## **TUBEE'S® HI-LOW LASER SHEETS**

## TUBEE'S<sup>®</sup> Hi-Low laser sheets, small RTP/101

The following information will facilitate accurate configuration of the most popular word processing packages for use with the above labels.

Note that not all laser printers are capable of being configured to use the top and bottom rows of labels. The main settings given are to make use of all rows, try them first. If you find that these settings are unsatisfactory (typically only able to print one line of text on each label), change to the "Alternate" settings. Hand feeding is recommended although automatic feeding may be acceptable depending on the printer. NB. Duplex printers must be set to single side printing.

WordPerfect for Windows

Select "Format", "Labels" from the top menu, the click on 'create'. In label description, type "TUBEE'S Hi-Low, small". Label sheet size must be set to A4, 210mm x 297mm.

Top left label

Label size Width: 25mm Height: 12.8mm

Labels per page Columns: 7 Rows: 18, Alternate: 16 Top edge: 2.0mm , Alternate: 19.0mm Left edge: 4.6mm

**Distance between labels** Columns: 4.6mm Rows: 3.6mm

It is recommended that all label margins are set to 0. Click on 'OK' and then 'Select', to use your configuration.

Word for Windows Click on "Tools", "Envelopes" and "Labels". Select "Labels", then "Options" Click on "New label"

Set page size to: A4 (21x29.7cm) In label name, type "TUBEE'S Hi-Low, small"

Top margin: 0.2cm, Alternate: 1.9cm Label height: 1.3cm Side margin: 0.46cm Label width: 2.5cm Vertical pitch: 1.64cm Number across: 7 Horizontal pitch: 2.96cm

Number down: 18, Alternate: 16

The above settings may be used for earlier versions of WordPerfect or Word although terminology may vary.

Please note: Contact our customer services department on 01954 233120 to ensure labels are compatible with your printer.



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Camlab Limited, Camlab House, Norman Way, Over, Cambridge, CB4 5WE Tel: 01954 233110 • Fax: 01954 233101 email: mailbox@camlab.co.uk • www.camlab.co.uk Manual Reference: RTP/101/Aug06/01