

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 www.averyproducts.com.au or www.avery.co.nz.

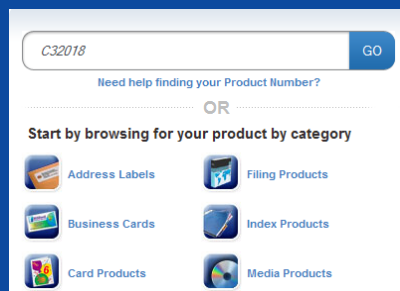
Check out our full range of Step-by-Step Guides on our web site!

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- Visit www.averyproducts.com.au or www.avery.co.nz
- Place your mouse on the **Templates & Software** button on the navigation bar at the top of your page
- From the list that appears, select **Avery Design & Print Online**
- On the Avery Design & Print Online screen, click on **Start Here**

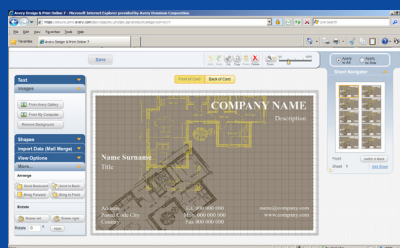
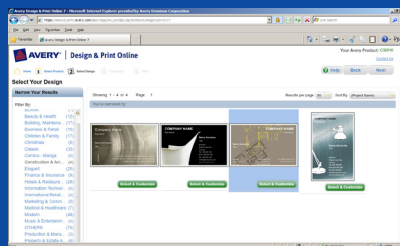
2

- In the **Enter Your Product Here** field, type in the software code on your Avery packet
- Click on **Go**. You'll see the **Select Your Design** screen.



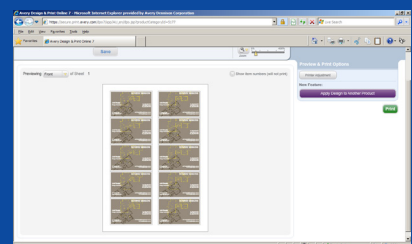
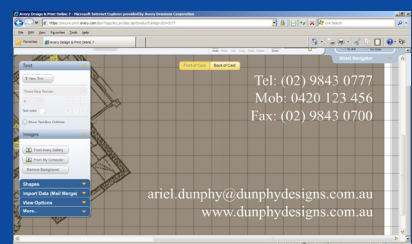
3

- Select the template you like. You may see pre-designed templates and/or portrait and landscape templates. The templates you see will depend on the software code you entered.
- Click on **Select & Customise**. The **Customise** screen will open with your template visible.



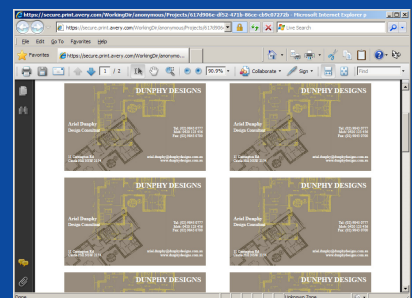
4

- If you've selected a pre-designed template, highlight the existing text and type over it
- To add text, click on **Text** (it's on the menu on the left hand side of the screen), and then **New Text**
- 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**. You'll see a preview of your project.



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- If you're happy with your project, click on **Print**
- Design & Print Online will create an Adobe Reader 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



Save your projects online

- Click on **Register** (it's at the top right on the screen where you entered the software code) and enter your details. You'll create a MyAvery account where you can save your Design & Print Online projects.
- To save your project, click on the **Save** button near the top of your screen. You can choose to save the file on in your MyAvery account.
- Next time you open Design & Print Online, you'll see your saved projects at the bottom of the screen, ready to be opened