SCIENTIFIC
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FORMATTING INSTRUCTIONS FOR

LASER TOUGH-TAGS®

IN MICROSOFT WORD®

1. Open Word
2. For Word 2010 and 2007 Users: Click on Mailings > Labels
   For Word 2003 Users: Click on Tools > Envelopes & Labels
   For Word 2000 Users: Click on Tools > Letters & Mailings > Envelopes & Labels
3. Click on 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 cells appear on the screen, select the entire document
13. 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.

14. After centering the text horizontally, highlight the entire sheet and align the text vertically by right clicking and selecting Cell Alignment
15. Click the Align Top Center, Left or Right icon (depending on where the text needs to be aligned)
16. To determine if your text will fall within the boundaries of the label, have the Gridlines showing
17. 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.	9135-1000	9186-1000	9184-1000	9184-2000	9188-1700
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” x 11”	8” x 11”	8” x 11”	8” x 11”	8” x 11”

See reverse side for more information on Tough-Tags® →

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LASER TOUGH-TAGS®

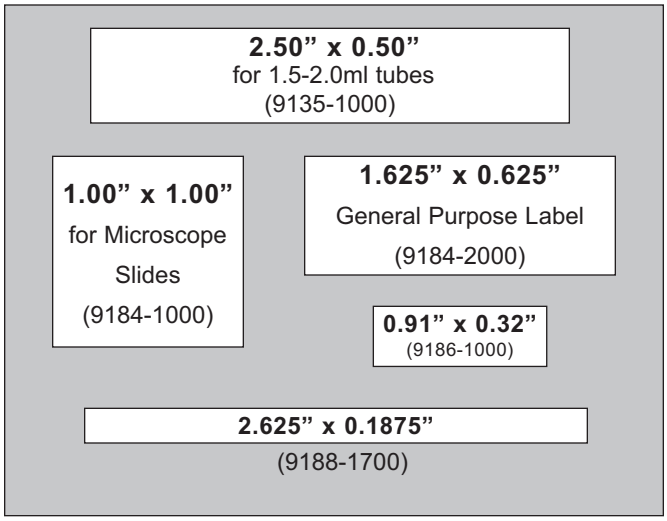
Labels for Microcentrifuge Tubes and Other Containers

DURABLE - 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	LABELS PER SHT/PK	PRICE
9135-1000	White	2.50" x 0.50" / 64mm x 13mm	60 / 1,500	$60.00
9184-1000	White	1.00" x 1.00" / 25mm x 25mm	80 / 2,000	60.00
9184-2000	White	1.625" x 0.625" / 41mm x 16mm	64 / 1,600	60.00
9186-1000	White	0.91" x 0.32" / 23mm x 8mm	154 / 3,850	60.00
9188-1700	White	2.625" x 0.1875" / 67mm x 5mm	99 / 2,475	60.00
9387-1000	White	8" x 11" / 216mm x 279mm	Blank sheet	$50.00

ORDER INFORMATION

Online: www.usascientific.com

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1-352-237-6288

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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® →