

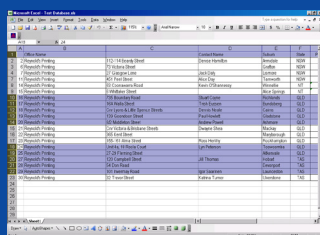
Mail merge with the Avery® Wizard from Microsoft® Excel®

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

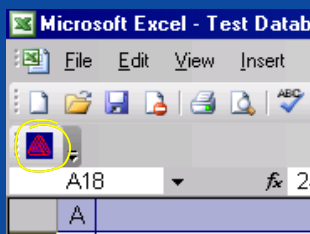
Download the FREE Avery® Wizard from www.averyproducts.com.au or www.avery.co.nz. You'll be amazed at how quickly you can mail merge from Microsoft® Excel®.

- 1**
- Download the Avery Wizard and open Microsoft Excel
 - Open the Microsoft Excel database you would like to mail merge

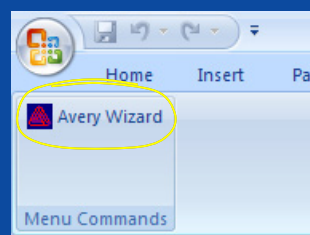
- 2**
- Use your mouse to select the header row of your data, and the rows of data you would like to use
 - **Hint:** to select multiple consecutive rows, hold down your **Shift** key and drag your mouse down
 - **Hint:** to select individual rows, click on your **Ctrl** key and select each row individually



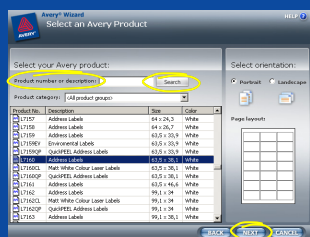
- 3**
MICROSOFT EXCEL XP AND 2003
- Click on the **Avery Wizard** icon on your toolbar
 - The Avery Wizard will open
 - On the **Welcome** screen, click **Next**



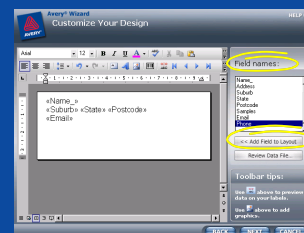
- OR**
MICROSOFT EXCEL 2007
- Click on the **Add-Ins** toolbar on your ribbon
 - Click on the **Avery Wizard** icon
 - The Avery Wizard will open
 - On the **Welcome** screen, click **Next**



- 4**
- 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**



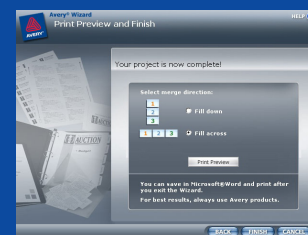
- 5**
- On the **Customize Your Design** screen, you will see the fields from your data in the **Field names** area
 - In the **Field names** area, click on a field you would like on your labels and click on **<< Add Field to Layout**. Each time, the field will be added to your label.
 - Repeat for each field required on the label



- 6**
- You can use all normal Microsoft Word and keyboard functions to change margins, move to new lines, change colours, fonts etc to design your label
 - When you are finished, click **Next** to complete the merge

Editing and formatting once in the Wizard is much faster than formatting each label in Microsoft Word!

- 7**
- On the **Print Preview and Finish** screen, select a merge direction
 - Select **Fill down** for Avery Quick Peel™ Labels so they will be easy to remove in the order in which you merged your data



- 8**
- To preview your work, click **Print Preview**, or click **Finish** to switch to your completed work
 - **Hint:** for easy printing, always make sure your print settings are set to **A4**

