

Help Line Up My Labels: Guide for Windows

Is your Avery product lining up on the computer screen but not lining up once they've been printed? Follow the instructions below to find out how to print perfectly!

Step 1.

Checking the Printer Settings in Word

- Open a new blank Microsoft Word document
- If using Microsoft Word 2003, 2010 or 2013 – Click on **File**, in the top left hand corner of the screen
OR
If using Microsoft Word 2007 – Click on the **Office** button, in the top left corner of the screen
- Select **Print** and click on **Properties**
- Ensure **Paper Size** is **A4**. If you're unsure where to change the paper size, you may need to consult your printer manual or the manufacturer's web site.

Step 2.

Checking the Page Layout/Setup in Word

Microsoft Word 2003

- Click on **File** and select **Page Setup**
- Click on the **Paper** tab and ensure **Paper Size** is **A4**
- Click on **Default....**, found in the bottom left of the box and select **Yes**

Microsoft Word 2007 - 2013

- Click on the **Page Layout** tab and select **Size**. Click on **A4**.

Step 3.

Checking Measurement Units in Word

Microsoft Word 2003

- Click on **Tools** and select **Options**
- Click on the **General** tab and ensure **Measurement Units** is shown as **Centimetres**
- If using Microsoft Word 2007 – Click on **Office** button, in the top left hand corner of the screen and select **Word Options**
OR
If using Microsoft Word 2010 or 2013 – Click on the **File** and select **Options**
- Click on **Advanced**, on the left side of the menu. Scroll down the menu to the **Display** section.
- In the field **Show Measurements in Units of:**, change to **Centimetres**

Step 4.

Checking the Printer Settings in Microsoft Windows

- If using Microsoft Windows XP – Click on the **Start** button and select **Settings**. Click on **Control Panel** and double click on **Printers and Faxes**
OR
If using Microsoft Windows Vista® or Microsoft Windows 7 – Click on the **Start** and select **Devices and Printers**
OR
If using Microsoft Windows 8 – Open the **Start** screen and type **Control Panel** and choose **Control Panel** from the list of apps. Click on **Devices and Printers**.
- Right click on the printer you are using and select **Printing preferences**. Ensure **Paper Size** is **A4**. If unsure where to change the paper size, you may need to consult your printer manual or the printer manufacturer's web site.
- Click **Apply** and then **OK**

Step 5.

Checking Australian and New Zealand Settings in Microsoft Windows

Microsoft Windows XP

- Click on the **Start** button and select **Settings**. Click on **Control Panel** and then **Regional and Language Options**.
- Select the **Regional Options** tab. Under the heading **Standards and Formats**, select **English (Australia)** or **English (New Zealand)**.

Microsoft Windows Vista

- Click on the **Start** button and select **Control Panel**. Select **Clock, Language & Region**
- Select **Regional and Language Options**. Click the **Location** tab and set to **Australia** or **New Zealand**. Click on **OK**.

Microsoft Windows 7

- Click on the **Start** button and select **Control Panel**. Select **Clock, Language & Region**.
- Select **Change location** and set to **Australia** or **New Zealand**. Click on **OK**.

Microsoft Windows 8

- Open the **Start** screen and type **Control Panel** and choose **Control Panel** from the list of apps. Select **Clock, Language & Region**.
- Select **Change location** and set to **Australia** or **New Zealand**. Click on **OK**.

