

Adding images in the Avery® Wizard

Check out our full range of Step-by-Step Guides on our web site!

Download the FREE Avery® Wizard from www.averyproducts.com.au or www.avery.co.nz. It will walk you step by step through labelling and mail merge and is the easiest place to add images to your labels.

1

- Download the Avery Wizard and open Microsoft Word

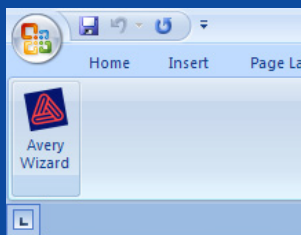
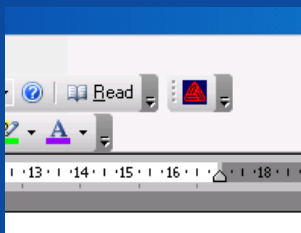
MICROSOFT WORD XP AND 2003

- Click on the **Avery Wizard** icon on your toolbar
- The Avery Wizard will open
- On the **Welcome** screen, click **Next**

OR

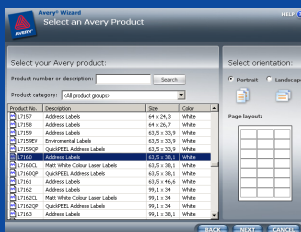
MICROSOFT WORD 2007

- Click on the **Avery** toolbar on your ribbon, then click on the **Avery Wizard** icon
- The Avery Wizard will open
- On the **Welcome** screen, click **Next**



2

- On the **Select an Avery Product** screen, in the **Product number or description** field, type in the Avery software code you want to use, and click **Search**
- Select the relevant product and click **Next**



3

- On the **Options for Entering Information** screen, you'll see four ways you can enter information
- If you'd like to create a sheet where each label is the same, select **Create a sheet of identical layouts**
- If you'd like each label to have different information, select **Type many different entries on a sheet**
- To mail merge, select **Merge data from an existing data file**
- Click **Next**

4

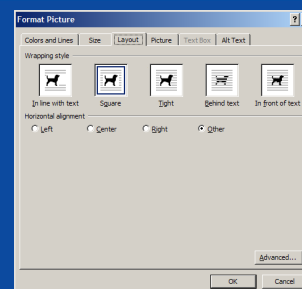
- On the **Customize, Design and Select Print Options** screen, click on the **Insert image** icon on your toolbar
- Navigate to the image you would like to insert
- Click **Insert**

MICROSOFT WORD XP AND 2003



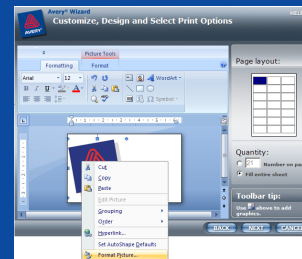
5

- The image will be inserted. Your Microsoft Word picture settings will determine how the image positioned.
- To be able to move the image around freely, right click the image and select **Format Picture**
- Select the **Layout** tab, and in the **Wrapping style** area, select **Square**
- Click **OK**. When you return to the Wizard, you can use your mouse to move the image to the desired position.



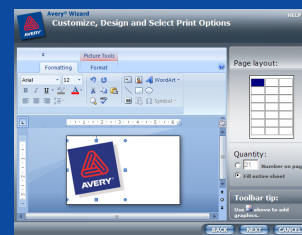
6

- To resize your image, use your mouse to drag the handles in the corners of your image to the right size
- To set exact measurements, right click the image and select **Format Picture**
- Select the **Size** tab and enter your preferred height or width. To ensure the height and width are kept in proportion, ensure **Lock aspect ratio** is ticked
- Click **OK**



7

- If you selected **Type many different entries on a sheet** in step 4, you'll need to insert the image on each of your labels. Move to a new label by clicking on it in the **Page layout** area.



8

- Add your text, or your merge fields. You can use all your standard fonts, colours and Microsoft Word tools to format your label.
- When you've finished preparing your label, click **Next**

9

- To preview your work, click **Print Preview**, or click **Finish** to switch to your completed work
- For easy printing, always make sure your print settings are set to **A4**

