



# Information Sheet

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

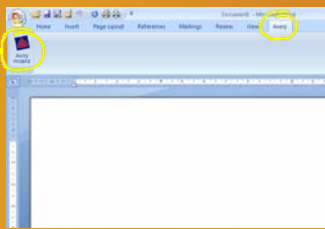
**Avery shows you how, step-by-step**

## Mail merge to Avery® labels with the Avery Wizard from Microsoft® Word 2007

Download the FREE Avery® Wizard from [www.averyproducts.com.au](http://www.averyproducts.com.au) or [www.avery.co.nz](http://www.avery.co.nz). It will walk you step by step through mail merge, without you ever leaving Microsoft® Word.

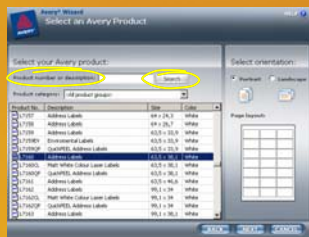
1

- 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 **Welcome** screen, click **Next**



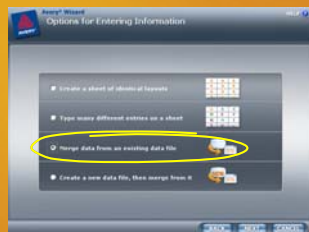
2

- 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, you'll see four ways you can enter information
- To mail merge, select **Merge data from an existing data file** and click **Next**



STEP 4 now shows you three methods to select your merge data

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### RECENTLY USED FILES

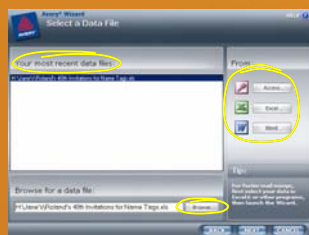
- Any files you have recently merged will appear in **Your most recent data files**
- Click on your file and click **Next**

*The quickest way to select data*

OR

### QUICK SEARCH: SEE SELECTED FILE TYPES

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



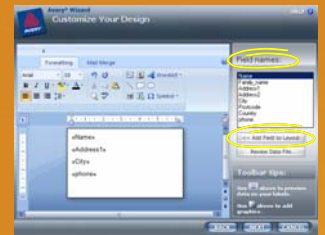
OR

### TRADITIONAL FILE NAVIGATION

- Click on **Browse...**
- Navigate to your file and click **Open**, then click **Next**

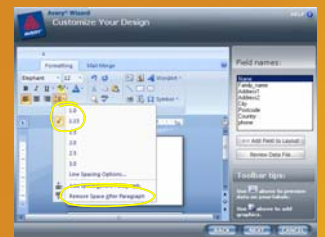
5

- 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.



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- Default Microsoft Word 2007 settings may include spacing between lines of text
- To remove the space, highlight the lines of text, then click on the **Line spacing** button
- Select **1.0**
- Click on the **Line spacing** button again and select **Remove Space After Paragraph**



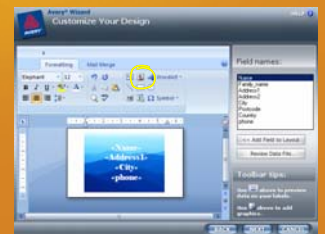
7

- 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

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

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



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

*Fill down allows for printing on Avery Quick Peel™ Labels*

