

## Formatting Instructions for Laser Labels

The following information will facilitate accurate configuration of the most popular word processing packages.



### WordPerfect for Windows

- Select "Format", "Labels" from the top menu, then click on 'create'.
- In label description, type the chosen label type from the table below.
- Label sheet size must be set to Letter: 8 x 11 inch.
- Complete the label size and margin details by using the figures from the table below relevant to the label size being used.
- It is recommended that all label margins are set to 0. Click on 'OK' and then 'Select', to use your configuration.

### Word for Windows

- Go to heading "Tools", select "Envelopes and Labels".
- Click to open, and select "Labels" tab.
- Open the "Options" selection.
- Under "Printer Information", select the 'Laser and Ink Jet', and then select 'Tray', then 'Manual Feed'. Select "New Label".
- In label description, type the chosen label type from the table below.
- Select 'Paper Size', Letter (8 x 11 in).
- Complete the label size and margin details by using the figures from the table below relevant to the label size being used.
- When all details for margin, pitch and label size/number have been entered, click 'OK'.
- In "Label Options", select "Label Products", "Other", then select your custom label type in "Product Number". Click OK
- Enter the information required on each label in the "Envelopes and Labels" window, and then click "New Document". Labels can now be edited either as whole document, or individually as per standard word documents. To check all text falls within the label area, it is advisable to have the gridlines visible on screen (this can be done by going to heading Table, select Show Gridlines)
- Text font size and alignment may need altering, this can be done using the standard Word formatting tools.

### Notes

Please note that not all laser printers are capable of being configured to use the top and bottom rows of labels. We recommend that you pass the laser sheet through the printer once only.

Laser sheets need to be manually fed one at a time.

Minor adjustments to margins may be required depending on your printer and/or software you are using.

	L1278	L1279	L1280	L1281	L1282	L1283	L1284	L1285	L1291	L1182	L1181
<b>Label Width</b>	19	33	33	24	24	67	38	38	13	13	9.5
<b>Label Height</b>	19	13	13	13	13	25	6	6	13	13	9.5
<b>Top Margin</b>	8	6	6	6	6	12.7	12.7	12.7	13.2	13.2	41.2
<b>Side Margin</b>	9	19.5	19.5	15	15	4.5	12.8	12.8	13.5	13.5	34.45
<b>Vertical Pitch</b>	22.3	16	16	16	16	25	6	6	16	16	3
<b>Horizontal Pitch</b>	22.3	36	36	27	27	70	51	51	16	16	3
<b>Labels across</b>	9	5	5	7	7	3	4	4	12	12	12
<b>Labels Down</b>	12	17	17	17	17	10	39	39	16	16	16
<b>Page Size</b>	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 279.4	215.9 279.4

all measurements are in mm



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## **Information about Micryo Labels**

The Micryo range of labels was intensively researched and tested for the adhesive and label formulation before the product was released to the general market in 2004. Independent tests where the tubes were placed in both the liquid phase and the vapour showed that in the liquid phase, a few labels did pop off the tubes and storage boxes. In analysis we found that the labels may not have been applied correctly and as such were letting the liquid under the label causing them to 'pop' off when the liquid changed to gas.

### **Our instructions are as follows**

Label must be applied at temperatures above 5°C, the optimum temperature being 20°C. The adhesive is pressure sensitive which means you must apply pressure to the full surface of the label during the labelling process (for example, as you apply the label, hold in place with one thumb, then using the other hand use your finger to apply pressure in the direction of application. Once the label has been applied, go over the surface again with the index finger at least twice, applying even pressure to the full width and length of the label. For optimum performance, allow the adhesive to 'cure' by leaving the product to stand for **at least** 20 minutes before placing into liquid nitrogen or freezer.

If pressure is not applied, or the adhesive is not allowed to 'cure' we cannot guarantee the performance of the label in the liquid phase.

As also mentioned we have a customer who has been using the labels direct on already frozen tubes without defrosting the samples. To get the labels to stick, he wiped the tubes down with industrialized methylated spirit prior to putting the labels on as above. This should remove all the 'ice' crystals and dry the outside of the tube allowing the adhesive to 'grip' the tube itself.

The labels have been tested on a range of surfaces and the adhesive offers high initial tack and excellent bond to low surface energy plastics. We use a permanent acrylic pressure sensitive adhesive (PSA), which has a high initial tack and adhesion to a wide range of substrates, including many plastics. The adhesive has very good chemical, humidity and UV resistance and has excellent low temperature adhesion.

A PSA is usually an acrylic-based adhesive system that features very high initial adhesion. Firm application pressure is required to help develop adhesive contact and improve bond strength. Properly used, the PSA's bond strength will increase as a function of time and temperature. As such application at the correct temperature using pressure to apply the label will allow the adhesive to 'cure' and as such the labels will not require self-laminating to allow them to be used in cryogenic applications

The adhesive works on the following surfaces; polypropylene, polycarbonate, glass, aluminium and stainless steel (although very poorly on this surface, giving a 100 fold decrease in efficacy when compared to polypropylene). To get the best performance use on polypropylene on smooth (not frosted or printed) surface and ensure that the surface is dry and label is applied according to above instructions. If you wish, use larger label and place on surface such that label is completely wrapped around the tube and is overlapping itself, especially if the storage container will be subject to repeated freeze/thaw cycles.

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