



1208 VFW Parkway Boston, MA 02132  
 Phone 1-800-796-9199 or 617-323-5709  
 Fax 1-617-323-5641 Web www.divbio.com

# 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.	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"

**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** - Laser Tough-Tags are available in White, Blue, Green, Orange, Red and Yellow.



<b>2.50" x 0.50"</b> for 1.5-2.0ml tubes (FLAG-1000)	
<b>1.00" x 1.00"</b> for Microscope Slides (LTTI-1000)	<b>1.625" x 0.625"</b> General Purpose Label (LTTI-2000)
	<b>0.91" x 0.32"</b> (LTTM-1000)
<b>2.625" x 0.1875"</b> (SETT-1000)	

CAT. NO.	COLOR	LABEL SIZE	LABELS PER SHT/PK	PRICE
FLAG-1000	White	2.50" x 0.50" / 64mm x 13mm	60 / 1,500	\$60.00
LTTI-1000	White	1.00" x 1.00" / 25mm x 25mm	80 / 2,000	60.00
LTTI-2000	White	1.625" x 0.625" / 41mm x 16mm	64 / 1,600	60.00
LTTM-1000	White	0.91" x 0.32" / 23mm x 8mm	154 / 3,850	60.00
SETT-1000	White	2.625" x 0.1875" / 67mm x 5mm	99 / 2,475	60.00
TTSH-1000	White	8.50" x 11" / 216mm x 279mm	Blank sheet	\$45.00

## ORDER INFORMATION

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

**Phone:** 1-800-796-9199  
1-617-323-5709

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

**Mail:** Diversified Biotech  
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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.