AVERY®

Avery shows you how!

## Mail merge to Avery® labels with the Avery Wizard

Instructions for Microsoft® Word 2007 and 2010

Download the FREE Avery® Wizard from **www.averyproducts.com.au or www.avery.co.nz.** It will walk you through mail merge, step by step.
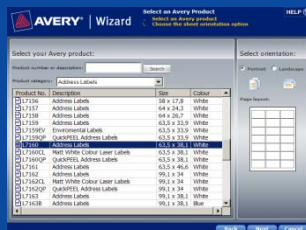
1
- Download the Avery Wizard and open Microsoft Word
- Click on the **Avery** toolbar on your ribbon, then click on the **Avery Wizard** icon
- On the opening screen, click **Next**
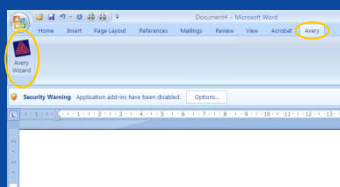
2
- On the **Select an Avery product** screen, in the **Product number or description** field, type in the Avery software code you want to use, and click **Search**
- Select the relevant product and click **Next**

3
- On the **Options for Entering Information** screen, select **Merge data from an existing data file** and click **Next**

4
FOR FIRST TIME USERS
- Click on **Browse**
- Navigate to your file and click **Open**, then click **Next**

OR

QUICK SEARCH: SEE SELECTED FILE TYPES
- Click on **Access...**, **Excel...** or **Word...**, and while navigating to your files, you will only see those files types
- Navigate to your file and click **Open**, then click **Next**

IF YOU'VE ALREADY USED A DATABASE
- Any files you have recently merged will appear in **Your most recent data files**
- Click on your file 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**. 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

Tip:
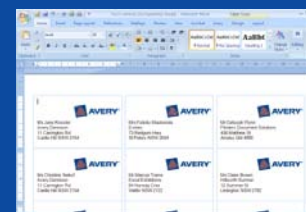Editing and formatting once in the Wizard is much easier than formatting every label in Microsoft Word!

7
- To insert an image on each label, click on the **Insert image** button
- You can use the standard text wrapping, resizing etc to design your label
- When you are finished, click **Next**

8
- To preview your work, click Print **Preview**, or click **Finish** to switch to your completed work

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

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

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