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

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| 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

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	0.62"	0.52"	0.31"	0.50"	0.44"
Side Margin	0.69"	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

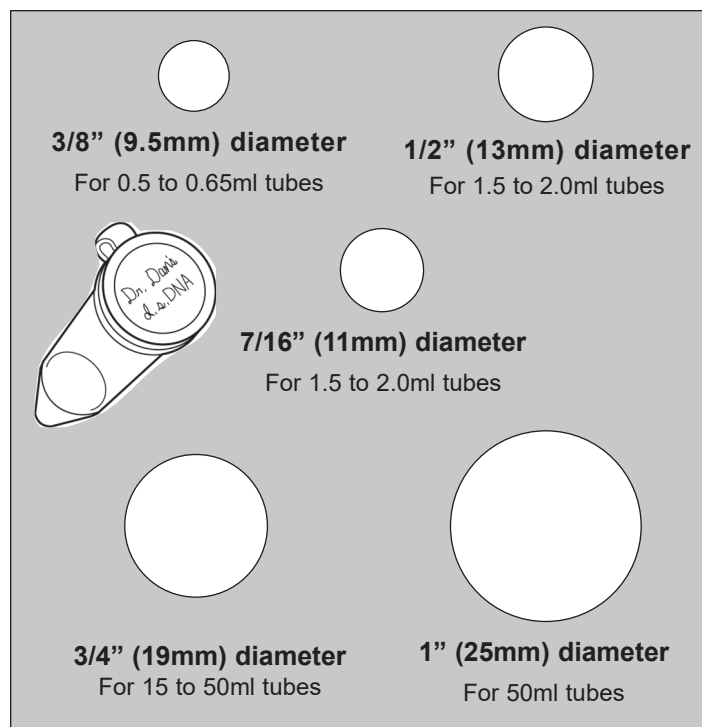
TOUGH - Chemically inert, polyolefin labels resist most organic solvents and caustic agents. They adhere to most plastics†, glass, and metals without cracking, peeling, or degrading.

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	U OF M
SPOT-1000	White	3/8" - 9.5mm	3,840/pk
SPOT-1100	Blue	3/8" - 9.5mm	3,840/pk
SPOT-1200	Green	3/8" - 9.5mm	3,840/pk
SPOT-1300	Orange	3/8" - 9.5mm	3,840/pk
SPOT-1400	Red	3/8" - 9.5mm	3,840/pk
SPOT-1500	Yellow	3/8" - 9.5mm	3,840/pk
RNBW-1000	Rainbow*	3/8" - 9.5mm	3,840 /pk
SPOT-5000	White	7/16" - 11mm	4,680/pk
SPOT-2000	White	1/2" - 13mm	3,840/pk
SPOT-2100	Blue	1/2" - 13mm	3,840/pk
SPOT-2200	Green	1/2" - 13mm	3,840/pk
SPOT-2300	Orange	1/2" - 13mm	3,840/pk
SPOT-2400	Red	1/2" - 13mm	3,840/pk
SPOT-2500	Yellow	1/2" - 13mm	3,840/pk
RNBW-1100	Rainbow*	1/2" - 13mm	3,840/pk
SPOT-3000	White	3/4" - 19mm	2,160/pk
SPOT-4000	White	1.00" - 25mm	1,260/pk

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

ORDER INFORMATION

Online: 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.