



Information Sheet

Avery shows you how, step-by-step

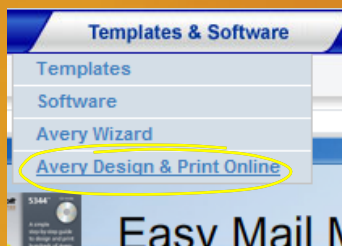
Check out our full range of "How to" sheets on our website!

Add and format text 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.

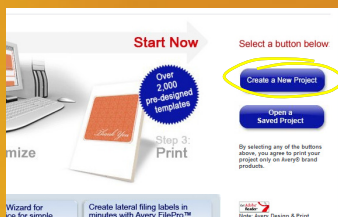
1

- 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 screen
- From the drop down list that appears, select **Avery Design & Print Online**



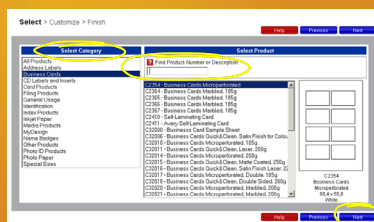
2

- On the **Avery Design & Print Online** screen, select **Create a New Project**



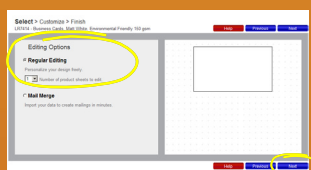
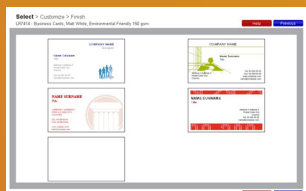
3

- On the **Select** screen, either enter your desired software code in the **Find Product Number or Description** field, or navigate using the **Select Category** area
- Click **Next**



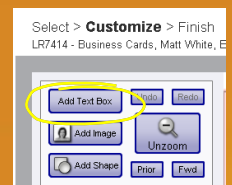
4

- On the **Select** screen, you will see the available blank and pre-designed templates. Click on the template you wish you use.
- The **Editing Options** screen will open. Click on **Regular Editing**. Select the number of product sheets to edit.
- Click **Next**



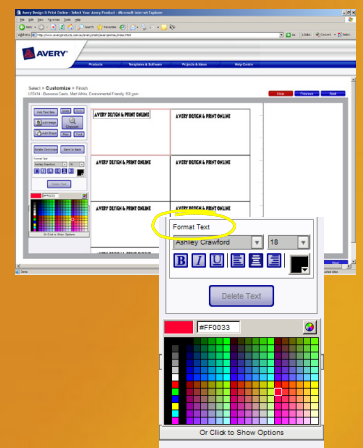
5

- In the tools area, click on **Add Text Box**
- The text tools will be revealed
- A text box will be added to your first panel. If you have ticked the **Auto Copy** box, the text box will be added to each panel.



6

- Click inside the text box and commence typing. You will see the text changing on the panel(s) to reflect your typing.
- Use the **Format Text** area to apply fonts, size, paragraph alignment and colours
- Only one set of formatting may be applied to a single text box. To use different formatting, follow step 5 again.



7

- When you select the text box with your mouse, a grey box will appear around it
- To move the text box, hold your mouse over the top or bottom sides. A cross with 4 arrows will appear. Hold down your mouse and move it to reposition the text.
- To increase the size of the text box (if it is too small for the text), drag one of the white buttons at the left or right end of the box
- To rotate the text box, click on the green ball at the top of the text box. Hold down your mouse and turn it to position the text at the desired angle.



8

- Use the other tools to add images and shapes
- When you have finished designing your page, click **Next** to commence the printing process. You will require Adobe® Reader 5 or later.

