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# FORMATTING INSTRUCTIONS FOR LASER TOUGH-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.	FLAG-1000	LTTM-1000	LTTI-1000	LTTI-2000	SETT-1000
Label Size	2.50" x 0.50"	0.91" x 0.32"	1.00" x 1.00"	1.625" x 0.625"	2.625" x 0.1875"
Top Margin	0.50"	0.75"	0.50"	0.50"	0.4375"
Side Margin	0.47"	0.69"	0.25"	0.50"	0.28"
Vert. Pitch	0.50"	0.44"	1.00"	0.63"	0.31"
Horiz. Pitch	2.50"	1.03"	1.00"	1.94"	2.625"
Label Height	0.50"	0.32"	1.00"	0.625"	0.1875"
Label Width	2.50"	0.91"	1.00"	1.625"	2.63"
No. Across	3	7	8	4	3
No. Down	20	22	10	16	33
Page Size	8.5" x 11"	8.5" x 11"	8.5" x 11"	8.5" x 11"	8.5" x 11"

# LASER TOUGH-TAGS<sup>®</sup>

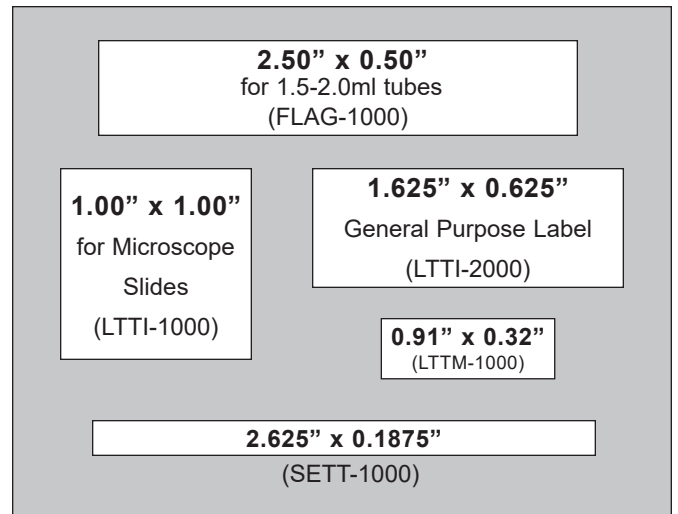
## Labels for Microcentrifuge Tubes and Other Containers

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

**TEMPERATURE-RESISTANT** - From -40°C to 121°C, Tough-Tags resist boiling water baths, autoclaving and moderate freezer temperatures.

**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 tubes, microscope slides and other laboratory containers. Tubes labeled with Tough-Tags will easily slide in and out of centrifuge rotors.



CAT. NO.	COLOR	LABEL SIZE	U OF M
FLAG-1000	White	2.50" x 0.50" / 64mm x 13mm	1,500/pk
LTTI-1000	White	1.00" x 1.00" / 25mm x 25mm	2,000/pk
LTTI-2000	White	1.625" x 0.625" / 41mm x 16mm	1,600/pk
LTTM-1000	White	0.91" x 0.32" / 23mm x 8mm	3,850/pk
SETT-1000	White	2.625" x 0.1875" / 67mm x 5mm	2,475/pk
TTSH-1000	White	8.50" x 11" / 216mm x 279mm	25/pk

### 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

† 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<sup>®</sup> →