

Using the CVB template for a label mounting sheet

Where were changes made in the 5/21/2018 version?

1. [Page 1, Section "Completing the Form Fields" was revised to include:](#)
 - [Current License Status = status at time of label submission](#)

Where were changes made in the 4/7/2017 version?

1. [Page 4, Section "Submitting Label Sketches" was added](#)

Where were changes made in the 2/22/2017 version?

1. [Page 2, Completing the Form Fields section - "Do not use this mounting sheet for products that have not been assigned a U.S. veterinary biologics product code" was added to the first bullet statement.](#)

Where were changes made in the 9/23/2016 version?

1. [Page 2, Completing the Form Fields \(examples were added for when to use "NA" in fields\)](#)

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The [CVB label mounting sheet template](#) provides standard headers and footers for label submissions, which will appear on every page of the submission. The footer also contains an area for an electronic signature by CVB and the text seen on the processing stamps we use on paper submissions.

The template is intended for use as a MS Word document throughout preparation, submittal, and processing. Please do **not** convert it to pdf or other read-only format to send to CVB.

Editing the Header/Footer

Headers and footers are typically “grayed out” when the cursor is in the body of the document. There are several ways to move the focus out of the body of the document and into the header or footer. One is to put the pointer in the header or footer region and RIGHT click your mouse to show the Edit Header (or Edit Footer) command. Then left click on the command.



Completing the Form Fields

The header and footer have several “form fields” that appear with light gray instructions, even when editing the header/footer. Click directly over the instruction for the field to enter data or select a value from the dropdown picklist.

- Complete every field. Do not use this mounting sheet for products that have not been assigned a U.S. veterinary biologics product code.
- Use “NA” in fields that do not apply.
 - Examples include:
 - No need to specify pkg size on inserts
 - Not all labels replace another or are master labels
- Current License Status = status at time of label submission

Adding the label graphic

Insert an image file from your printer proof into the body of the mounting page. The image file may be any format supported by MS Word, including the list below:

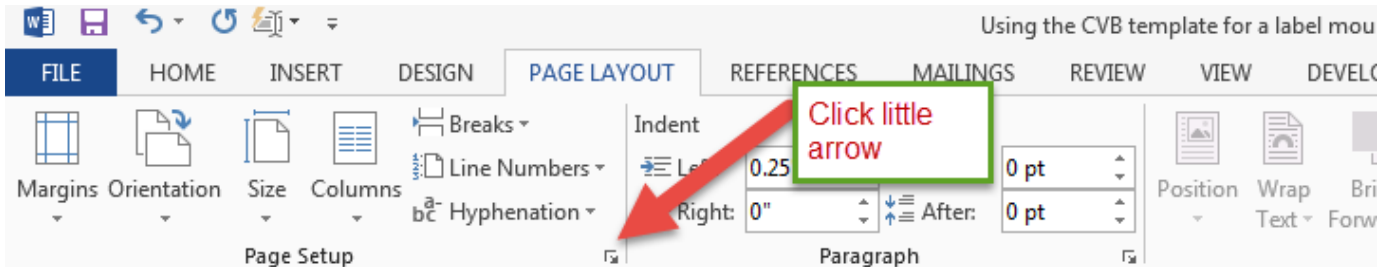
(* .emf, * .wmf, * .jpg, * .jpeg, * .jfif, * .jpe, * .png, * .bmp, * .dip, * .rle, * .gif, * .emz, * .wmz, * .pcz, * .tif, * .tiff, * .cgm, * .pct, * .pict, * .wpg)

- Insert the image at 100% of its actual size, if possible.
- It is permissible to increase the page size to accommodate oversized labels. It is not necessary to specify a paper size for which you have paper to print, as this is an entirely electronic process. If, however, you do need to print the oversized page for your records, it can be converted to pdf and then printed with the Poster setting of Adobe Acrobat. With this feature, the document content is divided into multiple pages of standard-sized paper, which can be pieced together once printed.

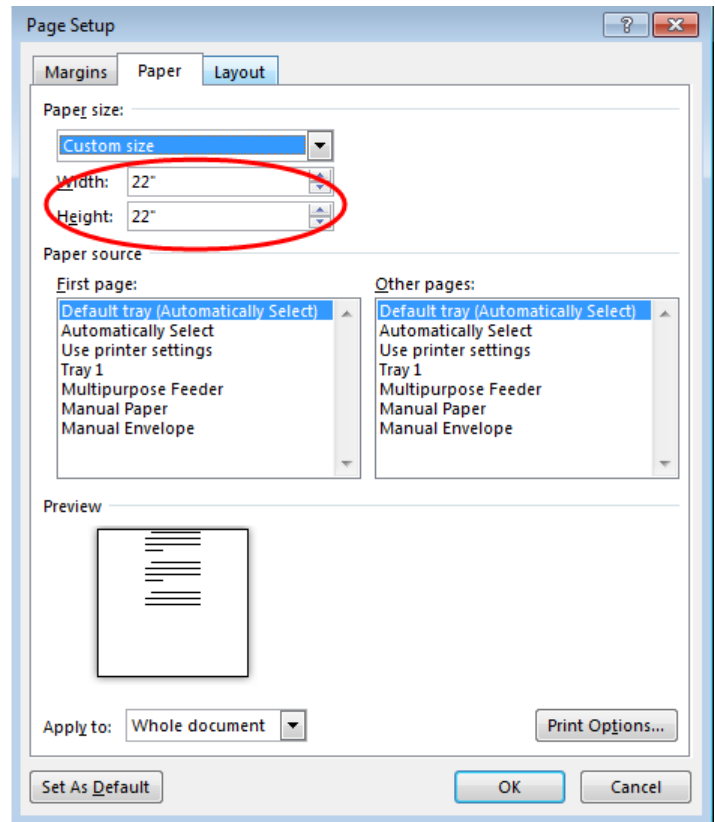
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Adding the label graphic (continued)

To change the paper size: From the Page Layout menu, open the Page Setup dialog box.



From the “Paper” tab of the Page Setup dialog box, you can specify a page size up to 22” x 22”.



If the page size cannot be increased enough to fit the image at 100% magnification, it is permissible to resize the image to less than 100% magnification, provided that the actual magnification is stated on the mounting sheet.

- For Inserts that consist only of text, insert an image file OR paste in a text file. The template will automatically expand to accommodate multiple pages of pasted text.

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Foreign Language Translations

Foreign language translations may be added as text after the label image in the same file with the label OR they may be submitted as separate documents.

- If they are separate documents and a submission contains more than one label, ensure that each file name allows the CVB to easily associate the translation with a specific label.

Submitting Label Sketches

Proposed label text for products that have an assigned product code may be submitted as “sketches” for CVB comment. If you wish to have a label submission considered solely as a sketch, add “For consideration as a sketch” to the body of the mounting sheet.

Labels submitted as sketches will be returned as sketches. Sketches must be followed by a final label submission for formal CVB approval prior to use.