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cc

'Solutions, Chemistry, Service'

Sample Labels **How to:**





Here you will find instructions and information for printing your own **Castle Sample Label**

- Firstly you will need to download the Word Template from our website:
<http://castlechem.com.au/distributors/>
- And will need Label paper:
Avery White TrueBlock® Parcel Labels, L7169, 400/Pack, 99.1 x 139 mm.
- Then you are ready to download the Sample Label/s you need by going to our website:
<http://castlechem.com.au/distributors/>



Open the Word Template.

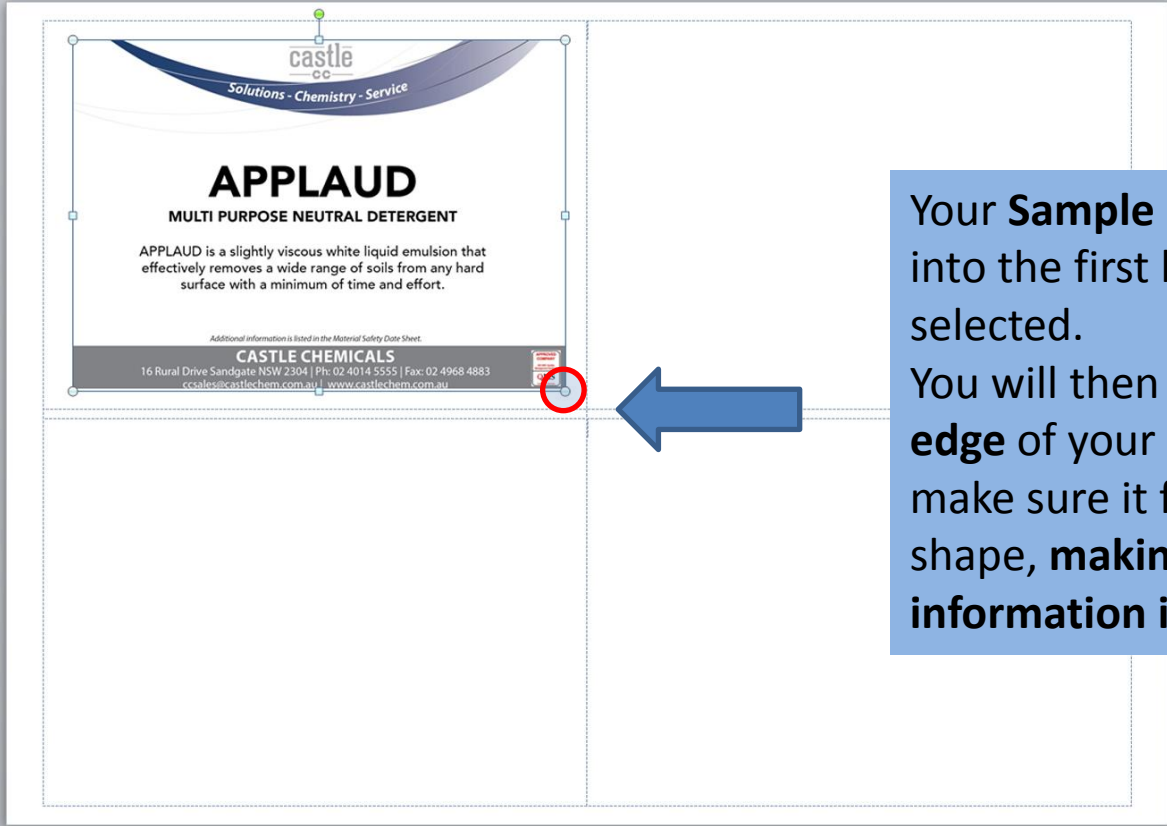
You will see there is enough spots for 4 labels to be printed.

If you only need to print one label, then simply use the paper next time and put your sample label in the corresponding label box you have left.

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Picture' button in the 'Illustrations' group is highlighted. A blue arrow points from a text box to this button. Another blue arrow points from the text box to a file selection dialog box that is open, showing a list of files in the 'Documents library'.

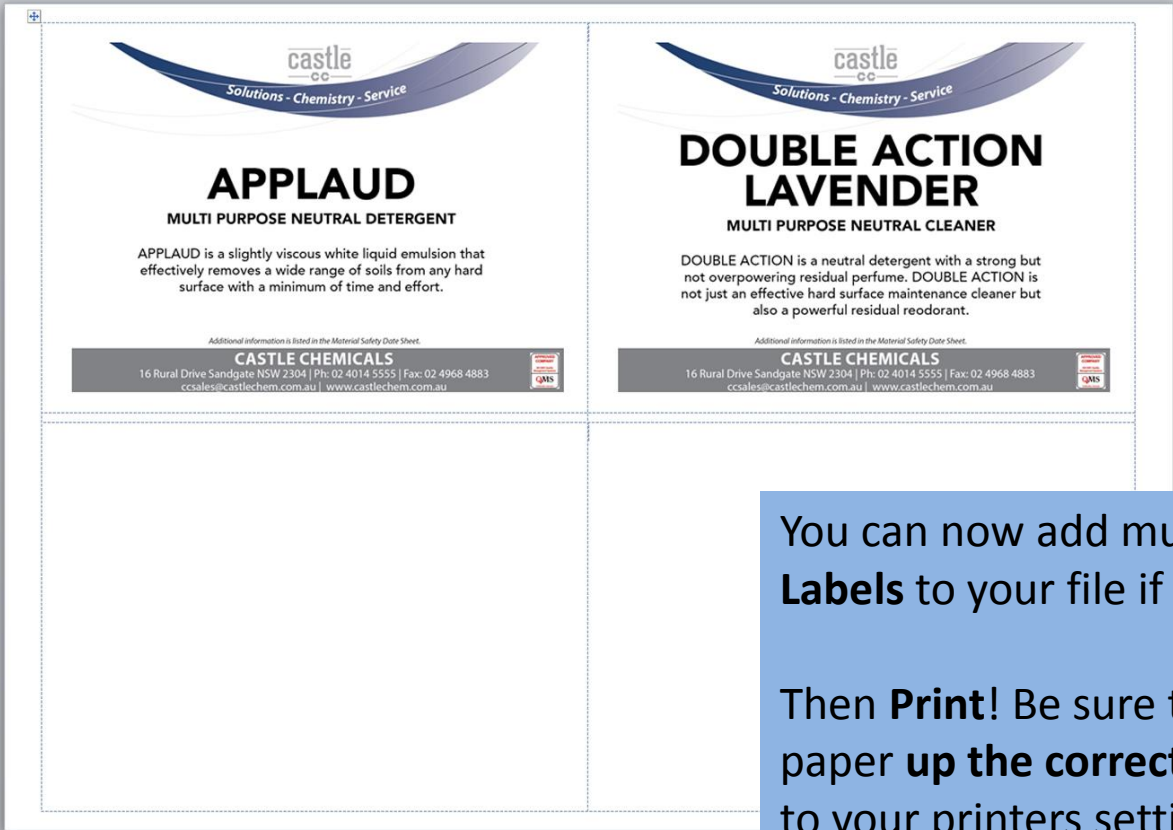
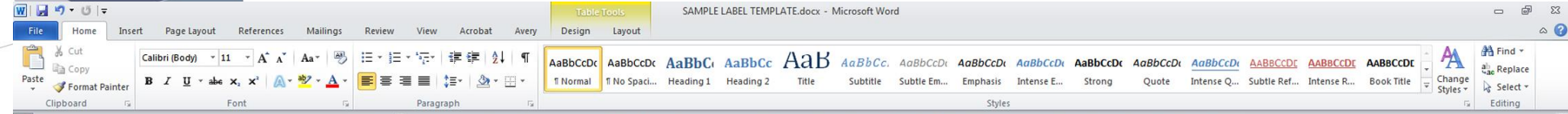
Go to Insert.
Select Picture.
Then select your **downloaded Sample Label** you need.

Name	Date modified	Type
ALL BREEDS SHOW CONDITIONING.jpg	18/06/2016 2:05 PM	JPEG image
ALL BREEDS SHOW SHAMP/OD.jpg	18/06/2016 2:05 PM	JPEG image
ALL CLEAN.jpg	18/06/2016 2:07 PM	JPEG image
ANET FOUN.jpg	18/06/2016 2:07 PM	JPEG image
ANET STAT.jpg	18/06/2016 2:07 PM	JPEG image
APRIL 2016.jpg	18/06/2016 2:08 PM	JPEG image
AQUARIUM.jpg	18/06/2016 2:08 PM	JPEG image
ASP10.jpg	18/06/2016 2:10 PM	JPEG image
AUTO CLEAR.jpg	18/06/2016 2:10 PM	JPEG image
AUTO SORT.jpg	18/06/2016 2:11 PM	JPEG image
BACCHISAN.jpg	18/06/2016 2:11 PM	JPEG image
BALTY.jpg	18/06/2016 2:12 PM	JPEG image



Your **Sample Label** will drop into the first box, or the box selected.

You will then need to **grab the edge** of your Sample Label to make sure it fits nicely into the shape, **making sure all the information is visible.**



You can now add multiple **Sample Labels** to your file if you need.

Then **Print!** Be sure to have the label paper **up the correct way** according to your printers settings.