



Information Sheet

Avery shows you how, step-by-step

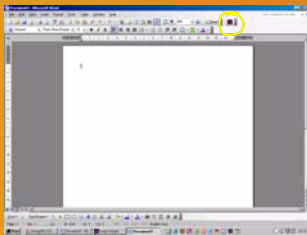
Check out our full range of "How to" sheets on our website!

Mail merge to Avery® labels with the Avery Wizard from Microsoft® Word XP and 2003

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

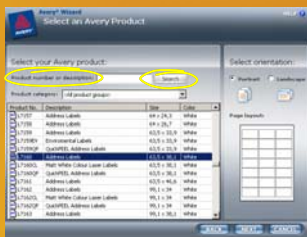
1

- Download the Avery Wizard and open Microsoft Word
- Click on the **Avery Wizard** icon on your toolbar
- On the **Welcome** screen, click **Next**



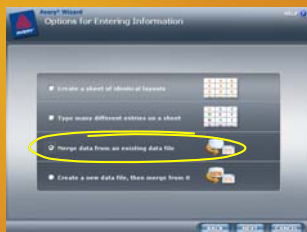
2

- 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**



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- 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

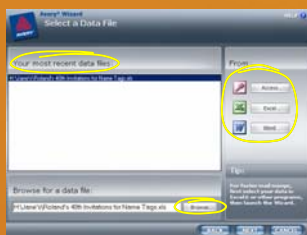
- Any files you have recently merged will appear in **Your most recent data files**
- Click on your file and click **Next**

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**



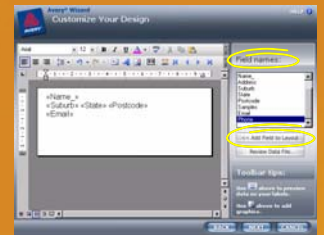
OR

TRADITIONAL FILE NAVIGATION

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

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- 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.



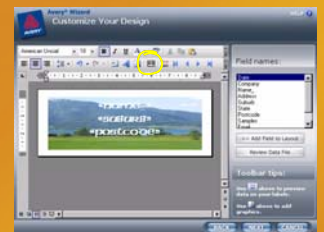
6

- You can use all normal Microsoft Word and keyboard functions to change margins, move to new lines, change colours, fonts etc 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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- 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



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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**

