



# Information Sheet

Avery shows you how, step-by-step

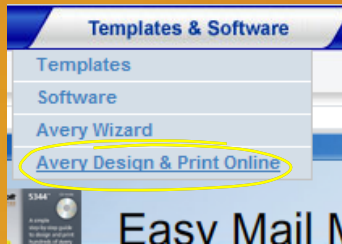
## Create and print in Avery® Design & Print Online

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

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) or [www.avery.co.nz](http://www.avery.co.nz).

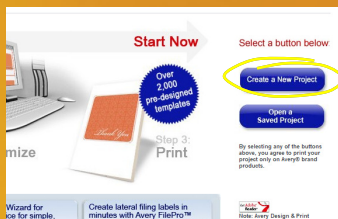
1

- 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 navigation bar at the top of your screen
- From the drop down list that appears, select **Avery Design & Print Online**



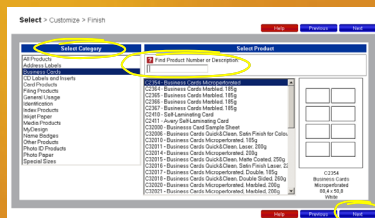
2

- On the **Avery Design & Print Online** screen, select **Create a New Project**



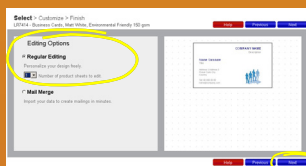
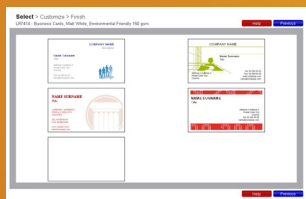
3

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



4

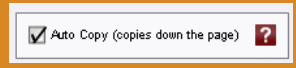
- On the **Select** screen, you will see the available blank and pre-designed templates. Click on the template you wish you use.
- The **Editing Options** screen will open. Click on **Regular Editing**. Select the number of product sheets to edit.
- Click **Next**



5

### TO USE AUTO COPY

- The **Auto Copy (copies down the page)** function is found at the bottom of the left hand side tools area
- To insert an image or text on **every panel on your sheet**, ensure you have the card or label in the uppermost left hand corner selected and the **Auto Copy** box ticked. Insert the text, images, formatting etc you would like on every card or label. *Use this to create a sheet of business cards, where all information is the same on each card.*
- To insert something on a **selection of panels**, select the first panel on which you would like it to appear and **ensure the Auto Copy** box ticked. Insert the text, images, formatting etc you would like on all remaining panels. *Use this to create a sheet of pricing labels, where half has one price and the other half has another price.*
- If you would like **only some elements on all panels**, then ensure the **Auto Copy** box is ticked and add the common elements first. Then untick the box and add the unique parts to each label. *Use this to create Christmas gift tags where you use the same image on each tag, then separately add a name to each tag.*



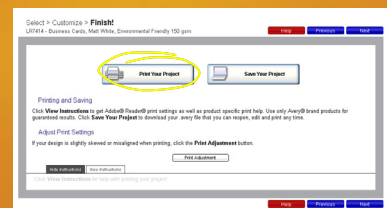
6

- In the tools area, click on **Add Text Box** to add text
- In the tools area, click on **Add Image** to add an image
- In the tools area, click on **Add Shape** to add a shape
- When you have finished designing your page, click **Next** to commence the printing process. You will require Adobe® Reader 5 or later.



7

- On the **Finish!** screen, 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.
- You can save your document in the Adobe PDF format for future printing



8

- If you would like to save your document for future editing in Avery Design & Print Online, click on **Save Your Project** and you will be prompted to save it in a compatible format

