

PRINTING PHARMEX LASER LABEL PRODUCTS USING MICROSOFT® WORD

The following directions and the chart below will help you enter the correct label specifications for all of our stock laser label products shown on the previous page.

Keeping in mind that you might have a different version of Microsoft Word, these directions may vary slightly.

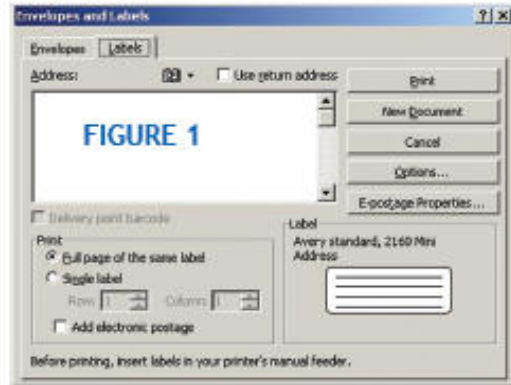


FIGURE 1

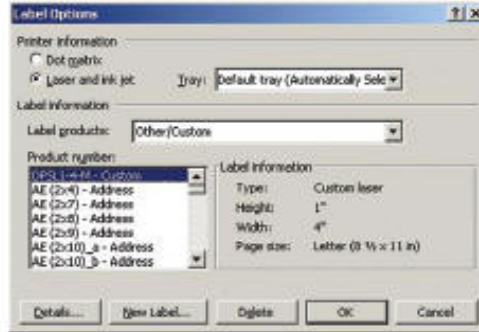


FIGURE 2

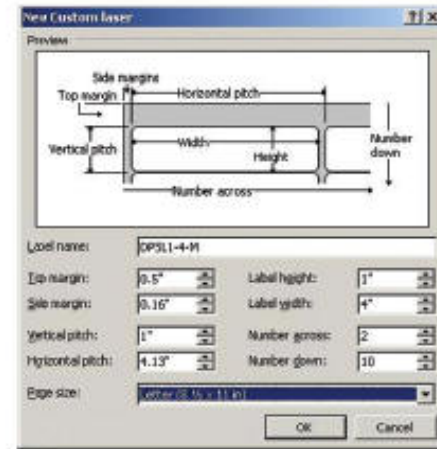


FIGURE 3

Creating a Label in Microsoft® Word

1. Open a new document in Microsoft® Word.
2. Click on the "TOOLS" tab on the toolbar. Scroll down to "Letters and Mailings" and then select "Envelopes and Labels".
SEE FIGURE 1
3. Select the tab marked "LABELS" and click on "OPTIONS".
SEE FIGURE 2
4. In the *Printer Information* section, select "Laser and Ink Jet" and "Default Tray".

5. *Label Products* should read "Other/Custom" (select it from the drop down menu.) Click on the "New Label" button. A new window will appear.
SEE FIGURE 3
6. Using the *Label Specification Chart* below, enter the label information accordingly. For easy reference, we recommend that you use the Pharmex product code for the "Label Name". The page size should read: Letter (8-1/2 x 11).

Continue this process until you have entered the information for all of your desired laser labels. You will notice that the names of the laser labels you create will appear in the "Product Number" window.

Laser Label Specifications

Product Code	Top Margin	Side Margin	Vertical Pitch	Horizontal Pitch	Label Height	Label Width	Number Across	Number Down
DPSL1-4-M	0.5"	0.16"	1"	4.13"	1"	4"	2	10
DPSL1-256	0"	0"	1"	2.82"	1"	2.82"	3	11
DPSL1-258	0.5"	0.19"	1"	2.75"	1"	2.63"	3	10
DPSL12-2	0.5"	0.1"	0.5"	2.13"	0.5"	2"	4	20
DPSL17-4	0.44"	0.13"	1.44"	4.19"	1.44"	4"	2	7
DPSL2-4-M	0.47"	0.14"	2"	4.17"	2"	4"	2	5
DPSL313-4A-M	0.5"	0.16"	3.33"	4.19"	3.33"	4"	2	3
DPSL34-258	0.22"	0.16"	0.75"	2.75"	0.75"	2.63"	3	14
DPSL78-78	1.53"	1.16"	0.88"	0.88"	0.88"	0.88"	7	9

Printing on Your Newly Created Laser Labels

1. To select a label for printing, follow steps 1-3 above. Select your desired label (*product code*) under "Product Number" and click "OK". The "Envelopes and Labels" window will appear.
2. Begin typing your required text in the *Address Box*. Press ENTER to advance to the next line. When you are finished, click on the "New Document" tab.
3. The template, with your text, will appear in the new document ready for printing. **NOTE: Font styles and sizes can be adjusted on the template by highlighting the text and selecting your desired style, font and size from the toolbar.**