Instructions for Using the MTN020 Label Template Word Macros

TEMPLATE Word Files

MTN020 specimen label template Word files will be available via the MTN-020 Study Implementation Materials page of the MTN web site (www.mtnstopshiv.org) and by email attachment sent to the site (when requested).
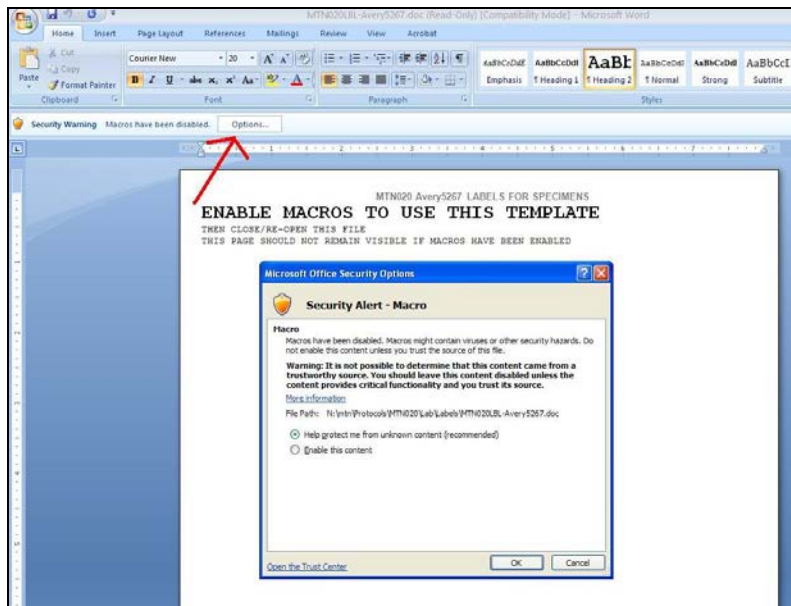
There are two MTN-020 label macro Word files:

1. MTN020LBL-AVERY5267.doc is used to generate primary specimen labels for all specimens other than gram stains slides. This macro uses Avery 5267 1 ¾" W x ½" H label paper, 80 labels per sheet (blank labels provided by SCHARP).

2. MTN020_Small_Gram StainLabels.doc is used to generate gram stain primary specimen labels. This macro uses custom 1 ½" W x ½" H label paper, 132 labels per sheet (blank label stock provided by SCHARP).

Download/save the template files from onto a PC or network drive. (Do not open the files at this point.)

USING THE PROGRAM

1) Open MS-Word and the label template file

2) A Security Warning will appear indicating that "Macros has been disabled." Click on the Options button.

3) A pop up window will appear entitled, "Security Alert – Macro". Select *Enable this content* and click Ok to continue.

4) You should then see a Label Information form like the following:

5) Complete the PTID. The PTID must be valid for this protocol.

6) Check the box labeled "Handwrite Visits and Dates". (Once the labels are printed, the PTID will appear, but the Visit Code/Month and specimen collection date will have to be hand-written on the label by site staff).

7) Click the "Print Labels" button. The following dialog box will appear.

Make sure that you have selected the correct printer and that the labels specified have been inserted correctly.

Some printers require sheets to be inserted right side up and some require right side down.

Then select the "Yes" button.

8) The print dialog from your printer should now pop up. When using Avery 5267, make sure to set your printer Properties to "Letter", 8 ½" x 11" paper. If the correct printer is selected press the "print" button.

9) One (1) Sheet of labels should now be generated. You can print multiple pages, if needed, by specifying the number of copies in the print dialog box.

10) Check the sheet(s) to make sure that the labels have been printed within the label boundaries.

Examples of both types of labels are shown below (on these labels, the "M009" is replaced with "M020" to indicate the MTN-020 study):

11) Repeat from Step 4 to print labels for another PTID, or click Close to end.

Please contact the SCHARP Project Manager for the study if you require additional assistance.