**SOP for printing vial labels**

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1. Open an Excel spreadsheet with the desired label data.
2. Resave the file, adding the word “labels” at the end of the file name and save as an .xls file (Excel 97-2003) within the Label files Folder under HoloHydroClim project.
3. In the newly saved file remove all data that will not appear on the printed label.
4. Open the Dymo program and load 1 in. X 2 1/8 in. adhesive labels into the printer. Labels are stored in the drawer to the right of the printer.
5. In Dymo, select the correct label size.
6. Under Tab 2 (Insert) select “text box”.
7. Go to File, choose import data and print, click on NEW, then on the Getting Started Window select NEXT.
8. Choose BROWSE and select the appropriate Excel file and sheet.
9. Checkmark the box that says use first row as field names.
10. Drag the desired fields into the text box and position the fields in the preferred layout.
11. Print selected labels.