

Design and print Avery Business Cards with 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 downloading software. It's available at www.averyproducts.com.au or www.avery.co.nz.

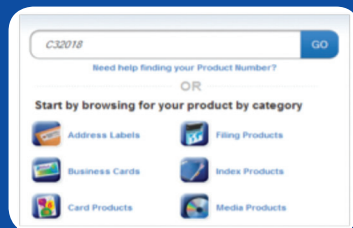
Check out our full range of **Step-by-Step Guides** on our web site!

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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**

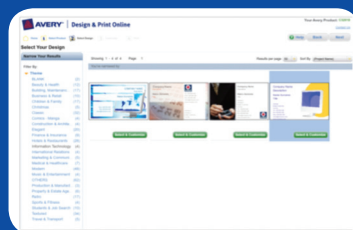
2

- In the **Enter your Product Number here** field, type in the software code on your Avery Business Cards pack
- Click on **Go**. You'll see the **Select Your Design** screen with all the available pre-designed templates in categories.



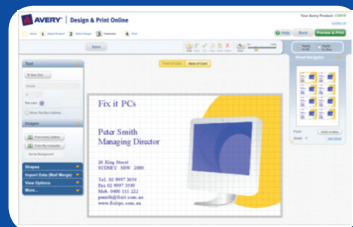
3

- Select the template you like. 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.

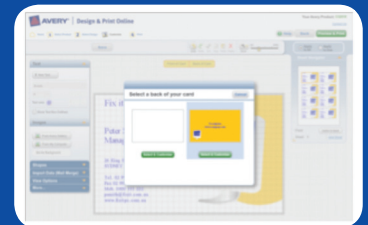


4

- 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)

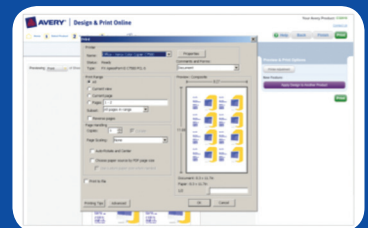
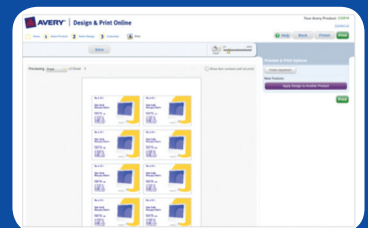


- If your business card is double sided, click on **Back of Card** and select the design you prefer. Click on **Select & Customise**. If you choose the blank design you can add your own text and images. If you choose the pre-designed option, you can update the text.
- When you have finished designing your business card, click on **Preview & Print**. You'll see a preview of your card.
- To switch between the front and back of your card, select **Previewing Front or Back** (look for it at the top left of your sheet of cards)



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- If you're happy with your cards, click on **Print**
- Design & Print Online will create an Adobe Reader® PDF version of your cards
- 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 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