

Create and print in Avery® Design & Print Online

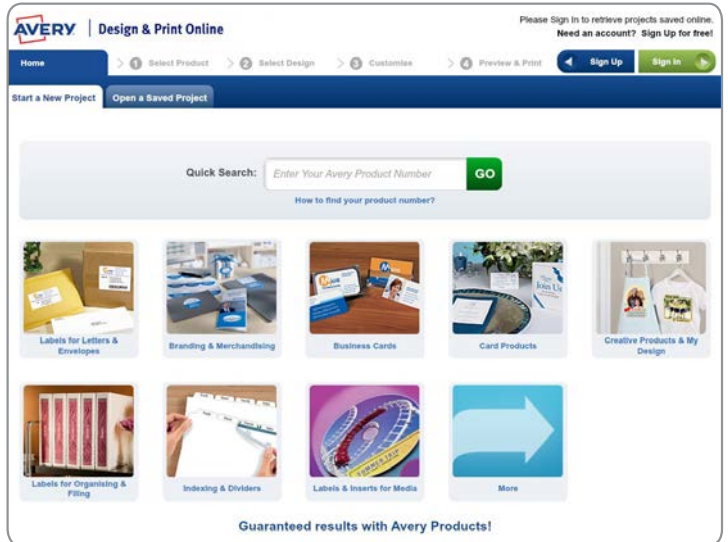


Avery® Design & Print Online is a web-based application that enables you to quickly create and print on Avery products, without needing to download software.

It's available at averyproducts.com.au/print or avery.co.nz/print.

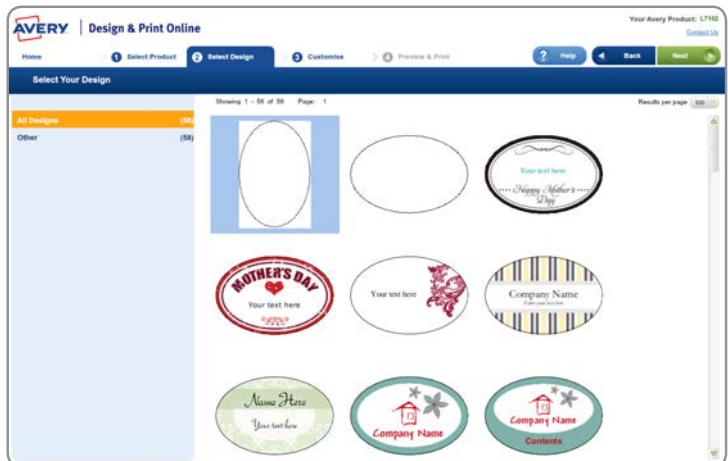
Step 1.

- Visit averyproducts.com.au/print or avery.co.nz/print
- On the Avery Design & Print Online screen, click on **Start Now**
- In the **Enter Your Product Number Here** field, type in the Avery software code or reorder code (you'll find these on your Avery pack)
- Click on **Go**. If there are multiple products using the software code you entered, the **Select Product** screen will appear. Select your product, and click on **Next**.



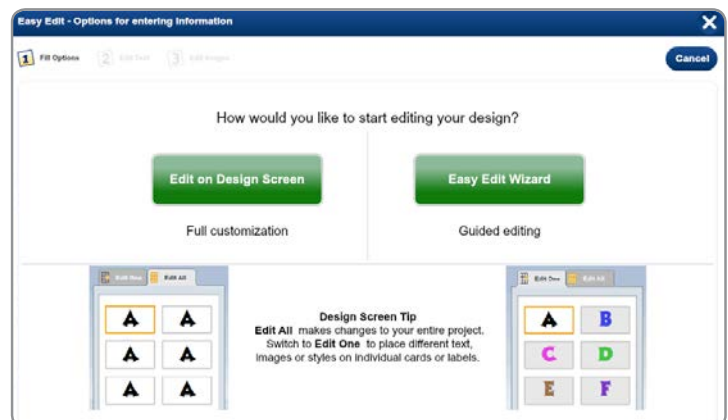
Step 2.

- You'll see the **Select Design** screen. You may see pre-designed templates and/or blank portrait and landscape templates. The templates you see will depend on the software code you entered
- Select the template you would like to use and click **Next**
- If you are using a blank template, go to step 5.



Step 3.

- If you've selected a pre-designed template, the **Edit Options** screen will ask "How would you like to start editing your design?". Select **Edit on Design Screen**. The **Customise** screen will open with your template visible.

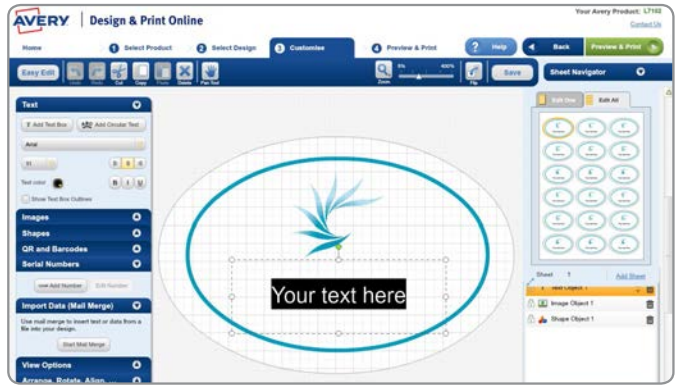


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Step 4.

- If you've selected a pre-designed template, you'll see sample text written on the template. To change the sample text, highlight it and type over it with your information.



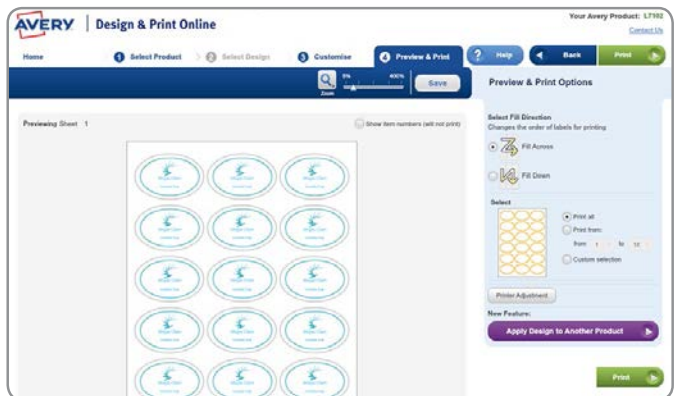
Step 5.

- To add text, click on **Text** (it's on the menu on the left hand side of the screen), and then **Add Text Box**
- To add an image, click on **Images** (it's on the menu on the left hand side of the screen), and then either **From Avery Gallery** (to choose one of the pieces of free clip art) or **From My Computer** (to use your own image).
- When you have finished designing your project, click on **Preview & Print** (in the top right hand corner). You'll then see a preview of your project.



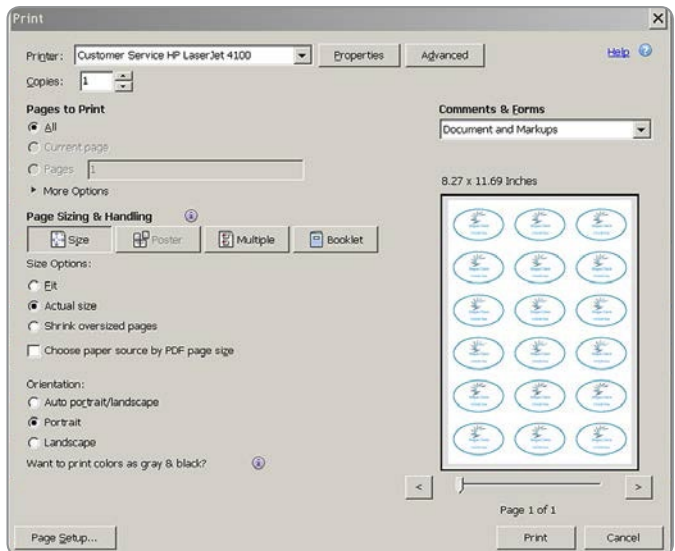
Step 6.

- If you're happy with your project, click on **Print**



Step 7.

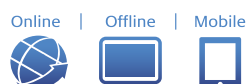
- Design & Print Online will create an Adobe® Acrobat® PDF version of your project
- Print from Adobe Reader as normal. Ensure **Page Scaling** is set to **None** and your page settings are set to A4
- You can save your document in the Adobe PDF format for future printing.



For more detailed information on using Avery Design & Print Online, visit averyproducts.com.au/help or avery.co.nz/help



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Templates & Software



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