most plastics†, glass, and metals without cracking, peeling, or degrading.

**TEMPERATURE-RESISTANT** - From -196°C to 100°C, Tough-Spots withstand boiling water baths, moderate oven temperatures (150°C), autoclaving and extreme freezer temperatures (liquid and vapor phase nitrogen).

**SPECIALLY DESIGNED** - Label sheets are specially top-coated to readily accept laser printing. Heat-resistant, stay-flat sheets will not jam in laser printers.

**IDEALLY SIZED** - Fits a variety of microcentrifuge tube tops, cryovial caps and lids, as well as many other laboratory container caps, lids and covers.

**COLOR CODING** - 3/8" and 1/2" diameter Laser Tough-Spots are available in White, Blue, Green, Orange, Red and Yellow.



CAT. NO.	COLOR	SPOT DIAMETER	SPOTS PER SHEET / PK	PRICE
SPOT-1000	White	3/8" - 9.5mm	192 / 3,840	\$60.00
SPOT-1100	Blue	3/8" - 9.5mm	192 / 3,840	60.00
SPOT-1200	Green	3/8" - 9.5mm	192 / 3,840	60.00
SPOT-1300	Orange	3/8" - 9.5mm	192 / 3,840	60.00
SPOT-1400	Red	3/8" - 9.5mm	192 / 3,840	60.00
SPOT-1500	Yellow	3/8" - 9.5mm	192 / 3,840	60.00
RNBW-1000	Rainbow*	3/8" - 9.5mm	192 / 3,840	60.00
SPOT-5000	White	7/16" - 11mm	234 / 4,680	\$60.00
SPOT-2000	White	1/2" - 13mm	192 / 3,840	\$60.00
SPOT-2100	Blue	1/2" - 13mm	192 / 3,840	60.00
SPOT-2200	Green	1/2" - 13mm	192 / 3,840	60.00
SPOT-2300	Orange	1/2" - 13mm	192 / 3,840	60.00
SPOT-2400	Red	1/2" - 13mm	192 / 3,840	60.00
SPOT-2500	Yellow	1/2" - 13mm	192 / 3,840	60.00
RNBW-1100	Rainbow*	1/2" - 13mm	192 / 3,840	60.00
SPOT-3000	White	3/4" - 19mm	108 / 2,160	\$60.00
SPOT-4000	White	1.00" - 25mm	63 / 1,260	60.00

\*Rainbow Packs include 4 sheets of each color (Blue, Green, Orange, Red and Yellow)

### ORDER INFORMATION

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

**Phone:** 1-800-796-9199  
1-617-323-5709

**Fax:** 1-617-323-5641

**Mail:** Diversified Biotech  
1208 VFW Parkway  
Boston, MA 02132

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

See reverse side for formatting instructions in Microsoft Word® →