



65 Commerce Way Dedham, MA 02026  
 Phone 1-800-796-9199 or 781-326-6709  
 Fax 1-781-326-5611 Web www.divbio.com

# FORMATTING INSTRUCTIONS FOR LASER CRYO-BABIES® and CRYO-TAGS® IN MICROSOFT WORD®

1. Open Word
2. Click on Mailings > Labels
3. Click on Labels tab
4. Click on Options
5. Under Tray, select Default tray (Automatically Select) or Manual Feed
6. Click on New Label to customize your label
7. Type in a name for the label (e.g. Catalog Number)
8. Insert the Label Details **[shown at bottom of page]** and click OK
9. Select the label you made in the Label Options window and click OK
10. In the Envelopes & Labels window, type your information in the area provided and click on New Document
11. When the cells appear on the screen, select the entire document
12. When the whole document is highlighted, choose an appropriate font and font size\* and center the type horizontally using the Center command located in the toolbar

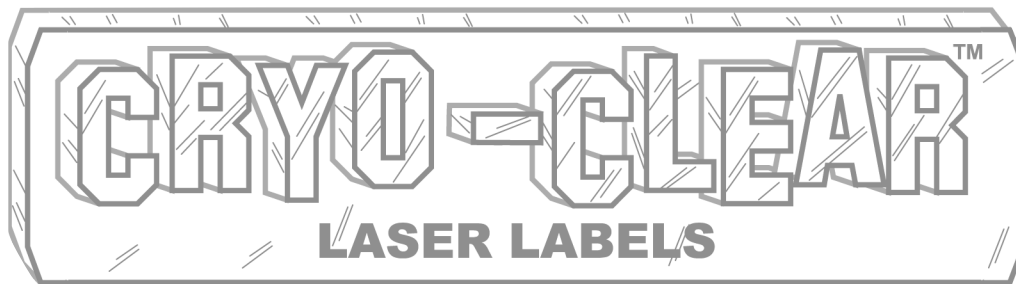
**If the text in either the rows or columns do not align, continue with Steps 14 -15 otherwise skip to Step 16.**

13. After centering the text horizontally, highlight the entire sheet and align the text vertically by right clicking and selecting Cell Alignment
14. Click the Align Top Center, Left or Right icon (depending on where the text needs to be aligned)
15. To determine if your text will fall within the boundaries of the label, have the Gridlines showing
16. 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

| Catalog No.  | CLEAR-170     | CLEAR-238     | CLEAR-120     | CLEAR-125      |
|--------------|---------------|---------------|---------------|----------------|
| Label Size   | 1.28" x 0.50" | 0.94" x 0.50" | 1.50" x 0.75" | 2.625" x 1.00" |
| Top Margin   | 0.24"         | 0.24"         | 0.31"         | 0.50"          |
| Side Margin  | 0.77"         | 0.56"         | 0.25"         | 0.19"          |
| Vert. Pitch  | 0.63"         | 0.63"         | 0.88"         | 1.00"          |
| Horiz. Pitch | 1.40"         | 1.07"         | 1.63"         | 2.75"          |
| Label Height | 0.50"         | 0.50"         | 0.75"         | 1.00"          |
| Label Width  | 1.28"         | 0.94"         | 1.50"         | 2.625"         |
| No. Across   | 5             | 7             | 5             | 3              |
| No. Down     | 17            | 17            | 12            | 10             |
| Page Size    | 8.5" x 11"    | 8.5" x 11"    | 8.5" x 11"    | 8.5" x 11"     |



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

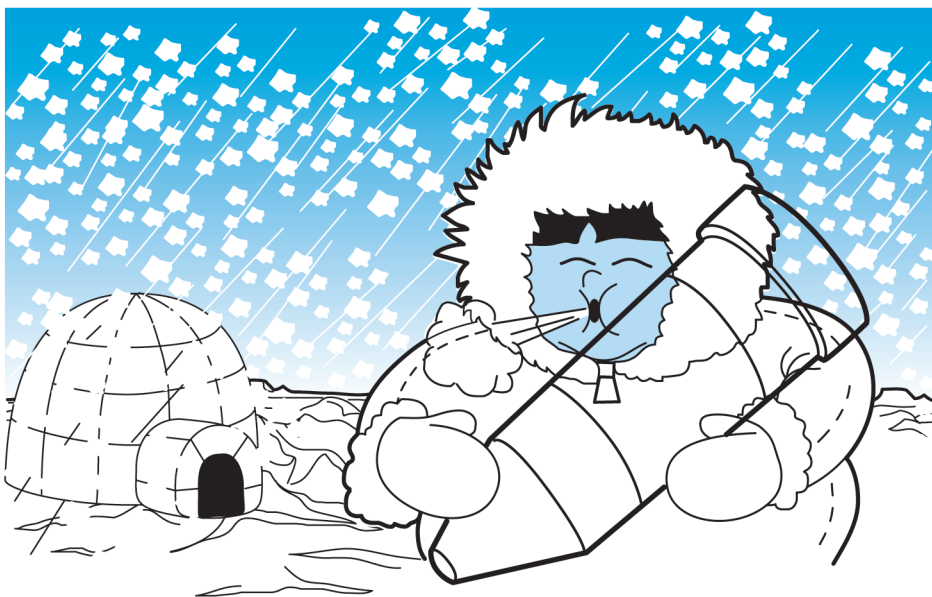
**“THE CHOICE IS CLEAR”** - Contents of vials beneath labels remain visible.

**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)

Phone: 1-800-796-9199  
1-781-326-6709

Fax: 1-781-326-5611

Mail: Diversified Biotech  
65 Commerce Way  
Dedham, MA 02026

| CAT. NO.  | COLOR | LABEL SIZE                   | U OF M   |
|-----------|-------|------------------------------|----------|
| CLEAR-170 | Clear | 1.28" x 0.50" / 33mm x 13mm  | 1,700/pk |
| CLEAR-238 | Clear | 0.94" x 0.50" / 24mm x 13mm  | 2,380/pk |
| CLEAR-120 | Clear | 1.50" x 0.75" / 38mm x 19mm  | 1,200/pk |
| CLEAR-125 | Clear | 2.625" x 1.00" / 67mm x 25mm | 600/pk   |

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

\* patented