

Avery Consumer Help

How to Create a Mail Merge

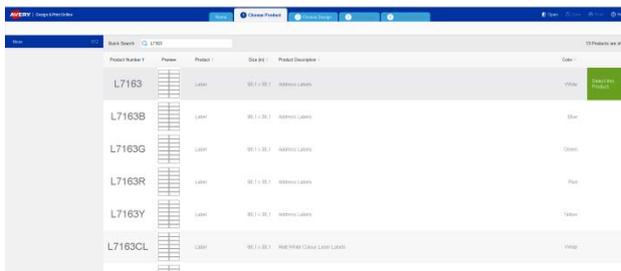
Step 1:

Visit averyproducts.com.au/print or avery.co.nz/print

On the Avery Design & Print Online screen, click on **Start** button or **Enter Your Product Number or Avery software code**. (You'll see this on your Avery pack). *We recommend you sign up to an account so you can save your designs online.*



Choose the product you are using.



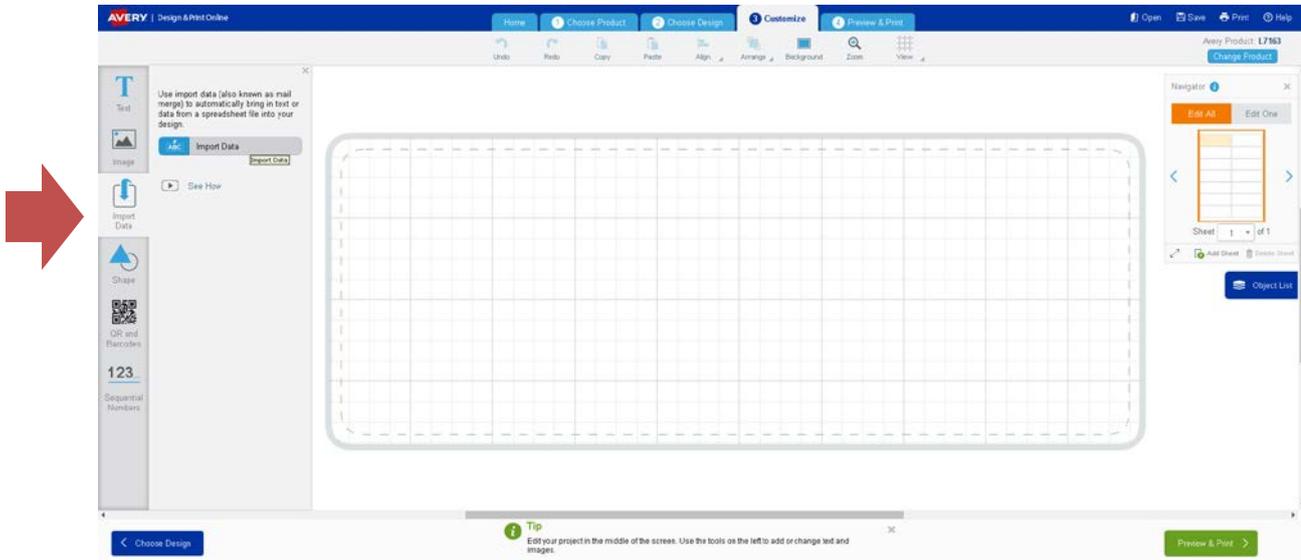
Step 2:

You will be on the **"Select Design"** screen. You may see pre-designed templates and blank templates. Select the one you would like to use. All categories are on the left hand side.



Step 3:

Click on **Import Data** on the left hand side and then select the **Import data** button.

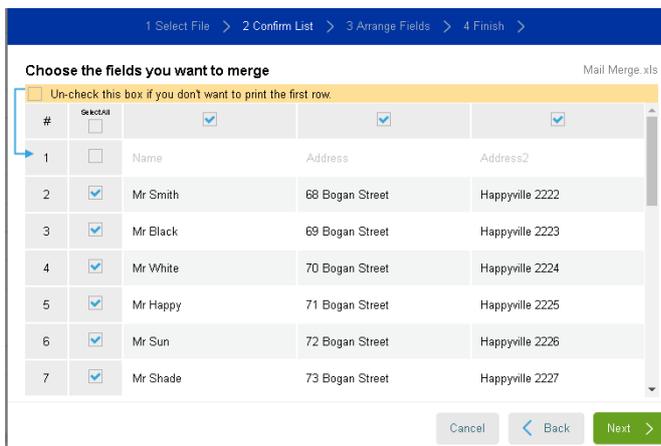


Step 5:

Click on **Browse** and navigate to the data source file that contains the information to be merged into your labels. Acceptable file types are xls, xlsx, csv files.

Step 6:

If you have a row of headings in your data (like First Name, Surname, Street Address etc), ensure the Use first row as headings is ticked. You will be able to scroll through your data and de-select entries. When you have finished selecting or de-selecting entries, click Next.



Step 7:

On the Mail Merge – Arrange Fields screen, drag and drop fields to the appropriate position. Design & Print Online will add a space between fields for you. You can add commas, line spaces and other text between fields. When you've finished, click on Next.

1 Select File > 2 Confirm List > 3 Arrange Fields > 4 Finish >

Drag the field names from the Available fields list to the Arrange fields area. They can be rearranged if needed.

Available fields:

Name	↕
Address	↕
Address2	↕

Drag & Drop!

TIP: Add commas, spaces and other text between fields here.

Arrange fields:

Mr Smith
68 Bogan Street
Happyville 2222

The data from these field names will appear on all labels after completing the merge. Standard text formatting will be applied.

Cancel < Back Next >

Step 8: Click on Finish when you are done.

1 Select File > 2 Confirm List > 3 Arrange Fields > 4 Finish >

Finish Mail Merge

Edit All Stay on Edit All and change the formatting of all the text and images.

Edit One Then switch to Edit One to change individual labels or cards.

Change Mail Merge

If you are having trouble with your mail merge data, it's best to fix your spreadsheet and then merge again.

Cancel < Back Finish >

Step 9:

Your mail merge information will now appear on each label. You can now format your labels. When you are finished your design, click **Preview & Print** at the top or bottom of your screen.

Preview & Print

Step 10:

Press the green **"Print"** button



Design & Print Online will create an Adobe® Acrobat® PDF version of your project. You will then be given the option to either download the PDF or Open the PDF. If you choose download, the file will go to your "Downloads" folder.

Print from Adobe Reader® as normal. Ensure Page Scaling is set to Actual Size and your page settings are A4

