

# Create and print using Avery® Wizard

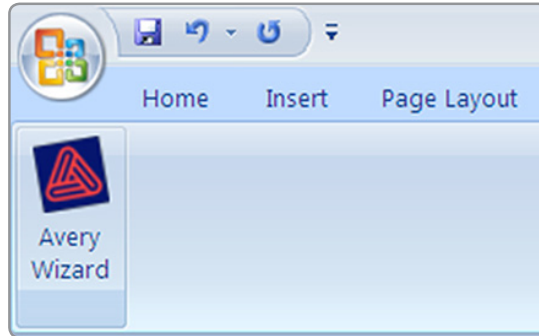


The Avery® Wizard is a free application that works within Microsoft® Office so that you can design Avery labels and cards with the familiar Microsoft Office buttons.

Download it from [averyproducts.com.au/wizard](http://averyproducts.com.au/wizard) or [avery.co.nz/wizard](http://avery.co.nz/wizard).

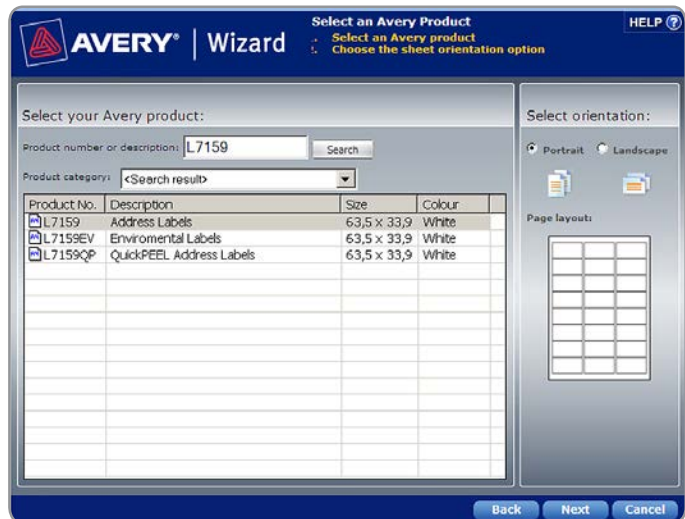
## Step 1.

- Download the Avery Wizard from [averyproducts.com.au/wizard](http://averyproducts.com.au/wizard) or [avery.co.nz/wizard](http://avery.co.nz/wizard)
- Open Microsoft Word
- Click on the **Avery** toolbar on your ribbon, then click on the **Avery Wizard** icon
- On the opening screen, click **Next**.



## Step 2.

- On the **Select an Avery Product** screen, in the **Product number or description** field, type in the Avery software code or product number (you'll find these on your Avery pack)
- Click on **Search**
- Select your product and click on **Next**.



## Step 3.

- On the **Options for Entering Information** screen there are four options to select how the information is entered
- To create a sheet of the same information (like return address labels), select **Create a sheet of identical layouts**
- To create a sheet with different information on each label (like labels for your files and folders), select **Type many different entries on a sheet**
- Click on **Next**.



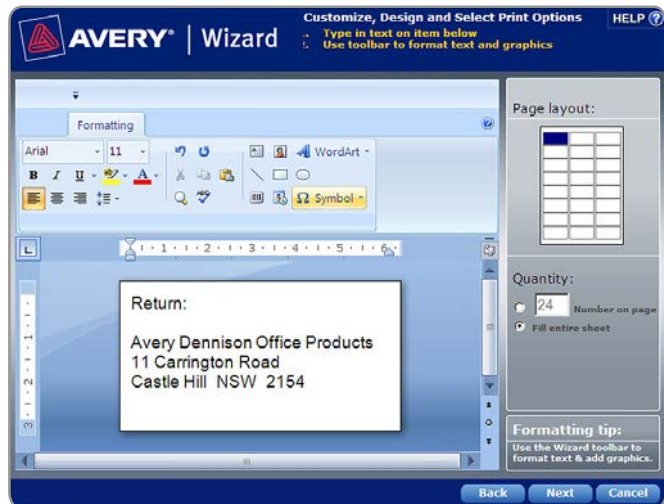
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## Step 4.

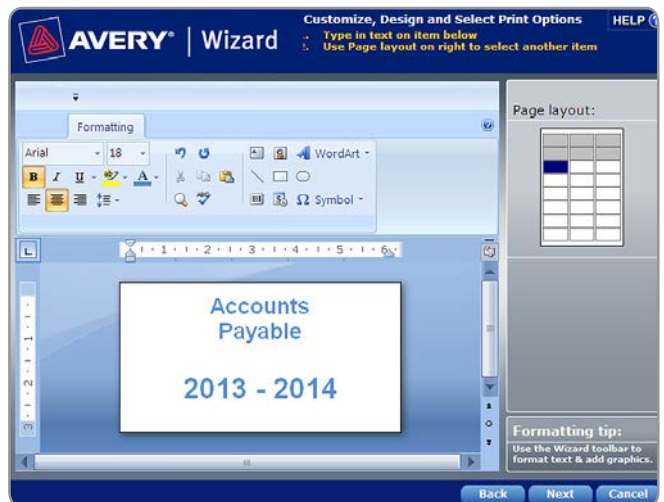
### To create a sheet of the same label

- If you selected **Create a sheet of identical layouts** in step 3, on the **Customize, Design and Select Print Options** screen, use the **Quantity** area to select whether you wish to fill the entire label sheet, or a portion of the page
- Design your label by typing on it, adding images and shapes, and changing colours and fonts. You'll see the familiar Microsoft Word buttons you need. The changes that you make will appear on all of your labels
- When you are finished, click on **Next**. The **Print Preview and Finish** screen will open.



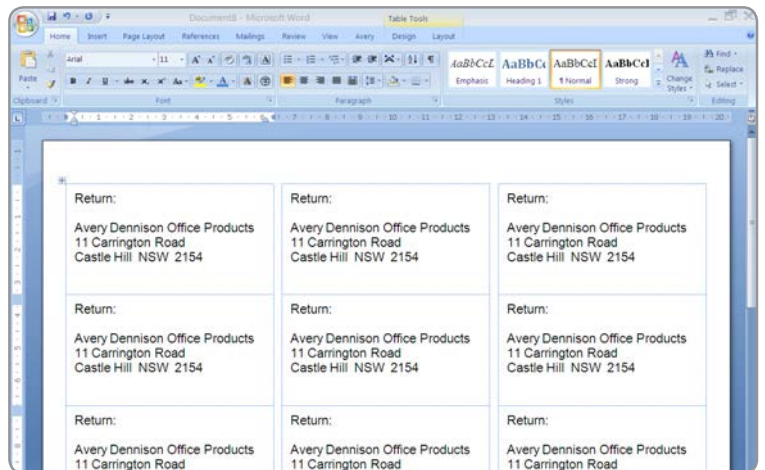
### To create a variety of labels

- If you have selected **Type many different entries on a sheet** in step 3, on the **Customize, Design and Select Print Options** screen, select each label individually using the **Page layout** tool
- Design your label by typing on it, adding images and shapes, and changing colours and fonts. You'll see all the familiar Microsoft Word buttons you need. The changes that you make will apply to the label you have selected in the **Page layout** area
- When you are finished, click on **Next**. The **Print Preview and Finish** screen will open.



## Step 5.

- To preview your work before printing, click on **Print Preview**, or to open your finished document, click on **Finish**.



### TIP:

For easy printing, always make sure your print settings are set to **A4** in Microsoft Word!



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Templates & Software



averyproducts.com.au or avery.co.nz