The Avery Wizard

The Avery Wizard has been designed to make it easier than ever to format and print your favorite Avery laser and ink jet products. Because it works within Word, there are no separate programs or complex commands to learn and it is incredibly easy to use. Just start the Avery Wizard by pressing the red Avery button on the toolbar and you'll be stepped through the process of creating mailing labels, shipping labels, index tab labels, diskette labels, name badges and more.

{button ,JI(`averywiz.HLP',`IDH_Starting_the_Avery_Wizard')}   How to start the Avery Wizard
{button ,JI(`averywiz.HLP',`IDH_What_the_Avery_Wizard_does')}   What the Avery Wizard does
{button ,JI(`averywiz.HLP',`IDH_Avery_Wizard_Tips_Tricks')}   Avery Wizard Tips & Tricks

{button ,PI(`AVERYWIZ.HLP',`IDH_Copyrights_trademarks')}   Avery copyright and trademarks

Welcome to the Avery Wizard

Use the Avery Wizard to print mailing labels, shipping labels, index tab labels, Ready Index table of contents sheets, diskette labels, name badges and name tags.

The Avery Wizard will help you to:

- Select an Avery product
- Type your information or add information from a list or database file
- Format the information
- View and print from Microsoft Word

{button ,AL(`Form 1',0,`',`')}   <u>Tips & Tricks</u>

Selecting an Avery product

Select the Avery product you want to use by clicking on the Product Code. You can also type the Product Code.
You can view the products in order alphabetically by Name or numerically by Product Code.
If the product you want to use is not listed, click Other Avery Products for more information.

{button ,AL(`Form 2',0,`',`')}   Tips & Tricks

Choosing a method

Choose the method you want to use. Click a button below to learn more about that method.

{button ,PI(`AVERYWIZ.HLP',`IDH_Use_existing_list')}   <u>Use an existing list or database file</u>

{button ,PI(`AVERYWIZ.HLP',`IDH_Create_a_new_list')}   <u>Create a reusable list, then print from it</u>

{button ,PI(`AVERYWIZ.HLP',`IDH_Many_different_entries')}   <u>Type many different entries on a sheet</u>

{button ,PI(`AVERYWIZ.HLP',`IDH_Create_identical_labels')}   <u>Create a whole sheet of identical labels</u>

{button ,PI(`AVERYWIZ.HLP',`IDH_Enter_tab_titles')}   <u>Enter text for tab titles</u>

{button ,AL(`Form 3',0,`',`')}   <u>Tips & Tricks</u>

Selecting the file that contains your list

Choose the file you want to use.

▶ To add files to the list click Open File Not Listed Here.
▶ To add or change entries in the file you have highlighted, click View and Update File.

{button ,AL(`Form 4',0,`',`')}   <u>Tips & Tricks</u>

Determining what to print

Arrange the items you want to print.

Highlight an item in the list on the left and click Insert Item to move it to the box on the right.

▶ The list on the left contains the items of information that are in your list or database file.

▶ The box on the right is a representation of the Avery product you selected.

▶ When you move items to the box on the right, they look like this: «Name».

▶ You can edit in the box on the right using the mouse and your keyboard. Add spaces and punctuation if you want. Information you type will print on every label.

{button ,PI(`AVERYWIZ.HLP',`IDH_Merge_Fields')}   Show Me

{button ,AL(`Form 5',0,`',`')}   Tips & Tricks

Formatting your text

Type and format the text you want on your labels, tags or badges. Use the Wizard's toolbar to change the font, size, style and alignment.

Merge items look like this: «Name». They define where information from your list will print.

- You can move merge items to another location in the box.
- You can remove merge items by highlighting and pressing Del.
- You can change the font, size and style of merge items by highlighting them and using the toolbar.

{button ,AL(`Form 6',0,`',`')}   Tips & Tricks

Finishing up

Click Print Preview to check what you have created before printing.

Click Finish to prepare for printing in Word.

▶ To change any settings, click Back.
Use Print on Word's File menu to print what you have created.

{button ,AL(`Form 7',0,`',`')}   <u>Tips & Tricks</u>

Naming your list

Enter a name for your new list. The Avery Wizard will create a file using this name.

▶ Click Save in Different Location to save the list in a different folder.

{button ,AL(`Form 8',0,`',`')}   Tips & Tricks

Checking what's going to print

The Wizard has set up the information to print as shown.

▶ If you want more or less information, or if you want the information in a different order, select No.
▶ If the information appears correctly, choose Yes, and you will be given an opportunity to format the text.

{button ,AL(`Form 9',0,`',`')}   <u>Tips & Tricks</u>

Entering information

Type and format the text you want on each label, tag or badge. Use the Wizard's toolbar to change the font, size, style and alignment.

You can move around the sheet several ways:

▶ Click Next Label (or Next Badge or Next Tag) to advance one cell.
▶ Click on the cell you want to edit.
▶ Use the VCR-style arrow buttons to move forward or back.
▶ Type the number of the cell you wish to edit.

{button ,AL(`Form 10',0,`',`')}   <u>Tips & Tricks</u>

Entering information

Enter the text for each tab title.

You can format all your tab titles the same by choosing toolbar settings before you type.

You can format each individually by selecting the text to format and then making your settings on the toolbar.

{button ,AL(`Form 12',0,`',`')}   <u>Tips & Tricks</u>

Entering and updating your list

Enter the information you want to add to your list. Use the Tab key to move to the next line.

▶ Click Add New to start a new entry.
▶ Click OK when you have completed all your entries and changes.
▶ Use Find to look up a particular entry.
▶ Use the VCR-style arrow buttons to move forward or back in the list.
▶ Use Delete to remove entries.

{button ,AL(`Data Form',0,`',`')}   Tips & Tricks

Word's Print Preview

Simply jumps to the "real topic"

Word's Print Preview

Word's Print Preview does a good job of showing you what is going to print.

If you need to make changes, click Close to return to the Avery Wizard, then click Back to the point where you want to make changes.

If everything looks OK, click the Print button to print your job.

If you are having problems, click the Troubleshooting button below.

{button ,JI(`averywiz.HLP>(w95sec)',`IDH_Troubleshooting')}   <u>Troubleshooting</u>

Printing with Word

Simply jumps to the "real topic"

Printing with Word

You are now ready to print with Word. Here's how:

1 Place the Avery product you selected into your printer's tray.

There may be special instructions in the package.

3 If you are using the normal paper tray in your normal (default) printer, simply click the Print button on the tool bar.

{button ,PI(`averywiz.HLP',`IDH_Changing_Paper_Trays')}   <u>If you are not using the normal paper tray, click here.</u>

{button ,PI(`averywiz.HLP',`IDH_Changing_Printers')}   <u>If you are not using your normal (default) printer, click here.</u>

If you have problems printing, click Troubleshooting, below.

{button ,JI(`averywiz.HLP>(w95sec)',`IDH_Troubleshooting')}   <u>Troubleshooting</u>

Changing Paper Trays

Follow these steps to use a different paper tray:

1 Choose Page Setup on Word's File menu.
2 Choose the Paper Source tab.
3 Select the correct tray for the First Page and for Other Pages.
4 Click OK.

Changing Printers

Follow these steps to select a different printer:

1 Choose Print from Word's File menu.
2 Select the printer you want to use from the Name list.
3 Click OK to print.

Copyrights and trademarks

Avery, Ready Index and Index Maker are registered trademarks, MeetingCreator, Remove 'Em and all Avery codes are trademarks of Avery Dennison Corporation.

Other Avery products

If you did not find your Avery product in the product listing, then your product is not yet supported by this Wizard.

You can do any of the following:

{button ,JI(`WINWORD.HLP',`wodecPrintAddressesOnMailingLabels')}   Print labels with Word's built-in methods
{button ,JI(`AVERYWIZ.HLP',`IDH_Updating_the_Wizard')}   Find out how to update the Avery Wizard
{button ,JI(`AVERYWIZ.HLP',`IDH_Requesting_samples')}   Request samples of Avery products

Updating the Avery Wizard

Stay tuned for Wizard updates! If you do not find your product listed in either the Avery Wizard or in Word's Envelopes and Labels,   chances are it is a new product and we are working on updating software to support it. We might even have an update already!

To download updates, check out our World Wide Web site at www.Wizard.Avery.com. If you'd like to receive a disk with the latest update, in the United States and Canada, call 1(800) 252-8379 x230.

Avery also has a forum on CompuServe. You can find software updates and answers to many of your questions. To reach the Avery forum, Go AVERY.

{button ,JI(`AVERYWIZ.HLP',`IDH_Go_to_Avery_WWW_site')}   Go to Avery's World Wide Web site

{button ,JI(`averywiz.HLP',`IDH_Contacting_Avery_worldwide')}   Contacting Avery in other countries

Go to Avery's World Wide Web site

You must have Microsoft Internet Explorer correctly configured for the following shortcut to work.

<u>Shortcut to Avery's World Wide Web site</u>.
If you receive an error message, point your web browser at http://www.wizard.avery.com. You can copy it right from here—simply highlight it with your mouse, click Options, then Copy.

Use an existing list or database file

Choose this option if you already have your addresses or other information in a database file and you want to print a set of labels, tags or badges using information from that file.

The Avery Wizard can work with any database file that Word can use.

Create a new list, then print from it

Choose this option if you need to create a new list of addresses or other information and then print labels, badges or tags from it. The Wizard will help you create a list and then will help you use that list to print.

Type many different entries on a sheet

Choose this option to create a single sheet of labels, badges or tags where each one is different. This is a quick method for printing just a few labels, but it doesn't save your information in a list, so it's not as convenient if you will need to print the same information again.

If you need to re-use the information, choose "Create a reusable list, then print from it."

Create a whole sheet of identical labels

Choose this option when you want to create an entire sheet of identical labels. This choice is good for return address labels, and when you need several of the same label.

Enter text for tab titles

Choose this option to create tab title labels for index dividers. The Wizard will create a sheet of labels with several sets of the tab titles you enter.

Starting the Avery Wizard from your desktop

▶ On the Start menu, point to Programs, then Avery Products, and then click Avery Wizard.

Starting the Avery Wizard from Word

▶ On the Standard toolbar, click the Avery button.
▶ On the File menu, choose New, then select the Avery tab and choose Avery Wizard.
▶ On the Tools menu, choose Avery Wizard.

What the Avery Wizard does

The Avery Wizard helps you to:

{button ,PI(`AVERYWIZ.HLP',`IDH_Use_existing_list')}   <u>Use an existing list or database file</u>

{button ,PI(`AVERYWIZ.HLP',`IDH_Create_a_new_list')}   <u>Create a reusable list, then print from it</u>

{button ,PI(`AVERYWIZ.HLP',`IDH_Many_different_entries')}   <u>Type many different entries on a sheet</u>

{button ,PI(`AVERYWIZ.HLP',`IDH_Create_identical_labels')}   <u>Create a whole sheet of identical labels</u>

{button ,PI(`AVERYWIZ.HLP',`IDH_Enter_tab_titles')}   <u>Enter text for tab titles</u>

Avery Wizard Tips & Tricks

Click to see Tips & Tricks for:

{button ,AL(`printing',0,`',`')}   <u>Printing</u>

{button ,AL(`formatting',0,`',`')}   <u>Editing and formatting</u>

{button ,AL(`tab titles',0,`',`')}   <u>Index divider tab titles</u>

{button ,AL(`return address',0,`',`')}   <u>Return addresses</u>

{button ,AL(`address',0,`',`')}   <u>Addressing</u>

{button ,AL(`list',0,`',`')}   <u>Lists and databases</u>

{button ,AL(`Word',0,`',`')}   <u>Using Word</u>

{button ,AL(`merge',0,`',`')}   <u>Merging</u>

{button ,AL(`name tags',0,`',`')}   <u>Name tags and badges</u>

{button ,AL(`shipping',0,`',`')}   <u>Shipping labels</u>

Microsoft Office Compatible

The Avery Wizard is a Microsoft Office Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Office or an Office Compatible product, then you will see that many tasks can be completed in a similar manner in the Avery Wizard. These similarities will make it easier for you to use Office Compatible products together.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, call Microsoft Customer Service at 1 (800) 426-9400.   Customers outside the United States should contact their local Microsoft office.

Office Compatible Features Supported By the Avery Wizard

The Avery Wizard is an Office Compatible wizard that works in Microsoft Word.

The Avery Wizard contains a toolbar which is similar to the ones in Microsoft Office. You can make text bold just by pressing the Bold button on the toolbar, and you can discover each button's function just by pointing to it with the mouse. This will activate a ToolTip that displays the button's name.

Using The Avery Wizard with Microsoft Office

The Avery Wizard works in Microsoft Word. You can start it in any of the following ways:

- Click the Avery button on Word's Standard toolbar
- Choose Avery Wizard in Avery Products on the Windows 95 Start menu
- Choose New on Word's File menu, then choose Avery Wizard on the Avery tab
- Choose Avery Wizard on Word's Tools menu

When the Avery Wizard is done, you are left in Word with a Word document, ready to print.

Contacting Avery Dennison

Avery Dennison has offices throughout most of the world. Click your country below to see how to contact Avery Dennison in your area.

{button ,JI(`AVERYWIZ.HLP', `IDH_Spain_Office')}
Andorra

{button ,JI(`AVERYWIZ.HLP', `IDH_Italy_Office')}   Italy

{button ,JI(`AVERYWIZ.HLP', `IDH_Argentina_Office')}
Argentina

{button ,JI(`AVERYWIZ.HLP', `IDH_Japan_Office')}   Japan

{button ,JI(`AVERYWIZ.HLP', `IDH_Australia_Office')}
Australia

{button ,JI(`AVERYWIZ.HLP', `IDH_Korea_Office')}   Korea

{button ,JI(`AVERYWIZ.HLP', `IDH_Deutschland_Office')}
Austria

{button ,JI(`AVERYWIZ.HLP', `IDH_Belgium_Office')}
Luxembourg

{button ,JI(`AVERYWIZ.HLP', `IDH_Belgium_Office')}
Belgium

{button ,JI(`AVERYWIZ.HLP', `IDH_Mexico_Office')}
Mexico

{button ,JI(`AVERYWIZ.HLP', `IDH_Brasil_Office')}   Brazil

{button ,JI(`AVERYWIZ.HLP', `IDH_Netherlands_Office')}
Netherlands

{button ,JI(`AVERYWIZ.HLP', `IDH_Hungary_Office')}
Bulgaria

{button ,JI(`AVERYWIZ.HLP', `IDH_New_Zealand_Office')}
New Zealand

{button ,JI(`AVERYWIZ.HLP', `IDH_Canada_Office')}
Canada

{button ,JI(`AVERYWIZ.HLP', `IDH_UK_Office')}   Northern Ireland

{button ,JI(`AVERYWIZ.HLP', `IDH_Puerto_Rico_Office')}
Caribbean

{button ,JI(`AVERYWIZ.HLP', `IDH_Danmark_Office')}
Norway

{button ,JI(`AVERYWIZ.HLP', `IDH_Puerto_Rico_Office')}
Central America

{button ,JI(`AVERYWIZ.HLP', `IDH_Puerto_Rico_Office')}
Puerto Rico

{button ,JI(`AVERYWIZ.HLP', `IDH_Chile_Office')}   Chile

{button ,JI(`AVERYWIZ.HLP', `IDH_Hungary_Office')}
Poland

{button ,JI(`AVERYWIZ.HLP', `IDH_China_Office')}   China

{button ,JI(`AVERYWIZ.HLP', `IDH_Spain_Office')}
Portugal

{button ,JI(`AVERYWIZ.HLP', `IDH_Hungary_Office')}
Czech Republic

{button ,JI(`AVERYWIZ.HLP', `IDH_Ireland_Office')}
Republic of Ireland

{button ,JI(`AVERYWIZ.HLP', `IDH_Danmark_Office')}
Denmark

{button ,JI(`AVERYWIZ.HLP', `IDH_Hungary_Office')}
Romania

{button ,JI(`AVERYWIZ.HLP', `IDH_Danmark_Office')}
Finland

{button ,JI(`AVERYWIZ.HLP', `IDH_Singapore_Office')}
Singapore

{button ,JI(`AVERYWIZ.HLP', `IDH_Hungary_Office')}
Former Soviet Union

{button ,JI(`AVERYWIZ.HLP', `IDH_Hungary_Office')}
Slovak Republic

{button ,JI(`AVERYWIZ.HLP', `IDH_Hungary_Office')}
Former Yugoslavia

{button ,JI(`AVERYWIZ.HLP', `IDH_Spain_Office')}   Spain

{button ,JI(`AVERYWIZ.HLP', `IDH_France_Office')}
France

{button ,JI(`AVERYWIZ.HLP', `IDH_Danmark_Office')}
Sweden

{button ,JI(`AVERYWIZ.HLP', `IDH_Deutschland_Office')}
Germany

{button ,JI(`AVERYWIZ.HLP', `IDH_Deutschland_Office')}
Switzerland

{button ,JI(`AVERYWIZ.HLP', `IDH_Hong_Kong_Office')}
Hong Kong

{button ,JI(`AVERYWIZ.HLP', `IDH_UK_Office')}   United Kingdom

{button ,JI(`AVERYWIZ.HLP', {button ,JI(`AVERYWIZ.HLP>

`IDH_Hungary_Office')}           MAIN',`IDH_US_Office');CW(
<u>Hungary</u>   `w95top')}   <u>United States</u>
{button ,JI(`AVERYWIZ.HLP',`IDH_Danmark_Office')}
<u>Iceland</u>

{button ,JI(`AVERYWIZ.HLP',`IDH_Export_Offices')}   <u>Other Regions</u>
{button ,JI(`AVERYWIZ.HLP',`IDH_Avery_on_the_Internet')}   <u>Avery on the Internet</u>
{button ,JI(`AVERYWIZ.HLP',`IDH_Avery_on_CompuServe')}   <u>Avery on CompuServe</u>

Avery on the Internet

There is a wealth of helpful information on Avery's site on the World Wide Web. You can find software updates and answers to many of your questions.

For information specific to the Avery Wizard, visit our web site at http://www.wizard.avery.com.

{button ,JI(`averywiz.HLP',`IDH_Go_to_Avery_WWW_site')}   Click here to go to the Avery Web Site

Avery on CompuServe

Avery has a forum on CompuServe. You can find software updates and answers to many of your questions. To reach the Avery forum, Go AVERY.

Contacting Avery Dennison in the United States

Product and Dealer Information

Avery's Consumer Service Center provides product information for all Avery products available in the United States.

Call the Consumer Service Center to find where to purchase Avery products. They can help you get products quickly, even if the products are not carried by dealers in your area.

You can call the Consumer Service Center, at 1 (800) 252-8379 between the hours of 9 A.M. and 7 P.M. Eastern time (6 A.M. and 4 P.M. Pacific time) Monday through Friday.

Avery Technical Support

Avery provides technical support by telephone for Avery software products including the Avery Wizard. Avery support is also available on CompuServe.

If you have a question about an Avery software product, and you cannot find the answer in the on-line help, call Avery Technical Support from 8 A.M. to 8 P.M. Eastern time (5 A.M. to 5 P.M. Pacific time) Monday through Friday.

Before you telephone Avery Technical Support

When you call, you should be at your computer with Word and the Avery Wizard running. Be prepared to give the following information:

- The version of the Avery Wizard that you are using (It's on the first screen.)
- The type of hardware you are using, including network hardware, if applicable
- The operating environment that you are using
- The exact wording of any messages that appeared on your screen
- A description of what happened and what you were doing when the problem occurred
- How you tried to solve the problem

To call Avery Technical Support

Call **(214) 389-3699** between the hours of 8 A.M. and 8 P.M. Eastern time (5 A.M. and 5 P.M. Pacific time) Monday through Friday.

You can reach Avery Technical Support by fax at (214) 446-2717.

Avery's support services are subject to Avery's prices, terms, and conditions in place at the time the service is used.

Avery's FaxFacts System

Avery's technical bulletins are available on Avery's FaxFacts system. FaxFacts is a fax information retrieval system that allows you to gain instant access to information.

Most of the bulletins on the FaxFacts system cover printing laser labels with various software programs. There are also bulletins that provide information about Avery software.

To use FaxFacts, from the phone connected to your fax machine, call (818) 584-1681. The voice prompts will guide you in choosing the bulletin you want.

{button ,JI(`AVERYWIZ.HLP',`IDH_Avery_on_the_Internet')}   <u>Avery on the Internet</u>

{button ,JI(`AVERYWIZ.HLP',`IDH_Avery_on_CompuServe')}   <u>Avery on CompuServe</u>

{button ,JI(`averywiz.HLP>w95top',`IDH_Contacting_Avery_worldwide')}   <u>Contacting Avery in other countries</u>

Avery Dennison Argentina S.A.
Tucumán 326, Piso 4, Of. 17
1049 Buenos Aires
Argentina
Contact: Javier Jasminoy, GM Argentina/Chile
Phone   (54-1) 313-9333
Fax   (54-1) 314-4011
Countries Served
Argentina

Avery Dennison Australia
ACN 000 235 870
95 Bonds Road
P.O. Box 318
Punchbowl, NSW 2196

Consumer Information
Toll Free   1800 644-353
Phone   (61) (02)-534-5777
Fax   (61) (02)-534-4756

Technical Support
Phone   (61) (02)-534-5777
Fax   (61) (02)-534-4756

Countries Served
Australia

Avery Consumer Service Centre Belgium
   Antwoordnummer 2574
   3430 VB Nieuwegein
   The Netherlands
Consumer Information
   Toll Free   0800 - 725 01
   Toll Free Fax   0800 - 725 00
Technical Support
   Phone   (31) (0) 20 - 487 48 53
Countries Served
   Belgium, Luxemburg

Avery Dennison
R. Helena, 309-112
Vila Olimpia Sao Paulo SP
Brasil
Contact: Domingos Llorca, Market Development Manager
Phone   (55-11) 828-0959
Fax   (55-11) 829-2114
Countries Served
Brasil

Avery Dennison Canada
Consumer Service Centre
200 Baseline Road, East
Bowmanville, Ontario
L1C 1A2

Consumer Information

Toll Free	(1) 888 462-8379
Toll Free fax	(1) 888 283-7939
Phone	(1) 905 623-6311
Fax	(1) 905 623-9751

Technical Support

Phone	(1) 214 389-3699
Fax	(1) 214 446-2717

Countries Served
Canada

Avery Chile S.A.
  Guadia Viejo 255, Oficina 1105
  Edificio Europa
  Providencia, Santiago, Chile
Contact: Lance Hutt, Market Development Manager
  Phone   (56-2) 331-0326
  Fax   (56-2) 331-0160
Countries Served
  Chile

Avery China

10/F., Yin Hai Building,
250 Cao Xi Road, 200233
Shanghai, P.R.China

Consumer Information

Phone   (86) (21) 6482-1208
Fax   (86) (21) 6482-1210

Technical Support

Phone   (86) (21) 6482-1208
Fax   (86) (21) 6482-1210

Countries Served

China

Avery Dennison Danmark A/S
Ankervej 1
DK-4800 Nykøbing F
Denmark

Consumer Information

Toll Free	Denmark: 80 31 91 00
	Norway: 800 10 070
	Sweden: 020-792053
	Finland: 0800 1 14540
Phone	(45) 54 41 91 00
Fax	(45) 54 41 91 30

Technical Support

Phone	(45) 54 41 91 79
Fax	(45) 54 41 91 30

Countries Served
Denmark, Sweden, Norway, Finland, Iceland

Avery Dennison France
68 Rue del Lille
59710 Avelin
France

Consumer Information
Toll Free	0800 36 54 09
Phone	(33) 03 20.62.01.50
Fax	(33) 03 20.62.01.51

Technical Support
| Phone | (33) 03 20.66.55.33 |
| Fax | (33) 03 20.66.55.49 |

Countries Served
France

Avery Dennison Deutschland GmbH
Avery Büroprodukte
Ohmstraße 3
85386 Eching
Germany
Consumer Information
Toll Free   0130 - 183 278
Phone   (49) (0) 8165 - 954916
Fax   (49) (0) 8165 - 954910
Countries Served
Germany, Austria, Switzerland

Avery Dennison Italia S.p.A.
Office Label Italy
C.so Italia, 2/4
21040 Origgio (VA)
Consumer Information
Phone   (39)   2   96423254
Fax   (39)   2   96731901
Countries Served
Italy

Avery Dennison (Hong Kong) Ltd.
24th Floor, Gee Chang Hong Centre
65 Wong Chuk Hang Road
Aberdeen, Hong Kong

Consumer Information
Phone   (852) 2555-9446
Fax   (852) 2873-6436

Technical Support
Phone   (852) 2555-9446
Fax   (852) 2873-6436

Countries Served
Hong Kong & Taiwan

Avery Petöfi Ltd.

Külsö-Szegedi út 6.
6000 Kecskemét
Hungary

Consumer Information

Phone   (36) 76 415 410
Fax   (36) 76 415 414

Technical Support

Phone   (36) 76 415 410
Fax   (36) 76 415 414

Countries Served

Hungary, Poland, Czech Republic, Slovak Republic, Romania, Bulgaria, Former Yugoslavia, Former Soviet Union

Avery Dennison, Ireland Ltd.
28 Westlink Industrial Park
Kylemore Road
Dublin, 10
Republic of Ireland

Consumer Information
Toll Free   1 800 40 91 37
Phone   (353) (0) 1 623 5636
Fax   (353) (0) 1 623 2007

Technical Support
Phone   (44) 181 730 0499
Fax   (44) 181 479 0407

Countries Served
Republic of Ireland

Avery Dennison, Japan

2-37-7 Akebono-cho, Tachikawa City,
Tokyo 190, Japan

Consumer Information

Phone	(81) 425-26-7310
Fax	(81) 425-26-7315

Technical Support

Phone	(81) 425-26-7310
Fax	(81) 425-26-7315

Countries Served

Japan

Avery Dennison Korea, Ltd.
7th Floor, Marco Polo Bldg.
720-20 YeokSam-Dong
KangNam-KU
Seoul, Korea

Consumer Information
Phone   (82) 2-3453-6282
Fax   (82) 2-538-6553

Technical Support
Phone   (82) 2-3453-6282
Fax   (82) 2-538-6553

Countries Served
Korea

Avery Dennison (Mexico)

Contact: Giovanni Baldini, Business Manager

Phone   (52-5) 95-50692
Fax   (52-5) 95-50690

Countries Served

Mexico

Avery etiketten B.V.
Office Products Benelux
Antwoordnummer 2574
3430 VB Nieuwegein
Consumer Information
Toll Free   06-099 3390
Toll Free Fax   06-022 5133
Technical Support
Phone   (31) (0) 20 - 487 48 53
Countries Served
Netherlands

Avery Dennison New Zealand
7 Olive Road
Penrose, Auckland
New Zealand

Consumer Information
Toll Free 0800 505-588
Phone (64) (09) 525-6539
Fax (64) (09) 525-0823

Technical Support
Phone (64) (09) 525-6539
Fax (64) (09) 525-0823

Countries Served
New Zealand

Avery Dennison
Miramar Plaza Center
954 Ponce de Leon Avenue
Suite #708
Santurce, Puerto Rico   00908

Contact: Ana Leahy, Business Manager
Phone   (1) 809-721-2730
Fax   (1) 809-721-3610

Countries Served
Caribbean, Central America, Rest of Latin America

Avery Dennison Singapore (PTE) Ltd.
Blk 1, #03-13/16
Pasir Panjang Distripark
Pasir Panjang Road
Singapore 118480

Consumer Information
Phone   (65) 273-6611
Fax   (65) 273-7895

Technical Support
Phone   (65) 273-6611
Fax   (65) 273-7895

Countries Served
Singapore & Malaysia

Avery España
Edificio Euro 3
c/. Frederic Monpou, 5, 4.0, 3.a
08960 San Just Desvern
Spain

Consumer Information
Phone   (34) 93-473 35 19
Fax   (34) 93-473 36 23

Countries Served
Spain, Portugal, Andorra

Avery Dennison UK Ltd.
Gardner Road
Maidenhead
Berkshire
SL6 7PU
United Kingdom

Consumer Information
Toll Free   0800 80-50-20
Phone   (44) (0) 1628-764000
Fax   (44) (0) 1628-764040

Technical Support
Phone   (44) (0) 181 730 0499
Fax   (44) (0) 181 479 0407

Countries Served
UK, Northern Ireland

Avery Dennison France

Export Division
Grand Saigne
63650 La Monngrie
France

Avery Dennison UK

Exports
Gardner Road
Maidenhead
Berkshire
SL6 7PU
United Kingdom

Consumer Information

Phone	UK: (44) (0) 1628-764000
	France: (33) 73 51 63 63
Fax	UK: (44) (0) 1628-23713
	France: (33) 73 51 46 00

Countries Served

Middle East, Africa, other countries in Europe that are not listed

Samples of Avery products

Avery has sample packs of the most commonly used Avery products specifically designed for your part of the world!

Click on your country to see what's available in your area.

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Spain_Office'):JI(`AVERYWIZ.HLP>MAIN, `IDH_Intl_Sample_Offer')}
Andorra

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Danmark_Off ice):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Iceland

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Argentina_Of fice'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Argentina

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Ireland_Offic e'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Ireland

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Australia_Off ice'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Australia

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Italy_Office'): JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Italy

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Deutschland _Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Of fer')}
Austria

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Japan_Office '):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Japan

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Belgium_Offi ce'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Belgium

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Korea_Office '):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Korea

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Brasil_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Brazil

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Belgium_Offi ce'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Luxembourg

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Hungary_Offi ce'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Bulgaria

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Mexico_Offic e'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Mexico

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Canada_Offi ce'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Canada

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Netherlands_ Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Off er')}
Netherlands

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Puerto_Rico _Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Of fer')}
Caribbean

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_New_Zealan d_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_ Offer')}
New Zealand

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Puerto_Rico _Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Of fer')}
Central America

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Danmark_Off ice):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Norway

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Chile_Office') :JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Chile

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Puerto_Rico _Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Of fer')}
Puerto Rico

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_China_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
China

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Hungary_Offi ce'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Poland

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Hungary_Offi
{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Spain_Office'

ce'):JI(`AVERYWIZ.HLP>MAI N',`IDH_Intl_Sample_Offer')}
Czech Republic

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Danmark_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Denmark

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_UK_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Eire

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Danmark_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Finland

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Hungary_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Former Soviet Union

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_France_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
France

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Deutschland_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Germany

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Hong_Kong_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Hong Kong

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Hungary_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Hungary

):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Portugal

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Hungary_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Romania

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Singapore_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Singapore

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Hungary_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Slovak Republic

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Spain_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Spain

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Danmark_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Sweden

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_Deutschland_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
Switzerland

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_UK_Office'):JI(`AVERYWIZ.HLP>MAIN',`IDH_Intl_Sample_Offer')}
United Kingdom

{button ,JI(`AVERYWIZ.HLP>W95TOP',`IDH_US_Sample_Offer') }
United States

Requesting samples of Avery products

For only $6.95 you can have a sample pack of great Avery products that you can use with the Avery Wizard. Call us at 1 (800) 508-9494 x 238. We'll send it out right away.

If you prefer, you can print a form and fax it to us.

{button ,JI(`AVERYWIZ.HLP>main',`IDH_US_Sample_Pack')} Click here to print a sample-request form

Total charge for this offer is $6.95. Allow 4 weeks for delivery. This offer may change and is subject to Avery's prices, terms, and conditions in place at the time the order is received.

Please Send a Sample Pack

Click the Print button above to print this form.

Please send a sample selection of the most commonly used Avery products for my:

[ ] Laser Printer   [ ] Ink Jet Printer _____

Name: _____

Title: _____

Company: _____

Address: _____

_____

City: _____

State: _____

Zip or Postal Code: _____

Phone: _____

Fax: _____

Email: _____

_____

Credit Card Number: _____

Expires: _____   [ ] Visa   [ ] MasterCard   [ ] AmEx

Fax this form with credit card information to **1 (909) 594-4876**
or mail it with a check for $6.95 or credit card information to:

Avery Dennison
Avery Wizard Sample Offer
20955 Pathfinder Rd.
Diamond Bar, CA 91766

Total charge for this offer is $6.95. Allow 4 weeks for delivery.
This offer may change and is subject to Avery Dennison's prices,
terms, and conditions in place at the time the order is received.

{button ,JI(`averywiz.HLP>w95top',`IDH_Requesting_samples')}   Getting samples in other countries

Please Send a Sample Pack

Click the Print button above to print this form.

Please send a sample selection of the most commonly used Avery products for my:

[ ] Laser Printer   [ ] Ink Jet Printer _____

Name: _____

Title: _____

Company: _____

Address: _____

_____

City: _____

County: _____

Postal Code: _____

Country: _____

Phone: _____

Fax: _____

Email: _____

Call, fax or mail this form to the Avery office that serves your area.

Allow 4 weeks for delivery. This offer may change and is subject to Avery Dennison's prices, terms, and conditions in place at the time the order is received.

{button ,JI(`averywiz.HLP>w95top',`IDH_Requesting_samples')}   <u>Getting samples in other countries</u>

What are Tips and Tricks?

As you use the Avery Wizard, watch for the Tips and Tricks buttons in help. Tips and Tricks are ideas that will help you get the most from your Avery products.

Printing a report with the Avery Wizard

If you need a quick way to print a report of a list or data file that you use with the Avery Wizard, follow these steps:

1 Choose a product based on the format you want.

▸ For a 3-column report, choose 5160 Laser Label Addressing or L7160 Address White - Laser.
▸ For a 2-column report, choose 5161 Laser Label Addressing or L7163 Address White - Laser.

2 Choose "Use an existing list or database file."

3 Choose the file from which you want a report.

4 Choose the items you want to appear on the report.

5 Format the text as you want the report to appear.

6 Print the report on plain paper.

How do I get help from Avery?

Avery offers technical support for the Avery Wizard in many parts of the world.

{button ,JI(`AVERYWIZ.HLP',`IDH_Contacting_Avery_worldwide')}   <u>Contacting Avery Dennison world wide</u>

{button ,JI(`AVERYWIZ.HLP',`IDH_US_Office')}   <u>Contacting Avery Dennison in the United States</u>

Creating an entire sheet of the same tab title

When you are creating many sets of index tabs, it may be easier to print a complete sheet of labels for each tab title. The Avery Wizard makes this simple. Select the product you are using, then select "Create a sheet of identical labels." Enter the text for your first tab title, print it, and repeat using the Avery Wizard for the other tab titles.

Selecting a product by typing the product code

Most of Avery's product codes are displayed in large characters on the package. When you know the exact product code you wish to use, you can save time by simply typing the product code instead of looking for it in the list of products.

When you start typing, a small box opens to accept the product code. When the product you want is selected (sometimes you don't even have to type the entire code), simply click Next.

n   Many of the index divider products are not listed by Product Code in the Avery Wizard. Find these products by Product Name.

Sorting the Avery product list

To sort by name, click the Name option button or click the word Name at the top of the column.

To sort by Product Code, click the Product Code option button or click the word Code at the top of the column.

Last product used

When the product list appears, the product you used last is highlighted.

Printing a page of return address labels

Use "Create a whole sheet of identical labels" to print a page of return address labels.

When should I use the "Create a reusable list, then print from it" option?

Use this option when you will need to use the information again, for example, to do a mailing to customers who you will mail to again.

Use this option when you have more items to print than will fit on a single page.

When should I use the "Use an existing list or database file" option?

Use   this option when you already have a list or database file.
The Avery Wizard works with all the kinds of files that Word works with.

When should I use the "Type many different entries on a sheet" option?

Use this option when all the items you need to print will fit on one page, and you won't need the information again.

This option is good for:

- A few address labels
- A few name tags or name badges
- Diskette labels

When should I use the "Create a whole sheet of identical labels" option?

Use this option when you need a sheet where each item is identical.

This option is good for:

- Return address labels
- Address labels that you use repeatedly, such as client or supplier addresses
- Notification labels such as "Please Rush", "First Class Mail" and "Fragile"
- Creating a full page of the same tab title for when you are creating many sets of tab dividers

When should I use the "Enter text for a set of tab titles" option?

Use "Enter text for a set of tab titles" when you need to create one or several sets of index dividers.

If you are creating many sets of index dividers you may want to use the "Create a whole sheet of identical labels" option to create full sheets of each tab title.

Adding filters to Word

If the Avery Wizard won't read a file that you think is should be able to, it may be because that file type wasn't selected when you installed Word. You can add additional file types by running the Office Setup program (or Word's Setup program) again.

What files does the Avery Wizard show in "Your Files?"

The Your Files list shows files that you have created or used with the Avery Wizard. The list may be empty the first time you see it. As you use different files with the Avery Wizard, they will be added to the list.

The file you used most recently is at the top of the list, the next most recently used is next, and so on.

If you delete or move a file it will no longer appear in the list.

What kinds of files can the Avery Wizard use?

The Avery Wizard can use all the types of data files that Word can.

{button ,JI(`WINWORD.HLP>REF',`woconDataSources')}   <u>Click here to see what data sources you can use with Word</u>

Changing, deleting, and adding list entries

Highlight the file you want to change, then click the View And Update File button. In the Data Form you will be able to find and change records. You can use the Add New button to add to your list.

Postnet bar codes

The Avery Wizard cannot print USPS Postnet bar codes. If you need Postnet bar codes, we recommend that you use Word's Mail Merge Helper.

{button ,JI(`WINWORD.HLP>REF',`woproPrintAListOfAddressesOnMailingLabels')}   <u>Click here to see how to use Word's Mail Merge Helper</u>

Correct address format for the United States

The United States Postal Service recommends that your addresses look like this:

John Doe
Global Corporation
123 Main St., Suite 100
Anytown, MA 08334

A correct address consists of:

- Recipient's name
- Business or organization name - where applicable
- Delivery address, including unit number
- City, state and ZIP Code

Left-align the lines and use a san serif font like Arial regular, in 10 to 14 point size.

If you are in doubt, simply use the Avery Wizard's default settings. They meet the USPS recommendations.

Correct address format for the United Kingdom

The Royal Mail recommends that your addresses look like this:

Mr J Smith
Lionhead Plc
Enterprise House
Sandy Mews
WALLINGTON
Surrey
SM6 1ZZ

A correct address consists of:

- Name of Addressee
- Name of company or organization - where applicable
- Name of building - not required if it has a number
- Number of building
- Name of street or road - included in the line above
- Name of locality - area where road is located (if required)
- Post Town - in capital letters
- County Name - where necessary
- Postcode - in capital letters.

Left-align the lines and use a san serif font like Arial regular, in 10 to 14 point size.

If you are in doubt, simply use the Avery Wizard's default settings. They meet the Royal Mail's recommendations.

Putting items on name badges

You probably want people's names on their name badges, and you may want their company name on name badges. Both of these items are in lists created with the Avery Wizard, and in most other data files.

If you want to add the name of the meeting, or a sponsoring organization's name to everyone's name badge, simply type it on the badge in the order in which you want it to appear. Information you type directly on the badge will print on every badge.

How do I format text?

The next step in the Avery Wizard will let you change the font, size and alignment of the text.

Adding text that prints on every label

You may want to have text that prints on every label. For example, you may want to have the word "TO:" print on your shipping labels.

You can add text that prints on every label simply by typing it on the label. Information you type directly on the label will print on every label.

Merge fields look like this: «Name»

Double brackets around words like «Name» are called merge fields. They indicate where this item of information from your list will be printed.

You can format merge fields as you would regular text, except that the format of all text within each bracketed merge field must be the same.

Blank lines are closed up

The Avery Wizard will close up blank lines. For example, if some of the entries in your list have company names, and some do not, the Avery Wizard won't leave a blank line for those that do not have a company name—the first line of the address will be printed right below the person's name.

Entering your return address in Word

The Avery Wizard uses your return address that is stored in Word. To enter your complete return address in Word, follow these steps:

1 Exit from the Avery Wizard.
2 On Word's Tools menu, choose Options.
3 Click the User Info tab.
4 Type your address in the Mailing Address box.
5 Click OK.

Formatting the return address on shipping labels

When you want to print both a recipient's address and a return address on shipping labels, we recommend that you center the return address and use a smaller font size. This makes it easier to identify the recipient's address. Follow these steps:

1 Click on the return address.
2 Press Ctrl+A to select the entire return address.
3 Click the Center button on the toolbar.
4 Choose a smaller font size from the toolbar.

Putting two lines of text on a file folder label

The Avery Wizard's default settings are just right for placing one line of text on a file folder label. If you want to use two lines of text on your file folder labels, change the font size to 10 or smaller.

Putting two lines of text on return address labels

The Avery Wizard's default settings are just right for placing three lines of text on a return address label. If you want to use two lines of text on your return address labels, change the font size to 8 or smaller.

Putting two lines of text on Index Maker labels

If you want to use two lines of text on your Index Maker labels, change the font size to 8 or smaller.

Formatting name badges

Name badges look best if you place about 2 blank lines above the person's name. If you want to add company names, skip two lines below the person's name and add the company name. Change the font size to 10 for the company name.

Pre-printed shipping labels

If you have Avery laser or ink jet shipping labels with your company's address pre-printed on the upper half, you can use the Avery Wizard to print them. Use the Avery Wizard normally, except for the following two steps.

- Find the appropriate product code, and choose the one that says "with return address."
- When the Avery Wizard suggests a return address, simply remove it, leaving the top part of the label blank.

▶ We suggest that you print on plain paper first to make sure that everything fits. You can move the recipient's address down by adding blank lines above it in the Avery Wizard.

Adding graphics to your designs

The Avery Wizard cannot help you add graphics to your labels. Once you have created a document with the Avery Wizard, you can add graphics using the Picture command on Word's Insert menu. You will need to insert the graphic on each label.

Because of the way Word prints labels, it's difficult to position graphics anywhere except the upper-left corner of your labels.

Printing several pages of the same thing

You can use Word's Print command to print multiple sheets. After you choose Print from the File menu, enter the number of copies you want, then press OK.

How can I tell if everything will fit?

You are looking at an accurate representation of the Avery product that you chose. If your text fits on the screen, it will fit when you print.

If you see merge fields, which look like this «Name», then you may want to take the additional step of using Print Preview. You will have this option later in the Avery Wizard.

Special keys for formatting text

The following special keys work when you are editing text in the Avery Wizard:

Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Shift+F	Font
Ctrl+Shift+P	Point Size
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+L	Left Align
Ctrl+E	Center
Ctrl+R	Right Align
Ctrl+Z	Undo

Drag and drop editing

When you are editing in the Avery Wizard, you can drag and drop text to move it. Follow these steps:

1 Select (highlight) the text you want to move. Release the mouse button.
2 Drag the selected text to the new location by placing the mouse on the highlighted text, holding the left mouse button, and dragging to the new location.
3 When the pointer is where you want the text to appear, release the mouse button.

How do I undo a mistake?

When you are editing in the Avery Wizard, you can undo your last edit by pressing Ctrl+Z.

Formatting toolbar tips

There are two ways to use the Avery Wizard's formatting   toolbar.

Format before you type

If you make your formatting selections using the toolbar before you type, then those selections will be applied to everything you type.

Select before you format

If you select (highlight) text before you make formatting changes using the toolbar, then the changes you make will only effect the selected text.

Why use the Avery Wizard's print preview button?

The Avery Wizard uses Word's Print Preview to show you what your labels will look like when they are printed.

When you use the Avery Wizard's Print Preview button, if you don't like what you see in the preview, you can simply click the Close button in Preview and return to the Avery Wizard. Then you can click Back and make changes.

Once you click Finish, the Avery Wizard completes it's work and closes,   leaving you in Word. At that point you can't return to the Avery Wizard to make changes, you can only start over in the Avery Wizard.

Printing with Word

To print a single page of labels, or to print a single set of labels, on your default printer, simply click the print button on Word's toolbar.

If you want to print several identical pages, or if you want to choose a different printer, use the Print command on Word's file menu.

What kind of reusable list file does the Avery Wizard create?

When you create a list with the Avery Wizard it creates a Word data document. This is the kind of file that Word itself creates when you use the Mail Merge Helper.

A Word data document contains a table. The first row contains the field names. Each additional row is a record.

Using Avery Wizard reusable list files with other programs

Because the Avery Wizard creates Word data documents, you can use them with other applications that work with Word data documents.

What's the correct format for file names?

A filename can contain up to 255 characters, including spaces. But, it cannot contain any of the following characters: \ / : * ? " < > |

What file am I naming?

The filename you are entering is for the file that contains your reusable list. The Avery Wizard will automatically save your list for you.

When the Avery Wizard is finished, you will see a Word document that is created in addition to your list. The word document contains all the formatting to print correctly on the Avery product you selected. Your list contains the information that you want to print, but it contains no formatting. If you choose to save the Word document, be sure to give it a name that is different from the name you gave your list.

It is usually better to use the Avery Wizard to re-create this formatted Word document rather than saving it. Using the Avery Wizard insures that the information you print matches the information in your list, even if you have made changes to your list.

Using Avery Wizard files in Word

The Avery Wizard creates Word data files. You can use a file created in the Avery Wizard with Word's Mail Merge Helper.

What if I enter the name of an existing file?

The Avery Wizard won't destroy your existing file. If you enter the name of an existing file, the Avery Wizard will point this out to you, and ask if you want to change the name or modify the existing file.

Deleting a file created by the Avery Wizard

Use Windows Explorer to remove files created by the Avery Wizard. There is no delete function in the Avery Wizard.

The View Source button

The View Source button acts just like the OK button. It closes the Data Form and continues with the Avery Wizard.

Finding an entry

Click the Find button to locate a particular entry in the list.

Adding an entry

Click the Add New button before entering the information for a new entry.

Removing an entry

Click the Delete button to remove the current entry.

Moving between records

Use the VCR-style buttons at the bottom to move between records. The inner buttons move to the previous or next records. The outer buttons move to the first or last records.

What does the sample show?

The sample shows the information items that are going to print. It's actually the first entry in your list. You should check that all the information you entered in your list is shown and arranged correctly on the lines on which you want it to print.

If something is missing, it's probably because the first record doesn't contain that item of information. If your information is in a standard format, then it will probably be OK to proceed--that item of information will print for records that have it.

If everything looks OK, choose the Yes option. If you want to remove or rearrange items, choose the No option. Whichever option you choose, the Avery Wizard will let you change the formatting of the text to suit your needs.

What if it doesn't fit in the box?

If the information you are viewing doesn't all fit in the box it may or may not be a problem. This box is not the same size as the Avery product you selected. Move to the next screen. You can format the information so that it will fit on the Avery product you selected.

Copying information between labels

To copy information from one label to another, follow these steps:

1 Select (highlight) the information you want to copy.
2 Press Ctrl+C to copy it to the clipboard.
3 Move to the label to which you want it copied.
4 Press Ctrl+V to paste the information.

Word documents created by the Avery Wizard

The Avery Wizard creates Word documents that consist of complex tables. You can view the format of the table by choosing Gridlines from Word's Table menu.

You will see cells for the text on each label, plus additional rows and columns that provide space between the labels. These additional rows and columns provide the margins that prevent you from printing off the edge of the labels.

Why is the View and Update File button gray?

The View and Update File button only works for Word data files. This means you can view and update reusable list files created with the Avery Wizard or data files created with Word.

If you are using a file created by another program you will have to use that program to view and update the file.

Troubleshooting

{button ,JI(`averywiz.HLP',`IDH_If_some_text_doesnt_print')}   If some of your text doesn't print

{button ,JI(`averywiz.HLP',`IDH_Adding_filters_to_Word')}   If the type of file you want to merge isn't in the list

{button ,AL(`products',0,`',`')}   If you can't find an Avery Product

{button ,JI(`averywiz.HLP',`IDH_If_return_address_doesnt_appear')}   If you don't find a place for your return address on shipping labels

{button ,JI(`averywiz.HLP',`IDH_If_you_see_an_address_in_the_Items_list')}   If you see an address in the Items list

{button ,JI(`averywiz.HLP',`IDH_Putting_two_lines_on_file_folder')}   If you want to print 2 lines on a file folder label

{button ,JI(`averywiz.HLP',`IDH_Putting_two_lines_on_return_address')}   If you want to print 2 lines on a return address label

{button ,JI(`averywiz.HLP',`IDH_Putting_two_lines_on_Index_Maker')}   If you want to print 2 lines on Index Maker labels

{button ,JI(`averywiz.HLP',`IDH_print_on_colored_band_diskette')}   If you want to print on the colored band on diskette labels

{button ,JI(`averywiz.HLP',`IDH_print_on_colored_band_file_folder')}   If you want to print on the colored band on file folder labels

{button ,JI(`averywiz.HLP',`IDH_Pre_Printed_Shipping_Labels')}   If you want to use pre-printed shipping labels

{button ,JI(`averywiz.HLP',`IDH_Troubleshooting_delimited_file_problems')}   If your comma-delimited file doesn't work correctly

{button ,AL(`merge problems',0,`',`')}   If your file won't merge correctly

{button ,JI(`averywiz.HLP',`IDH_prints_too_far_down')}   If your information prints too far down on the label

{button ,JI(`averywiz.HLP',`IDH_prints_too_high')}   If your information prints too high on the label

{button ,JI(`averywiz.HLP',`IDH_Entering_your_return_address_in_Word')}   If your return address appears, but is incomplete

{button ,JI(`averywiz.HLP',`IDH_If_return_address_doesnt_appear')}   If your return address doesn't appear on shipping labels

{button ,JI(`averywiz.HLP',`IDH_Troubleshooting_Word_data_file_problems')}   If your Word data file doesn't merge correctly

Troubleshooting delimited file problems

Delimited files are often called comma-separated files. They consist of text with the fields separated by a comma. Many database and spreadsheet programs can create delimited files.

The character that separates the fields is not always a comma. The Avery Wizard looks at the List Separator that is set in the Regional Settings section of Windows Control Panel to determine what character to use.

The rules for a delimited file are as follows:

n   The first line must consist of field names.
n   Each line is a record. Records are ended by a carriage return-line feed.
n   Fields are separated by a comma (or other separator character).
n   Empty fields require a separator. (Two adjacent commas indicate an empty field.)
n   Fields that contain a comma must be enclosed in double-quote characters.
n   Optionally, all fields may be enclosed in double-quote characters.
n   Fields cannot contain double-quote characters.

A typical comma-delimited file looks like this:

NAME,COMPANY,ADDRESS,CITY,STATE,ZIP
Claire Burbank,NE Wild Things,2316 Alta Dr.,Rochester,NY,10051
"Frederick Church, Jr.",,883 Wilson Avenue,Hobart,KS,78721
R. Doherty,"Hugo's Markets, Inc.",5680 Wash St.,Victor,CT,03610
Katy Elson,Nature Art,"621 Field, Suite C",Mt. Shasta,CA,92202

Common problems with delimited files

n   Missing field names. The first line must contain the names of the fields.
n   Blank lines. Each blank line in your delimited file will result in a blank label.
n   Missing double-quotes. Any field that contains a comma must be enclosed in double-quote characters.

Troubleshooting Word data file problems

A Word data file is a very specific kind of file. It must consist of a table where each row is a record and each column is a field. The easiest ways to create this kind of file are to use the Avery Wizard or the Mail Merge command on Word's Tools menu.

A typical Word data file looks like this:

Name	Company	Address
Claire Burbank	NE Wild Things	883 Wilson Avenue
Frederick Church, Jr.	Hugo's Markets, Inc.	5680 Wash St.

If you use an existing data source or set up the data source in a table yourself, keep the following rules in mind:

- The first row of cells must contain the header row. Make sure that there are no spaces, text, or blank lines above the header row.
- Each data record must have the same number of data fields (columns) as the number of field names in the header row.
- Place information for each record in the correct column. If a record doesn't have information for a particular field, leave the corresponding cell in that column blank.
- The order in which you list the field names in the header row is not important.

If your return address doesn't appear on shipping labels

The Avery Wizard will automatically add your return address to shipping labels if:

n   You select an Avery shipping label with Return Address in the name.

n   You have entered your return address in Word.

{button ,JI(`averywiz.HLP',`IDH_Entering_your_return_address_in_Word')}   Click here to see how to enter your return address in Word.

If your information prints too high on the label

You can move your information down by following these steps:

1 Press Ctrl+Home to move to the top.
2 Press Enter several times to move the information down.

If your information prints too far down on the label

▶ If there is blank space at the top, follow these steps:
  1 Press Ctrl+Home to move to the top.
  2 Press Del several times to move the information up.

▶ If there is no blank space at the top, follow these steps:
  1 Press Ctrl+A to select all the text.
  2 Use the toolbar to select a smaller point size.

▶ You can also select a larger Avery product.

If some of your text doesn't print

If you place too much information on a label, some of it may not print. You may see one of two conditions:

n   Some printers will print part of the last line, clipping off the bottoms of the characters.

n   Some printers will print the entire last line, even if some of it doesn't fit on the labels.

In either case, you should either select a larger Avery product, or reduce the point size so more information will fit.

If you want to print on the colored band on diskette labels

Diskette labels available in some areas have a colored band at the top. To print on this colored band, simply choose the white version of the label you are using. For example, for colored 3.5" Diskette Labels, use 5196 Laser Diskette Label - 3.5"

If you want to print on the colored band on file folder labels

Simply choose the white version of the label you are using. The 5366 Laser File Folder Label - White will work for both Laser and Ink Jet file folder labels.

If you see an address in the Items In Your File list

The Items In Your File list should contain the names of the fields in your data file. If a name and address appears in this list, it is usually because your data file doesn't have a header row. This can occur in Word data files and also in comma-delimited, or text files.

{button ,JI(`averywiz.HLP',`IDH_Troubleshooting_Word_data_file_problems')}   <u>Click here if you are using a Word data file.</u>

{button ,JI(`averywiz.HLP',`IDH_Troubleshooting_delimited_file_problems')}   <u>Click here if you are using a comma-delimited, or text file.</u>