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

Catalog No.	TTLW-2016	TTSW-2240	TTGP-1050	MISL-1000
Label Size	1.28" x 0.50"	0.94" x 0.50"	1.50" x 0.75"	0.875" x 0.875"
Top Margin	0.24"	0.24"	0.31"	0.25"
Side Margin	0.77"	0.56"	0.25"	0.28"
Vert. Pitch	0.63"	0.63"	0.88"	0.88"
Horiz. Pitch	1.40"	1.07"	1.63"	1.00"
Label Height	0.50"	0.50"	0.75"	0.88"
Label Width	1.28"	0.94"	1.50"	0.88"
No. Across	5	7	5	8
No. Down	17	17	12	12
Page Size	8.5" x 11"	8.5" x 11"	8.5" x 11"	8.5" x 11"

**See reverse side for more information on Tough-Tags®** —————>

# 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.

**COLOR CODING** - Each label size is available in White, Blue, Green, Orange, Red and Yellow.



<p><b>1.28" x 0.50"</b> For 1.5–2.0ml tubes (TTLW-2016)</p>	<p><b>0.94" x 0.50"</b> For 0.5ml tubes (TTSW-2240)</p>
<p><b>1.50" x 0.75"</b> General Purpose Label (TTGP-1050)</p>	<p><b>7/8" x 7/8"</b> Microscope Slide Label (MISL-1000)</p>

CAT. NO.	COLOR	LABEL SIZE	LABELS PER SHT/PK	PRICE
TTLW-2016-x	Specify	1.28" x 0.50" / 33mm x 13mm	85 / 2,125	\$60.00
TTSW-2240-x	Specify	0.94" x 0.50" / 24mm x 13mm	119 / 2,975	60.00
TTGP-1050-x	Specify	1.50" x 0.75" / 38mm x 19mm	60 / 1,500	50.00
MISL-1000-x	Specify	0.875" x 0.875" / 22mm x 22mm	96 / 2,400	60.00
RNBW-3000	Rainbow*	1.28" x 0.50" / 33mm x 13mm	85 / 2,125	\$60.00
RNBW-3100	Rainbow*	0.94" x 0.50" / 24mm x 13mm	119 / 2,975	60.00
RNBW-3200	Rainbow*	1.50" x 0.75" / 38mm x 19mm	60 / 1,500	50.00
RNBW-3300	Rainbow*	0.875" x 0.875" / 22mm x 22mm	96 / 2,400	60.00

### ORDER INFORMATION

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

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1-617-323-5709

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

**Mail:** Diversified Biotech  
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For a Color (*other than white*) substitute a letter for 'x':

**B=Blue, G=Green, O=Orange, R=Red, Y=Yellow:** (Example: TTLW-2016-B for Blue)

Catalog numbers for white labels **do not** have an 'x': (Example: TTSW-2240 for White)

\*Rainbow Packs include 5 sheets of each color: (Blue, Green, Orange, Red and Yellow)

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