



Information Sheet

Avery shows you how, step-by-step

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

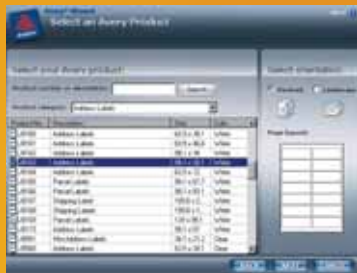
Create and print on your Avery® labels

USING THE FREE AVERY WIZARD

Download the FREE Avery Wizard from www.averyproducts.com.au or www.avery.co.nz. It will walk you step by step through labelling, 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**
- Select the Avery product you want to use, and click **Next**



2

- On the **Options for Entering Information** screen, you'll see four ways you can enter information
- If you'd like to create a sheet of the same label, select **Create a sheet of identical layouts**
- If you'd like to create a variety of labels on your sheet, select **Type many different entries on a sheet**. Click **Next**.



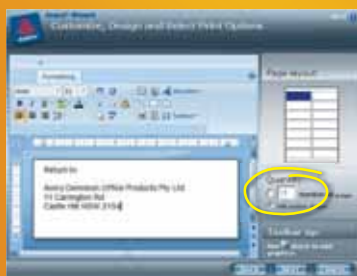
3

- You will use the **Customize, Design and Select Print Options** screen to enter the information for your label. Use Microsoft Word functions to format your fonts, or add graphics or shapes. You've never left Word, so everything works the same!

STEP 4 now shows you the steps to create a page of the same label, or a page where each label can be different

4

- A PAGE OF THE SAME LABEL**
- If you selected **Create a sheet of identical layouts** in Step 2, use the **Quantity** area to select whether you'd like to fill the entire label sheet, or a portion of the page
 - When finished, click **Next**
 - To preview your work, click **Print Preview**, or click **Finish** to switch to your completed work



OR

- A PAGE OF DIFFERENT LABELS**
- If you selected **Type many different entries on a sheet** in Step 2, type the information on each label
 - Move to a new label by clicking on it in **Page layout**
 - When finished, click **Next**
 - To preview your work, click **Print Preview**, or click **Finish** to switch to your completed work

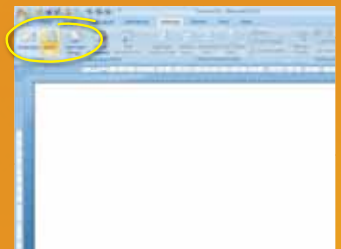


USING AVERY TEMPLATES IN MICROSOFT WORD 2007

Avery templates are available in Microsoft Word, ready to use for great print results.

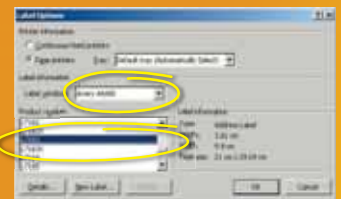
1

- Click on the **Mailings** toolbar on your ribbon, then click on the **Labels** icon



2

- In the **Envelopes and Labels** box, click on the **Labels** tab
- To specify your label type, click on **Options...**
- In the **Label Options** box, in the **Label vendors** field, ensure **Avery A4/A5** is selected
- From the **Product number** list, select your label. Click on **OK**.



3

- In the **Print** area of the **Envelopes and Labels** box, select **Full page of the same label**

STEP 4 now shows you the steps to create a page of the same label, or a page where each label can be different



4

- A PAGE OF THE SAME LABEL**
- Type your information in the **Address** field
 - To change font and paragraph settings, highlight your text, right mouse click in the **Address** area, and select from the drop down menu
 - To print your work, click on **Print**
 - To preview, edit and save it, click on **New Document**, and your sheet of identical labels will open



OR

- A PAGE OF DIFFERENT LABELS**
- Click on **New Document**. A sheet of blank labels will open in Word.
 - Use your standard Microsoft Word functions to create and format each label
 - Follow normal steps to print

