

## **STARTAG X-LARGE LASER SHEETS 32TV**

### **LABEL SIZE: 40 X 30MM**

The following details will facilitate accurate configuration of the above laser labels with **Microsoft WORD** for windows.

1. Open Word
2. Click on 'Tools, 'Envelopes and Labels'
3. Select 'Labels' then 'Options'
4. Under printer information select – Laser
5. Tray select – Manual feed (hand feeding is recommended)
6. Click on Details or New Label to customize your label  
**Top margin: 1.7cm**  
**Side margin: 1.7cm**  
**Vertical pitch: 3.5cm**  
**Horizontal pitch: 4.7cm**  
**Label height: 3 cm**  
**Label width: 4 cm**  
**Number across: 4**  
**Number down: 8**

**The above settings can be used for previous versions of Word, however, the terminology may vary.**

7. Set page size to A4 (21 x 29.7cm)
8. Select a name for the label; X-Large Lab Tags

#### **Please Note**

We recommend that prior to printing the labels, a print test is carried out on a plain A4 sheet, then held against label sheet to ensure that all print is included within the label area. Rigorous testing has shown that a slight variation may occur with different makes and models of Laser Printers.

**STORAGE – PRIOR TO ATTACHMENT SHEETS (PRINTED & UNPRINTED) SHOULD BE STORED IN THE GRIP-SEAL POLYBAG AND CARDBOARD WALLET PROVIDED AT BETWEEN 10°C/25°C AND 35%/65% RH**

THESE LABELS ARE NOT DESIGNED FOR USE WITH INKJET PRINTERS

BATCH NO: XXXXXX