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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.	CLTT-1000	CLTT-2000	CLTT-3000	HALF-1000
Label Size	1.50" x 0.75"	1.50" x 0.50"	1.05" x 0.50"	2.75" x 0.625"
Top Margin	0.31"	0.56"	0.56"	0.69"
Side Margin	0.25"	0.22"	0.75"	1.41"
Vert. Pitch	0.88"	0.63"	0.63"	0.75"
Horiz. Pitch	1.63"	1.63"	1.18"	2.88"
Label Height	0.75"	0.50"	0.50"	0.625"
Label Width	1.50"	1.50"	1.05"	2.75"
No. Across	5	5	6	2
No. Down	12	16	16	13
Page Size	8.5" x 11"	8.5" x 11"	8.5" x 11"	8.5" x 11"

LASER TOUGH-TAGS®

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.

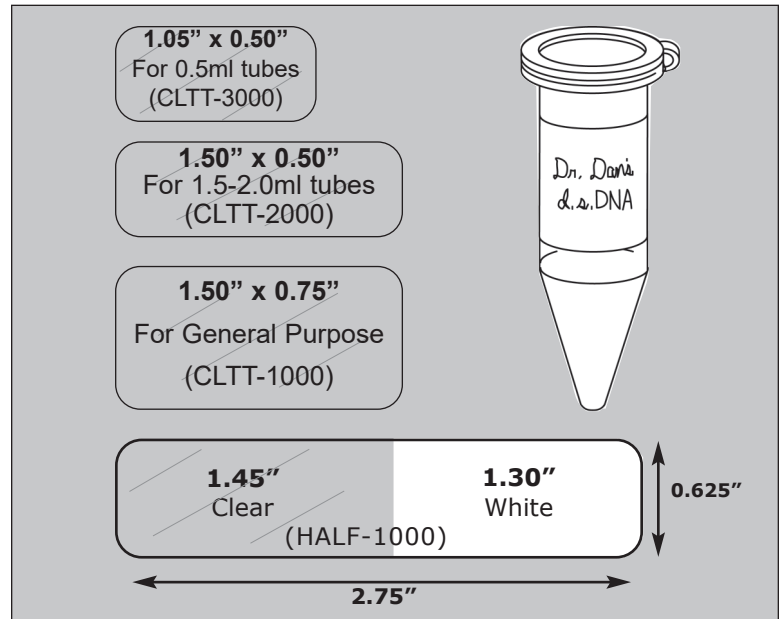
TEMPERATURE-RESISTANT - From -40°C to 121°C, Tough-Tags resist boiling water baths, autoclaving and moderate freezer temperatures.

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.

CLEAR - Translucent labels allow for easy viewing of tube contents.

SELF-LAMINATING - Clear/white labels (HALF-1000) provide extra protection of laser printing against harsh chemicals and solvents.



CAT. NO.	COLOR	LABEL SIZE	U OF M
CLTT-1000	Clear	1.50" x 0.75" / 38mm x 19mm	1,200/pk
CLTT-2000	Clear	1.50" x 0.50" / 38mm x 13mm	1,600/pk
CLTT-3000	Clear	1.05" x 0.50" / 27mm x 13mm	1,920/pk
HALF-1000	Clear/White	2.75" x 0.625" / 70mm x 16mm	520/pk

ORDER INFORMATION

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† 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®