# Formatting Instructions for Laser Labels

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

## Microsoft Word

- Go to heading "Tools" and select "Labels".
- Open the "Options" selection.
- Under "Printer Information", select "Laser and ink jet".
- Click "New Label" button.
- For the label name, type the chosen label type from the table below.
- Complete the label size and margin details by using the figures from the table below relevant to the label size being used.
- Select 'Paper Size', Letter (8.5 x 11 in).
- When all details for margin, pitch and label size/number have been entered, click 'OK'.
- In "Labels", select "Label products", "Other", then select your custom label type in "Product Number". Click OK
- Enter the information required on each label in the "Address" window, and then click "OK". 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 the "Table" menu heading and selecting Show Gridlines)
- Text font size and alignment may need altering, this can be done using the standard Word formatting tools..

### all measurements are in mm

**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.

| | C21 | C1 | C9 | C6 | C11 | C4 | C17 | C22 | C20 | C10 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Label Width** | 19 | 33 | 33 | 24 | 24 | 67 | 38 | 38 | 13 | 9.5 |
| **Label Height** | 19 | 13 | 13 | 13 | 13 | 25 | 6 | 6 | 13 | 9.5 |
| **Top Margin** | 8 | 6 | 6 | 6 | 6 | 12.7 | 12.7 | 12.7 | 13.2 | 39.7 |
| **Side Margin** | 9 | 19.5 | 19.5 | 15 | 15 | 4.5 | 12.8 | 12.8 | 13.5 | 33.3 |
| **Vertical Pitch** | 22.3 | 16 | 16 | 16 | 16 | 25 | 6 | 6 | 16 | 3.2 |
| **Horizontal Pitch** | 22.3 | 36 | 36 | 27 | 27 | 70 | 51 | 51 | 16 | 3.2 |
| **Labels across** | 9 | 5 | 5 | 7 | 7 | 3 | 4 | 4 | 12 | 12 |
| **Labels Down** | 12 | 17 | 17 | 17 | 17 | 10 | 39 | 39 | 16 | 16 |
| **Page Size** | 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 x 279.4 |

### all measurements are in inches

**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.

| | C21 | C1 | C9 | C6 | C11 | C4 | C17 | C22 | C20 | C10 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Label Width** | 0.748" | 1.3" | 1.3" | 0.945" | 0.945" | 2.638" | 1.496" | 1.496" | 0.512" | 0.374" |
| **Label Height** | 0.748" | 0.512" | 0.512" | 0.512" | 0.512" | 0.984" | 0.23622" | 0.23622" | 0.512" | 0.374" |
| **Top Margin** | 0.315" | 0.236" | 0.236" | 0.236" | 0.236" | 0.5" | 0.5" | 0.5" | 0.52" | 1.563" |
| **Side Margin** | 0.354" | 0.768" | 0.768" | 0.591" | 0.591" | 0.177" | 0.504" | 0.504" | 0.531" | 1.311" |
| **Vertical Pitch** | 0.878" | 0.63" | 0.63" | 0.63" | 0.63" | 0.984" | 0.23622" | 0.23622" | 0.63" | 0.126" |
| **Horizontal Pitch** | 0.878" | 1.417" | 1.417" | 1.063" | 1.063" | 2.756" | 2.008" | 2.008" | 0.63" | 0.126" |
| **Labels across** | 9 | 5 | 5 | 7 | 7 | 3 | 4 | 4 | 12 | 12 |
| **Labels Down** | 12 | 17 | 17 | 17 | 17 | 10 | 39 | 39 | 16 | 16 |
| **Page Size** | 8.5" x 11" | 8.5" x 11" | 8.5" x 11" | 8.5" x 11" | 8.5" x 11" | 8.5" x 11" | 8.5" x 11" | 8.5" x 11" | 8.5" x 11" | 8.5" x 11" |

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