

Store Room Labels

Instructions for Printing

These labels are being provided to you in Word Documents so that you can alter them in any way to suit your program's needs.

All labels use the [template Avery 5163](#) – these are standard mailing labels 2 x 4 inches, 10 per page.

Expiry Date Labels

These are labels that you can use to mark boxes that have an upcoming expiry date in order to flag them for immediate use. You've been provided with one document for each calendar month.

Feel free to add other details or change the colours to suit your preference.

Product Labels

There is one document for each product that is provided through OHRDP. They simply contain the product name. They could be used to mark different shelving areas and designate a space for each product. Again, feel free to adapt these labels for the needs of your program.

Notes for Printing Labels

If using a larger printer that has a bypass tray, it is easiest to place labels in the bypass tray for printing. Be sure to indicate 'bypass tray' when selecting your print options.

If there is no bypass tray, and you need to put the labels inside the printer, be sure to adjust your setting when you send the file to print.

After selecting File / Print... you will see a variety of setting options. These will vary depending on your printer and the version of software being used. There may be an additional link to 'printer properties' from this page. Look for a drop-down list of paper options, e.g.: envelope, card stock, labels, etc. and be sure to select **labels**.

To determine whether the sticker side should be facing up or down, print a test page with a sheet of paper. Mark a page with a pencil line on one side. Note if the pencil mark is facing up or down when you set it in the bypass tray or cassette, then you'll see which side of the page was printed on and can place the labels accordingly.

Ontario Harm Reduction Distribution Program

115 Barrack Street, Suite 200

Kingston, Ontario K7K 1G2

Order Desk: orders@ohrdp.ca Other Inquiries: info@ohrdp.ca

1-866-316-2217