

TUBEE'S® HI-LOW LASER SHEETS

RTP/100 TUBEE'S® Hi-Low laser sheets, large

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, then click on 'create'. In label description, type "TUBEE'S Hi-Low, large". Label sheet size must be set to A4, 210mm x 297mm .

Label size	Top left label
Width: 33mm	Top edge: 2.0mm , Alternate: 19.0mm
Height: 12.8mm	Left edge: 8.0mm
Labels per page	Distance between labels
Columns: 5	Columns: 7.5mm
Rows: 18, Alternate: 16	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, large"

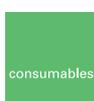
Top margin: 0.2cm, Alternate: 1.9cm	Label height: 1.3cm
Side margin: 0.8cm	Label width: 3.3cm
Vertical pitch: 1.64cm	Number across: 5
Horizontal pitch: 4.05cm	Number down: 18, Alternate: 16

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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