



# Information Sheet

Avery shows you how, step-by-step

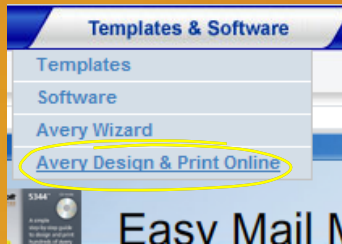
Check out our full range of "How to" sheets on our website!

## Mail merge 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](http://www.averyproducts.com.au) and [www.avery.co.nz](http://www.avery.co.nz).

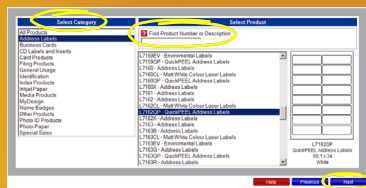
1

- Visit [www.averyproducts.com.au](http://www.averyproducts.com.au) or [www.avery.co.nz](http://www.avery.co.nz)
- Place your mouse on the **Templates & Software** button on the top navigation bar
- From the drop down list that appears, select **Avery Design & Print Online**
- On the **Avery Design & Print Online** screen, select **Create a New Project**



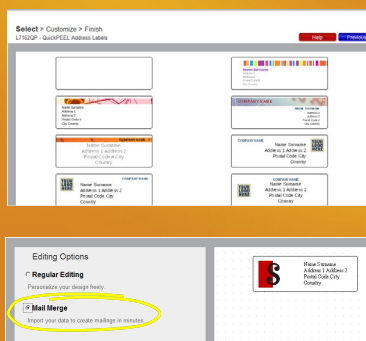
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- On the **Select Avery Product** screen, either enter your desired software code in the **Find Product Number or Description** field, or navigate using the **Select Category** area
- Click **Next**



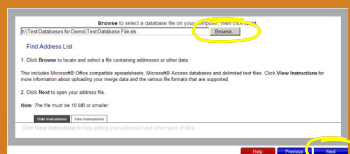
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- You will see the available blank and pre-designed templates. Click on the template you wish you use. The **Edition Options** screen will open
- Select **Mail Merge**
- Click **Next**



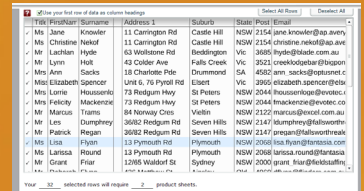
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- To select your data, click on **Browse**
- Navigate to your file location and click **Open**
- Click **Next**
- Your data will be visible



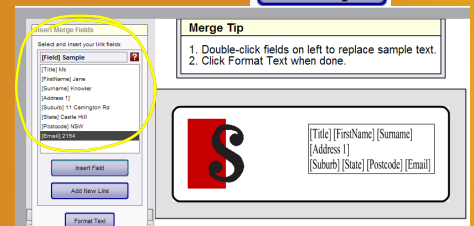
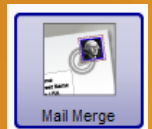
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- If you have a row of headings in your data, ensure the **Use your first row of data as column headings** is ticked
- You will be able to scroll through your data and deselect entries
- When you have finished selecting or deselecting entries, click **Next**



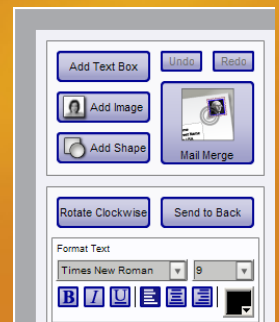
7

- Click on the **Mail Merge** button in the left tools menu. The field names from your database will be visible.
- Click within an existing text box or click **Add Text Box** to insert a new text box
- Double click on a field name to add it to your text box
- Add a space or new line using your keyboard



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- When you have finished adding fields, click **Format Text** in your left menu
- Use your standard tools to format your text, add images and shapes (see our other Design & Print Online guides for assistance)
- When you have finished designing your label, click **Next**



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- Take the chance to review the merge. When you are happy, click **Next** to commence the printing process. You will require Adobe® Reader 5 or later.
- Click on **Print Your Project**. An Adobe Reader PDF version of your project will open.
- Print from Adobe Reader as normal. Ensure **Page Scaling** is set to **None**, and your page settings are set to A4.

