

How to print labels for your samples

Thank you for ordering evacuated vials from us. We aim to create a seamless labelling system that will be easy for you to use, and easy for us to recycle.

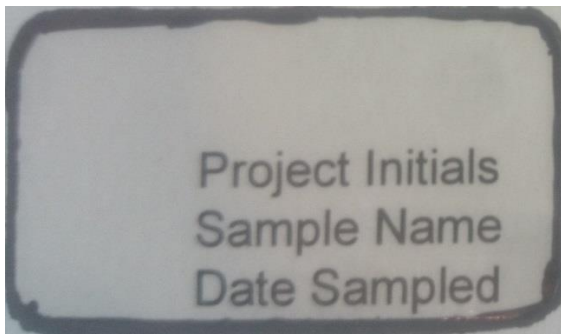
As such, every vial order now includes sheets of blank labels (65 labels per sheet). We use Avery Crystal Clear addressing labels (38.1 x 21.2mm) for all samples as they are easy to peel off and also oil, dirt, splash and tear proof. Using the Avery templates, creating labels with unique sample IDs is very simple.

Step-by-step instructions

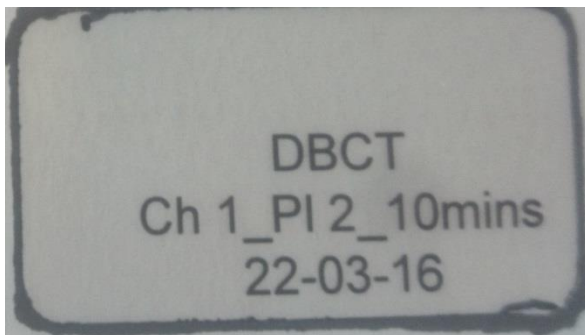
1. Go to the Avery website: http://www.averyproducts.com.au/avery/en_au/Templates-%26-Software/Software/Avery-Design--Print-Online.htm#
2. Enter product code: L7551 and click Go
3. Select the blank design (horizontal)
4. Add a text box (left hand side of screen)
5. Click Import Data (Mail Merge)
6. Click Start Mail Merge
7. Select a file (xls, xlsx, csv.) - this will be your sample list
8. Confirm list- the whole sample list is automatically highlighted
9. Drag and drop relevant 'fields' into the Arrange Fields box
10. Click Complete Merge to automatically fill in sample IDs
11. By selecting the Edit All option (right hand side of screen), you can make adjustments to one label (ie. text size, position) and it will apply these changes to all the labels
12. Once you are happy with labels, click Preview and Print, then Print (right hand side of screen). This will create a PDF file. Download and save this to your computer.
13. Open the PDF from your computer and proceed to print.

Depending on your printer set-up, you may find it easiest to print the labels on a plain A4 sheet of paper first, and then photocopy the page with the labels in the tray of your choice. Alternatively, you can print the labels straight from the computer.

Example of correctly completed labels



Generic label template: project initials, name of sample, date sampled



Completed template: Project initials= DBCT= Dani Bailey Compost Trial, Sample name= Ch 1_PI 2_10 Mins= Chamber 1, Plot 2, 10 minutes, Date sampled= 22-03-16

For further assistance

For more information or assistance with vials and labelling, please contact:

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