

Adding and Formatting Text 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 averyproducts.com.au/print or avery.co.nz/print.

Step 1.

- Visit averyproducts.com.au/print or avery.co.nz/print
- On the Avery Design & Print Online screen, click on **Start Now**
- In the **Enter your Avery product number here** field, type in the Avery software code or reorder code (you'll find this on your Avery pack)
- Click on **Go**. If there are multiple products using the software code you entered, the **Select Product** screen will appear. Select your product, and click on **Next**.



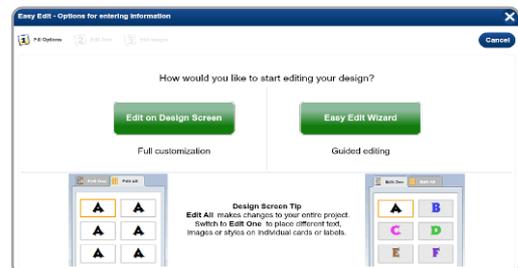
Step 2.

- You'll see the **Select Design** screen. You may see pre-designed templates and/or blank portrait and landscape templates. The templates you see will depend on the software code you entered
- Select the template you would like to use and click **Next**
- If you are using a blank template, go to step 4.



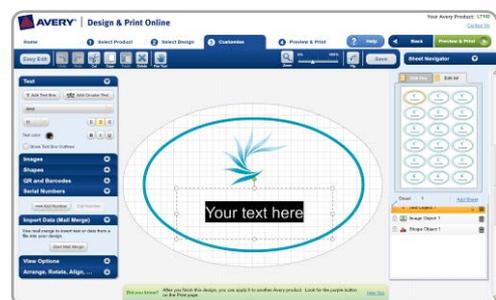
Step 3.

- If you've selected a pre-designed template, the **Edit Options** screen will ask "How would you like to start editing your design?". Select **Edit on Design Screen**. The **Customise** screen will open with your template visible.



Step 4.

- If you have selected a blank template, click **Text** (it's on the menu on the left hand side of the screen), and then **Add Text Box**
- If you've selected a pre-designed template, you'll see sample text written on the template. To change the sample text, highlight it and type over it with your information.
- The text will change to show what you have typed.

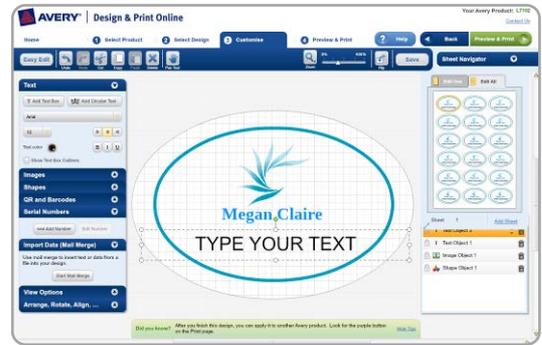


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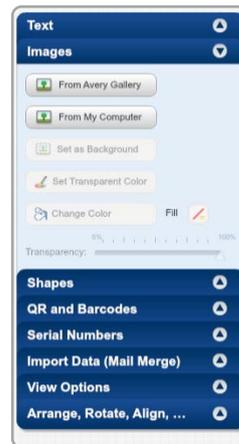
Step 5.

- Highlight the text and choose from the **Text** menu to change font style, colour, size and alignment if you desire
- When you select the text box with your mouse, a dotted box will appear around it
- To move the text box, hold your mouse over the top or bottom sides. A cross with 4 arrows will appear. Hold down your mouse and move it to reposition the text.
- To rotate the text box, click on the green ball at the top of the text box. Hold down your mouse and turn it to position the text at the desired angle.



Step 6.

- To add an image, click on **Images** (it's on the menu on the left hand side of the screen), and then either **From Avery Gallery** (to choose one of the pieces of free clip art) or **From My Computer** (to use your own image).
- To add a shape, click on **Shapes** (it's on the menu on the left hand side of the screen), and choose from the available shapes



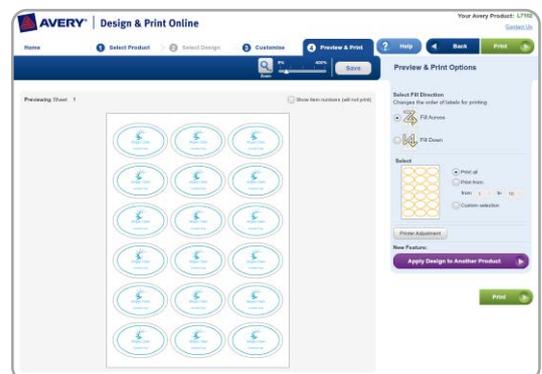
Step 7.

- When you have finished designing your project, click on **Preview & Print** (in the top right hand corner). You'll see a preview of your project.



Step 8.

- If you're happy with your project, click on **Print**
- Design & Print Online will create an Adobe® Acrobat® PDF version of your project
- Print from Adobe Reader as normal. Ensure **Page Scaling** is set to **None** and your paper size is set to **A4**.
- You can save your document in the Adobe PDF format for future printing.



If you would like to save your design for future editing, click **Save** on the **Preview & Print** screen in Design & Print Online and choose from the options.

