FORMATTING INSTRUCTIONS FOR
LASER CRYO-BABIES® and CRYO-TAGS®
IN MICROSOFT WORD®

Please Note: Some adjustments may be needed
due to differences between printers.

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

Part Number	CG-4037-794	CG-4037-792	CG-4037-790	CG-4037-786
Label Size	1.125" x 1.75"	1.00" x 1.00"	2.50" x 0.50"	3.00" x 2.00"
Top Margin	0.25"	0.50"	0.50"	0.22"
Side Margin	0.28"	0.25"	0.47"	1.00"
Vert. Pitch	1.75"	1.00"	0.50"	2.00"
Horiz. Pitch	1.125"	1.00"	2.50"	3.00"
Label Height	1.75"	1.00"	0.50"	2.00"
Label Width	1.125"	1.00"	2.50"	3.00"
No. Across	7	8	3	3
No. Down	6	10	20	4
Page Size	8.5" x 11"	8.5" x 11"	8.5" x 11"	11" x 8.5"

See reverse side for more information on Cryo-Babies® and Cryo-Tags® ⟶

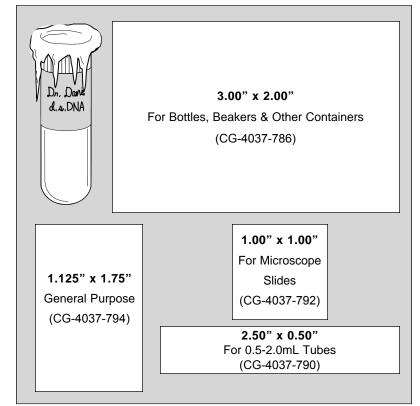# LASER CRYO-BABIES® AND CRYOTAGS®

Labels for Cryogenic Storage*

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, Cryo-Babies and Cryo-Tags 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 - Will fit a wide variety of cryovials, microtubes, storage boxes and other containers.

Dr. Dan's
d.s.DNA

3.00" x 2.00"
For Bottles, Beakers & Other Containers
(CG-4037-786)

1.125" x 1.75"
General Purpose
(CG-4037-794)

1.00" x 1.00"
For Microscope
Slides
(CG-4037-792)

2.50" x 0.50"
For 0.5-2.0mL Tubes
(CG-4037-790)

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

Part Number	Color	Label Size (Inches)	Qty/Sheet	Qty/Pk
CG-4037-794	White	1.125 x 1.75	42	840
CG-4037-792	White	1.00 x 1.00	80	1,600
CG-4037-790	White	2.50 x 0.50	60	1,200
CG-4037-786	White	3.00 x 2.00	12	240

CG Chemglass Life Sciences

See reverse side for formatting instructions in Microsoft Word® ⟶