

Avery[®] DesignPro[®]
for
Mac[®] Computers
User Guide

Software License Agreement for Designpro® for Mac®

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Welcome to Avery® DesignPro® for Mac® Computers

Avery® DesignPro® for Mac® software is an easy to use desktop application that gives you the flexibility to design and print Avery® products:

- Create many types of Avery® Binders, Mailing Labels, Other Labels, Media Labels & Inserts, Photo ID, Card Products, Specialty Products, Name Badges, Business Cards, and Dividers & Tabs.
- Quickly customize a design from the large library of pre-designed Avery® templates provided or select a blank template.
- Merge contact data directly from Address Book and Mail for mailing labels and more.
- Quickly import pictures from iPhoto®, add your own graphics or logo, or pick from the large gallery of clip art images provided.
- Easily transfer customized designs across multiple products with Snapshot Gallery.
- Import playlists from iTunes® to create custom CDs.

DesignPro® Mac® Features & System Requirements

DesignPro Mac offers the following features:

- Allows users to create many types of Avery Binders, Mailing Labels, Other Labels, Media Labels & Inserts, Photo ID, Card Products, Specialty Products, Name Badges, Business Cards, and Dividers & Tabs.
- Offers a large library of easy to customize pre-designed Avery templates.
- A Snapshot Gallery that enables the user to save and easily transfer customized designs across multiple products.
- Ability to quickly merge contact data directly from Address Book and Mail for mailing labels and more.
- A link to quickly import pictures from iPhoto®, add your own graphics or logo, or pick from the large gallery of clip art images provided.
- A link to import playlists and albums from iTunes® to create custom CDs.

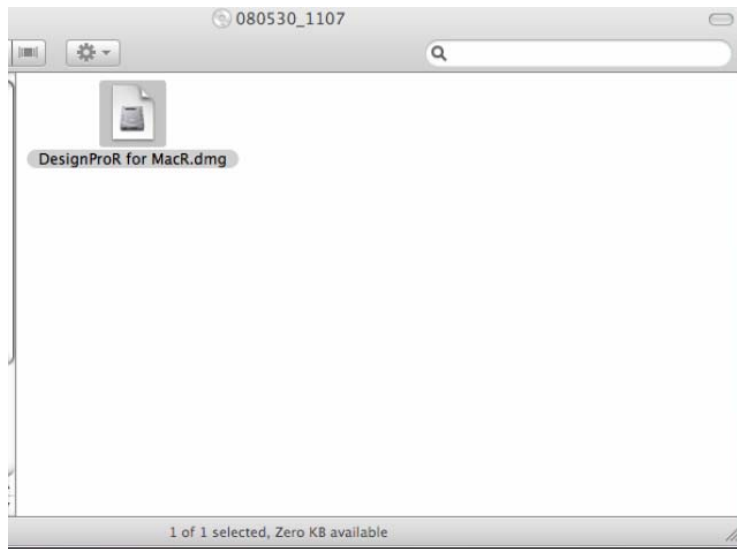
The system requirements for DesignPro Mac are:

- Mac® OS X v10.5 Leopard® or v10.4 Tiger®
- 320 MB available disk space
- Download times:
- With 640K – DSL /Cable: 53 minutes, 7 seconds
- With Bluetooth 728K: 46 minutes, 42 seconds
- With T1/DS1, 1.5M-DSL /Cable: 22 minutes, 8 seconds
- With Wireless 2.4M: 14 minutes, 10 seconds

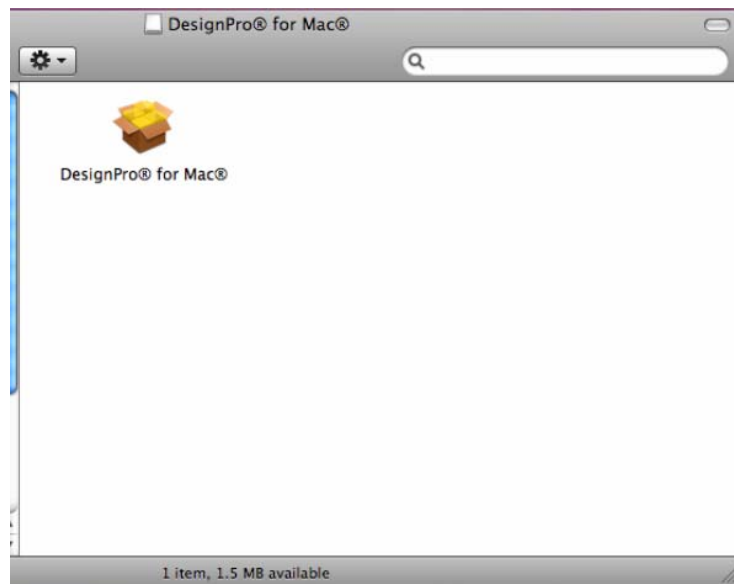
Install Avery® DesignPro® for Mac® Software

To run this software you must be using Mac® OS X 10.5 Leopard® or 10.4 Tiger®.

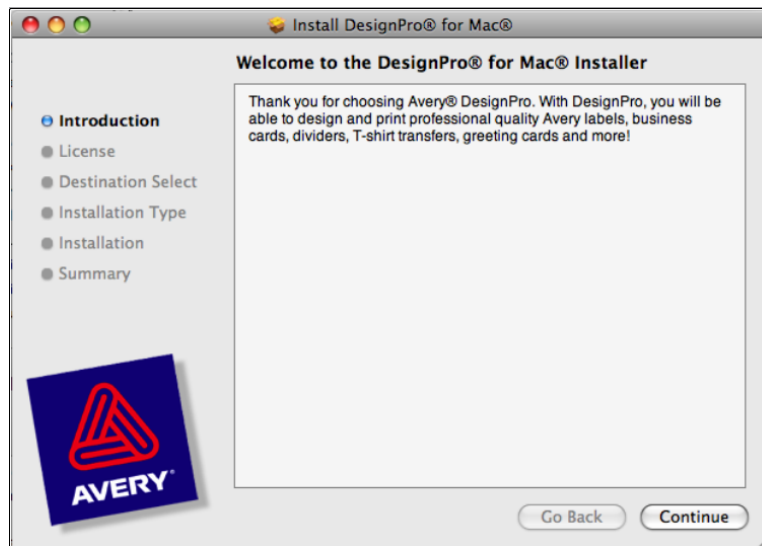
1. Insert the Install disc.
2. Double click the **Install** icon (an image of a disc). The following window appears.



3. Double click the **DesignProR for MacR.dmg** file that appears in the window. The **DesignPro® for Mac®** window appears.



4. Double click the **DesignPro® for Mac®** icon that appears in the window. The **Install DesignPro® for Mac®** screen appears.



5. Click **Continue** to start the install process and follow the on-screen instructions.
6. You must agree to the **End User License Agreement** in order to complete the install.
Note: It is recommended to do the standard install.
7. When the installation is complete, the application files will be in:
Applications/DesignPro.
8. If you are using Mac OS X 10.4 Tiger, you must re-start your computer to begin the program.

Start a DesignPro® Mac® Project

Start your project from a pre-designed Avery® Template, from a blank Avery® template, or from a previously saved project.

- Click a product button to select a product category, and then select a product.
- To start a project from a pre-designed or blank template, select a project from the **Project Toolbar**.
- To start a project from a previously saved project, select **File > Open** from the Menu Bar and select the saved project from the **Open** dialog box.

Note: To open a new project after starting a project, select **File > New** and select a project from the **Project Toolbar**.

Calibrate the Printer

It is easy and important to calibrate your printer. Calibrating ensures that the design will align correctly on the Avery products. Do the following to calibrate your printer:

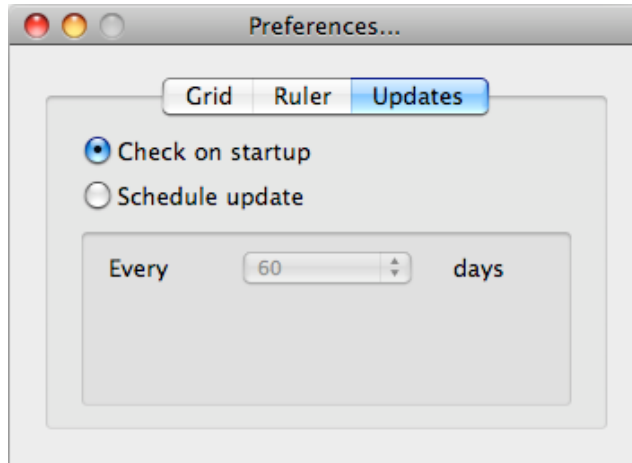
1. Open the **Calibrate Printer** dialog box from the **Design** screen, select **File > Calibrate Printer**.
2. With the **Calibrate Printer** dialog box open, click **Next** to run the **Printer Calibration Wizard**.
3. From the **Configure the Page Setup** dialog box, click **Page Setup**.
4. Select your printer from the drop-down list box for **Format for**. If using more than one printer with DesignPro Mac, you will need to calibrate each printer.
5. Click **Paper Size** and select **Letter**. (**A4** is the international standard.)
6. Select **Portrait** and click **OK**.
7. Click **Print Calibration Sheet**. Follow the instructions for **Folding the Calibration Sheet**. Click **Next**.
8. Follow the instructions to **Select Horizontal and Vertical Offsets**.

***Note:** Not all printers will require adjustment. If your printer aligns correctly, simply leave the calibration set to the default settings. If no settings are changed, "the printer has not been calibrated" may still appear in the dialog box and you may receive a message about calibrating your printer when using DesignPro Mac. Click **Cancel** if this message appears.*

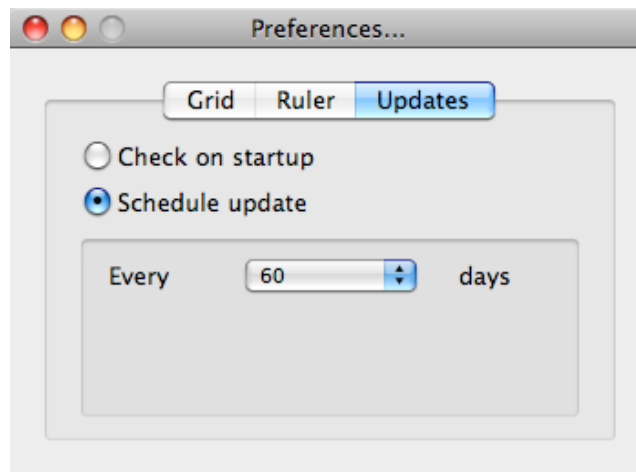
9. Click **Finish** when finished. The selected printer has been calibrated.

Check for Product Updates

1. From the menu, select **DesignPro > Preferences**.
2. The **Preferences** dialog box appears.



3. To check for the DesignPro updates on startup, select the **Check on startup** option.
4. Or set a schedule for checking updates by selecting the **Schedule update** option.



5. If you want to check for updates, select the **Every # days** option and then select a number from the drop-down list.
6. Close the **Preferences** dialog box to apply all changes.

User Registration & Support

User Registration

To receive free Software Support, valuable updates and special offers, register online at avery.com.

Avery Support

Avery provides a variety of product and software support services.

Avery.com

DesignPro includes templates for most Avery printable products. Check avery.com frequently for product updates, new templates and more. You can also find DesignPro Frequently Asked Questions, Troubleshooting Tips and Avery Software Support contact information on our Web site.

Avery Consumer Service Centers

Avery Consumer Service Centers provide product information for all Avery products available in the United States and Canada. They can help you get products quickly even if the products are not carried by dealers in your area.

United States and Canada

Phone: 1-800-GO-AVERY (1-800-462-8379)

Fax: 1-800-831-2496

Avery Software Support

Avery provides support for all Avery software products. If you have a question about DesignPro, be sure to review information in this **Help** file before calling Avery Software Support.

United States and Canada

Phone: 1-888-835-8379

If you call Avery Software Support, please be at your computer with DesignPro running. Be prepared to provide the following information:

- The version of DesignPro you are using. Select **Help** > **About** for version information.
- Details about your computer: type of computer, operating system, network, printer and printer driver and amount of memory.
- The exact wording of any messages that appeared on your screen.
- What you were doing when the problem occurred.
- Whether or not you could recreate the problem.
- How you tried to solve the problem.

Please visit avery.com for the Avery Software Support information in your country.

Exercise 1: Add a Text Box to a Project

With DesignPro, you can add and edit text in a text box.

To add a text box to your project:

1. Start your project or open an existing project. For this exercise, click **Card Products** from the **Project Toolbar**. Select a blank 3263 template.
2. Click the **Text** button on the **Toolbar** to add a text box.
3. The *Place your text here* text placeholder appears in the center of the project panel.

Note: Each time you click the **Text** button, you add another text box to the project.

4. Double-click the text box to edit.
5. The first time you double-click a text box, all the text is selected. As you type, the pointer changes to an I-beam and the selected text is replaced with your new text.

Type the following text: **Happy Chanukah**. Add another text box and type the following text: **Hello Mr. Jones**.

To move, size or rotate a text box:

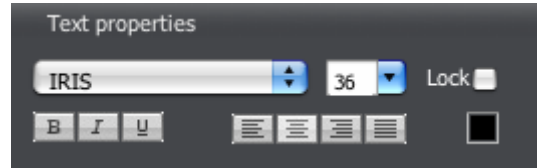
1. To size a text box, click on the object. The gray sizing squares appear. The mouse pointer appears as hand when it is pointing to a square. Drag one of the squares to resize it.
2. To move a text box, point anywhere in the box and drag the box to another position.
3. To rotate a text box, click and hold the circle control handle to the right of the box to rotate the box.




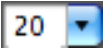

4. Save your changes. Select **File > Save**. Name the file and select the location to save it.

Text Properties

When you add a text box to a project and enter text, you can then format it using the **Text properties** section in the **Tools** panel.



To format text:

1. Double-click the text box containing the text you want to format.
2. Select a font from the **Font** drop-down list.  For this exercise, select **Arial**.
3. Change the size of the text by selecting a value from the size drop-down list or type your own value in the text field.  For this exercise, select **20**.
4. Click the **Bold**, **Italic**, or **Underline** buttons to make the text bold, italic, or underlined. Click the buttons again to remove the applied formatting. For this exercise, apply any formatting, if desired.
5. Click the **Alignment** buttons to change the alignment of the selected text to left, centered, right, or full. For this exercise, apply the center alignment.
6. Click the **Colors** button  (below the **Lock** checkbox) to apply color to the text using the **Colors** palette. For this exercise, change the color of the selected text.
7. Use the **Lock** checkbox to lock a selected text object. This is helpful when you want to secure text in place or if you want to make changes to all objects on your project except for one.
8. When you click the **Lock** checkbox in the **Text properties** section (or select **Advanced** from the **Tools** menu and then **Lock Object**), the control handles on the locked text change from gray to red. To unlock the text, select it and click the **Lock** checkbox in the **Text properties** section to remove the check mark.

Note: A locked object cannot be rotated, moved, resized, or modified, but it can be deleted.



Check Spelling

To spell check:

1. Select the text block you want to spell check.
2. Right click the word or text and select **Spelling and Grammar > Show Spelling and Grammar**.

***Note:** If you are spell checking one word, after right clicking the word, the correct spelling, if available, will appear in the right click menu at the top. Left click to select it.*

3. Click the **Change** button to replace the misspelled word with the word indicated in the list of suggested word(s).
4. Click the **Ignore** button to continue searching.
5. Click the **Learn** button to add a word (for example, a name that you will be using again in another project) to your personal dictionary.
6. Click the **Find Next** button to continue the spell check.

***Note:** Set the language for the selected text by selecting the appropriate language from the drop-down list in the **Spelling and Grammar** dialog box.*

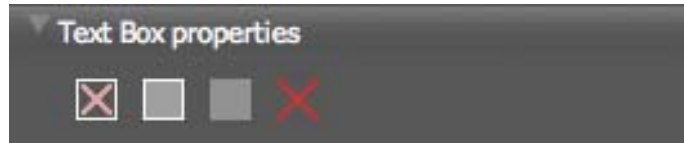
7. To close the **Spelling and Grammar** dialog box, right click the text and select **Spelling and Grammar > Hide Spelling and Grammar** or just close the dialog box.

Text Box Properties

A text box is a border around text or an object. The text box helps to set text or an object apart from the other objects in your project. The text box stays with the text wherever you move it.

To apply the text box properties:

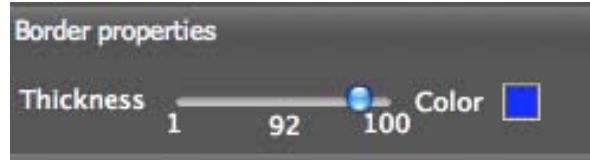
1. Select the first text box. The **Text Box properties** are active by default.



2. The following options are available:
 - If you want to apply a border to the text box.
 - If you want to apply a border and a background to the text box.
 - If you want to apply a background to the text box.
 - If you do not want to apply a border or a background to the text box.
3. For this exercise, click the second button from the left to apply a border and a background to the first text box.
4. Repeat for the second text box.

Border Properties

If you applied properties (for instance, a border) to your text box, you can then change the properties of the border.



To change the text box border:

1. Select a text box with a border you want to modify. For this exercise, select the second text box.
2. The **Border properties** section appears.
3. Set the thickness by dragging the **Thickness** slider.
4. Change the color of the box border by clicking the **Color** button and selecting a color using the **Color** palette.



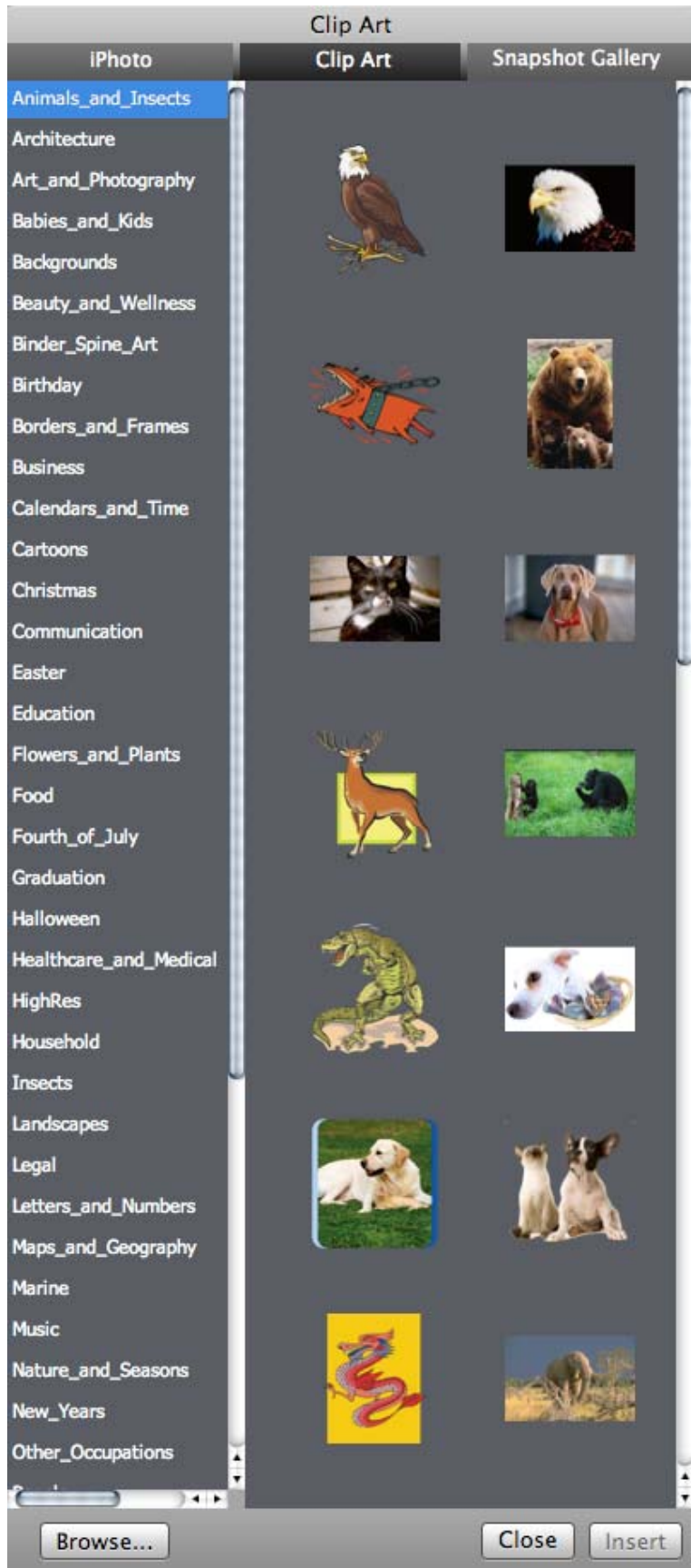
5. Save your changes and close the file. Select **File** > **Save**. Then select **File** > **Close**.

Exercise 2: Add a Background to a Project

With DesignPro, you can add a background image to your project. A background image appears behind the other objects in the project. Each label or product panel can only contain one background image. Setting a new image as the background image automatically deletes the old background image.

To add a background image to your project:

1. Start your project or open an existing project. For this exercise, click **Card Products** from the **Project Toolbar**. Select a blank 3263 template.
2. Click the **Background** button on the **Toolbar** to add a background image.
3. The **Background properties** appear in the **Tools** panel.
4. Click the **Gallery** button. The **Clip Art** panel appears.



5. Scroll in the **Clip Art** gallery to locate and select a background image. For this exercise click the **Backgrounds** folder and select the green marble image. Click **Insert**.
6. Double click or click **Insert** to insert the background image in the project.

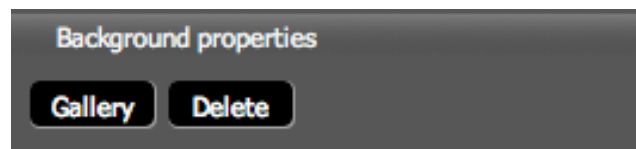
***Note:** Click the **iPhoto** tab or the **Snapshot Gallery** tab to select a saved photo or a saved screen shot. Or click the **Browse** button to browse your personal files.*

7. Once the image is selected and inserted into your project, click **Close** to close the **Clip Art** gallery.
8. Save your changes. Select **File > Save**. Name the file and select the location to save it.

Background Properties

To apply the background properties:

1. If the **Background properties** are not displayed, click the **Background** button on the **Toolbar**.
2. The **Background properties** appear in the **Tools** panel.



3. Click the **Delete** button to delete the current background image.

To change the color of a background:

1. Click the first color button to the far left in the **Color properties**.
2. Click the color button to the far right to view the **Colors** palette.
3. Select a color for the background.
4. Save your changes and close the file. Select **File > Save**. Then select **File > Close**.

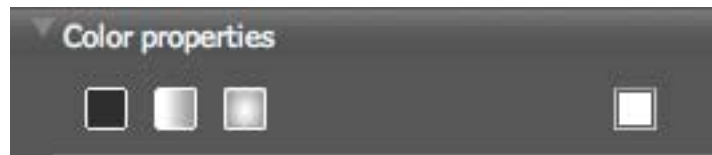
Color Properties

Using the **Color properties** and **Gradient properties** sections, you can select the color of the background or select a blend style of dual-linear and radial to give an enhanced design to the background.

If you applied properties (for instance, a background) to your text box, you can then change properties of the background in the text box.


To change the color of the text box background:

1. Locate and open the first document that you created with the two text boxes.
2. Select the first text box.
3. The **Color properties** section for the text box is active.



The following button options are available:

 - Background color.

 - Linear gradient.

 - Radial gradient.

 - **Colors** palette.

4. Under the **Color properties** section, click the white color button to the far right.
5. Select a color from the **Colors** palette and then close the dialog box.




6. Save your changes. Select **File > Save**.

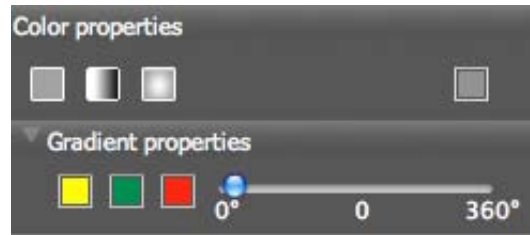
Note: If you select a design with a background, the background will be deleted when you select a color.

Gradient Properties

The **Gradient properties** section becomes available if you apply color to the background. You can apply a linear or a radial gradient.

To apply a linear gradient to the background:

1. Select a text box or a background. For this exercise, select the first text box.
2. Click the linear gradient  icon in the **Color properties** section. The **Gradient properties** section appears.
3. Click the color icon or icons under **Gradient properties** to select the color or colors for the gradient.



4. When you select a color on the **Color** palette, it automatically updates the text box. You can experiment with colors to make the appearance of your text box exactly as you would like.



5. Drag the gradient slider to change the gradient.




The background appearance changes.



6. Save your changes. Select **File > Save**.

To apply a radial gradient to the background:

1. Select a text box or a background.
2. Click the radial gradient  icon in the **Color properties** section. The **Gradient properties** section appears.
3. Click the color icon or icons under **Gradient properties** to select the color or colors for the gradient.



4. When you select a color on the **Color** palette, it automatically updates the text box. You can experiment with colors to make the appearance of your text box exactly as you would like.



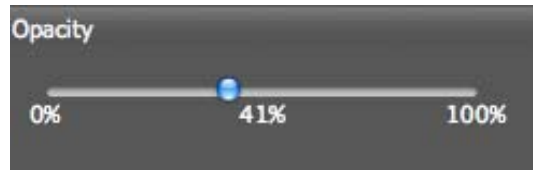
5. Save your changes. Select **File > Save**.

Opacity Properties

You can change the opacity of a color for a selected text box, background or image in your project.

To set the opacity:

1. Select the text box, background or image you want to modify.
2. Find the **Opacity** section on the **Tools** panel.



3. Move the **Opacity** slider to get the exact shade you want for the object.



Note: When you select a text box, text, background or an image the **Opacity** slider is activated to change the shade of the selected object.

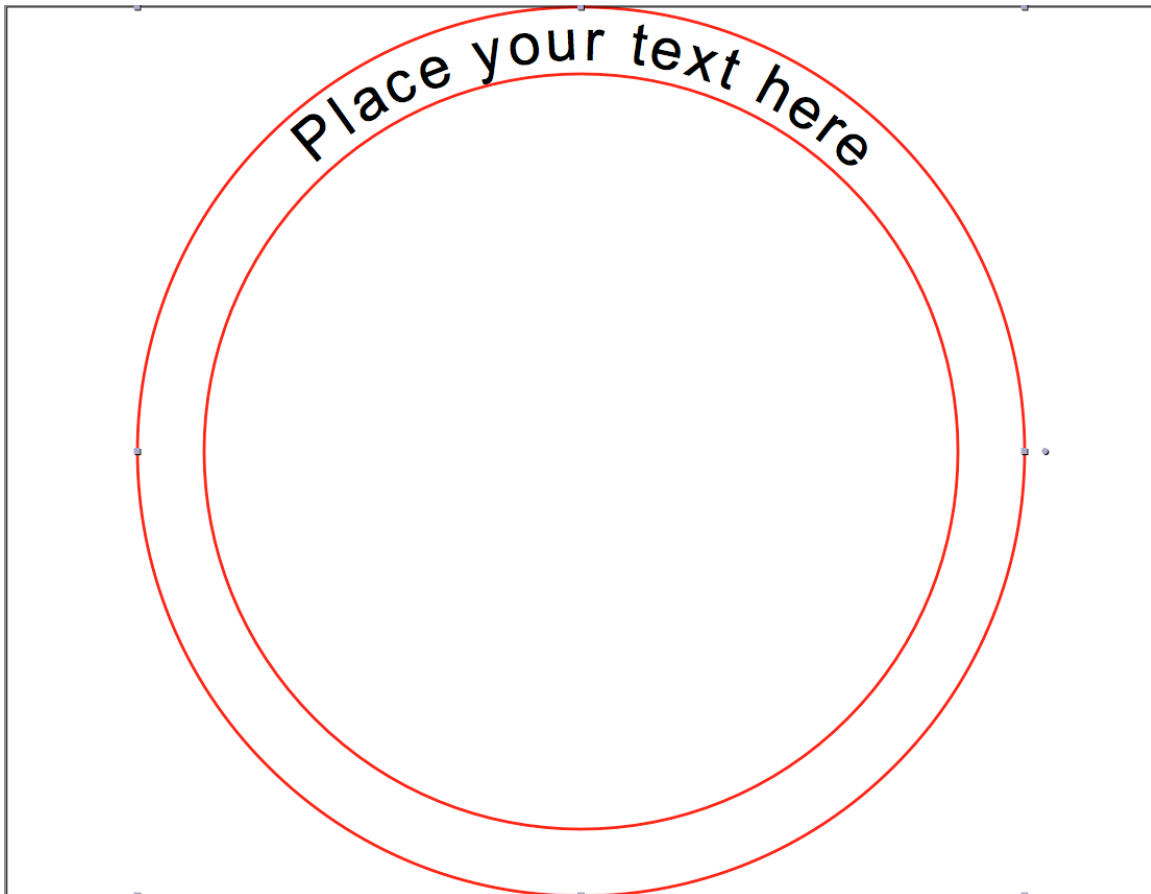
5. Save your changes and close the file. Select **File** > **Save**. Then select **File** > **Close**.

Exercise 3: Add Circular Text to a Project

With DesignPro, you can add circular text to a project.

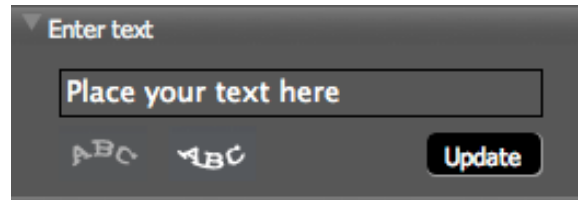
To add circular text to your project:

1. Start your project or open an existing project. For this exercise, click **Card Products** from the **Project Toolbar**. Select a blank 3263 template.
2. Click the **Circular Text** button on the **Toolbar** to add an arched circular text block.
3. The *Place your text here* text placeholder appears in the center of the project panel.



Note: Each time you click the **Circular Text** button, you add another circular text box to the project.

4. Position the cursor in the **Enter text** field in the **Tools** panel to enter text.



5. Highlight the current placeholder text in the field and type the new text. For this exercise type the following text: **DesignPro Mac**
6. Click the **Concave** or **Convex** buttons to position your text right side up or upside down.
7. Click the **Update** button to replace the placeholder text in the project with the text you just entered.
8. Drag the **Begin angle** slider in the **Tools** panel to the desired position. Or click and hold the circle control handle to the right of the image to rotate.
9. Move the **Opacity** slider to get the exact shade you want for the text.
10. Save your changes. Select **File > Save**. Name the file and select the location to save it.

Begin Angle

Circular text can be rotated 360 degrees with the **Begin angle** feature.

To rotate circular text:

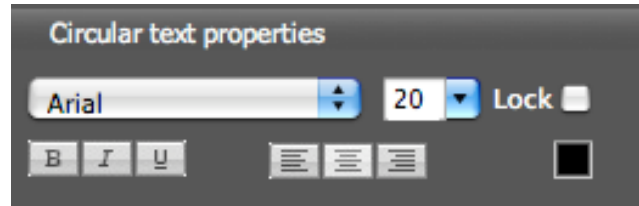
1. Select the circular text box.
2. Drag the **Begin angle** slider in the **Tools** panel to the desired position. Or click and hold the circle control handle to the right of the image to rotate.




3. The circular text moves as the slider is moved.

Circular Text Properties

When you add circular text to a project and enter text, you can then format it using the **Circular text properties** section in the **Tools** panel.



To format circular text:

1. Select the text in the **Enter text** field to begin editing.
2. Select a font from the **Font** combo box.
3. Change the size of the text by selecting a value from the size drop-down list or type your own value in the text field.
4. Click the **Bold**, **Italic**, or **Underline** buttons to make the text bold, italic, or underlined. Click the buttons again to remove the applied formatting.
5. Click the **Alignment** buttons to change the alignment of the selected text to left, centered, right, or full.
6. Click the **Text Colors** button,  below the **Lock** checkbox, to apply color to the text using the **Colors** palette.
7. Use the **Lock** checkbox to lock a selected text object. This is helpful when you want to secure text in place or if you want to make changes to all objects on your project except for one.
8. When you click the **Lock** checkbox in the **Text properties** section (or select **Advanced** from the **Tools** menu and then **Lock Object**), the control handles on the locked text change from gray to red. To unlock the text, select it and click the **Lock** checkbox in the **Text properties** section to remove the check mark.

Note: A locked object cannot be rotated, moved, resized, or modified, but it can be deleted.

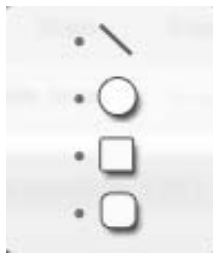
9. Save your changes and close the file. Select **File > Save**. Then select **File > Close**.

Exercise 4: Add a Shape to a Project

With DesignPro, you can add a shape object to your project.

To add a shape object to your project:

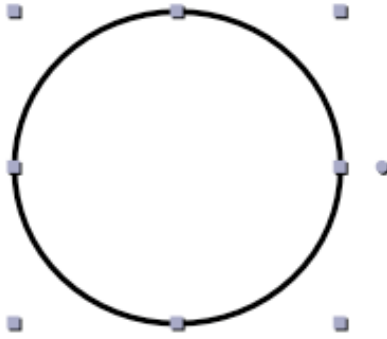
1. Start your project or open an existing project. For this exercise, click **Card Products** from the **Project Toolbar**. Select a blank 3263 template.
2. Click the **Shape** button on the **Toolbar** to add a shape.
3. Select a line, circle, square or rectangle shape.



4. The shape object is inserted.
5. Save your changes. Select **File > Save**. Name the file and select the location to save it.

To move, size or rotate a shape object:

- To size a shape object, click on the object. The gray sizing squares appear. The mouse pointer appears as hand when it is pointing to a square. Drag one of the squares to resize it.
- To move a shape, point anywhere in the shape and drag the shape to another position.
- To rotate a shape, click and hold the circle control handle to the right of the shape to rotate the shape.



- Use the **Lock** checkbox to lock a selected shape object. This is helpful when you want to secure an object in place or if you want to make changes to all objects in your project except for one.
- When you click the **Lock** checkbox in the **Shape properties** section (or select **Advanced** from the **Tools** menu and then **Lock Object**), the control handles on the locked object change from gray to red. To unlock the object, select it and click the **Lock** checkbox in the **Shape properties** section to remove the check mark.

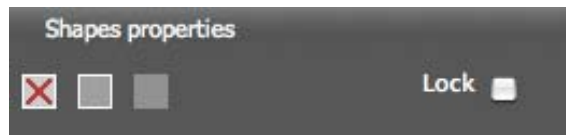
Note: *A locked object cannot be rotated, moved, resized, or modified, but it can be deleted.*

Shapes Properties

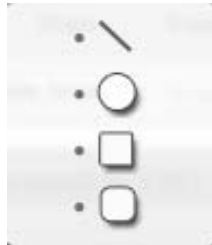
A shape is an object that can be added to your project. You can add lines, rectangles, squares, and circles to your project. Once a shape is created, it is selected and ready for editing.

To add a shape:




1. Click the **Shape** button on the **Toolbar**.



2. Select from the following shapes:



3. Select one of the following property options:

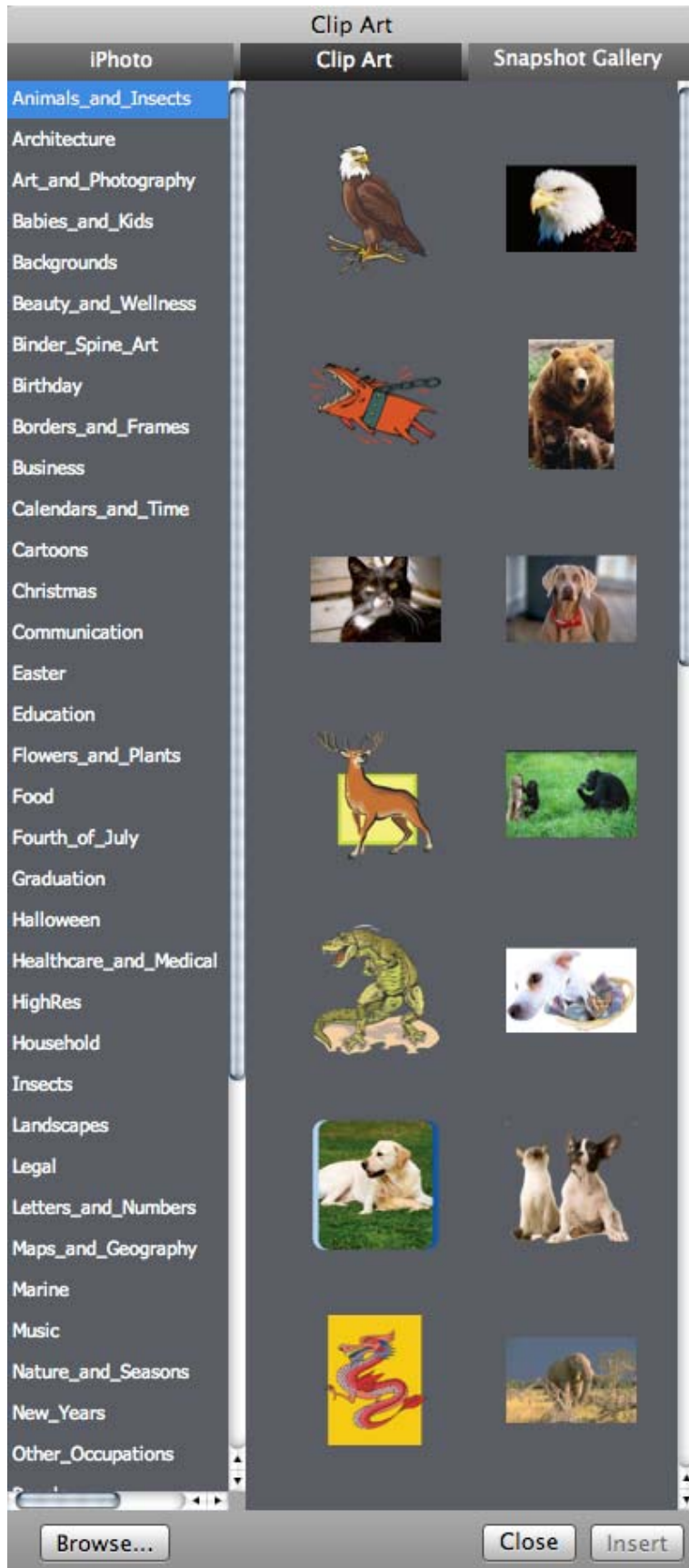
-  - If you want to apply a border to the shape object.
-  - If you want to apply a border and to fill the interior of the shape object.
-  - If you want to fill the interior of the shape object without a border.

Exercise 5: Add an Image to a Project

With DesignPro, you can add an image to your project.

To add an image to your project:

1. Start your project or open an existing project. For this exercise, use the previous project you created.
2. Click the **Image** button on the **Toolbar** to add an image.
3. The **Clip Art** panel appears.



4. Scroll through the left side of the **Clip Art** gallery to locate the category of choice and then select an image.

Note: Click the **iPhoto** tab or the **Snapshot Gallery** tab to select a photo or saved screen shot. Or click the **Browse** button to browse your personal files.

5. Double click or click **Insert** to insert the image in the project.
6. Once the image is selected and inserted into your project, click **Close** to close the **Clip Art** gallery.
7. Save your changes. Select **File > Save**.

Image Properties

To apply the background properties:

1. Select an image in the project. For this exercise, select the image you inserted in the previous example.

Note: To add an image, see **Add an Image to a Project**.

2. The **Image properties** appear in the **Tools** panel.



3. Click the **Gallery** button to access the **Clip Art** gallery, **iPhotos**, **Snapshots** or browse personal files.
 - Use the **Lock** checkbox to lock a selected image object. This is helpful when you want to secure an image in place or if you want to make changes to all objects in your project except for one.
 - When you click the **Lock** checkbox in the **Image properties** section (or select **Advanced** from the **Tools** menu and then **Lock Object**), the control handles on the locked image change from gray to red. To unlock the image, select it and click the **Lock** checkbox in the **Image properties** section to remove the check mark.

Note: A locked object cannot be moved, resized, or modified, but it can be deleted.

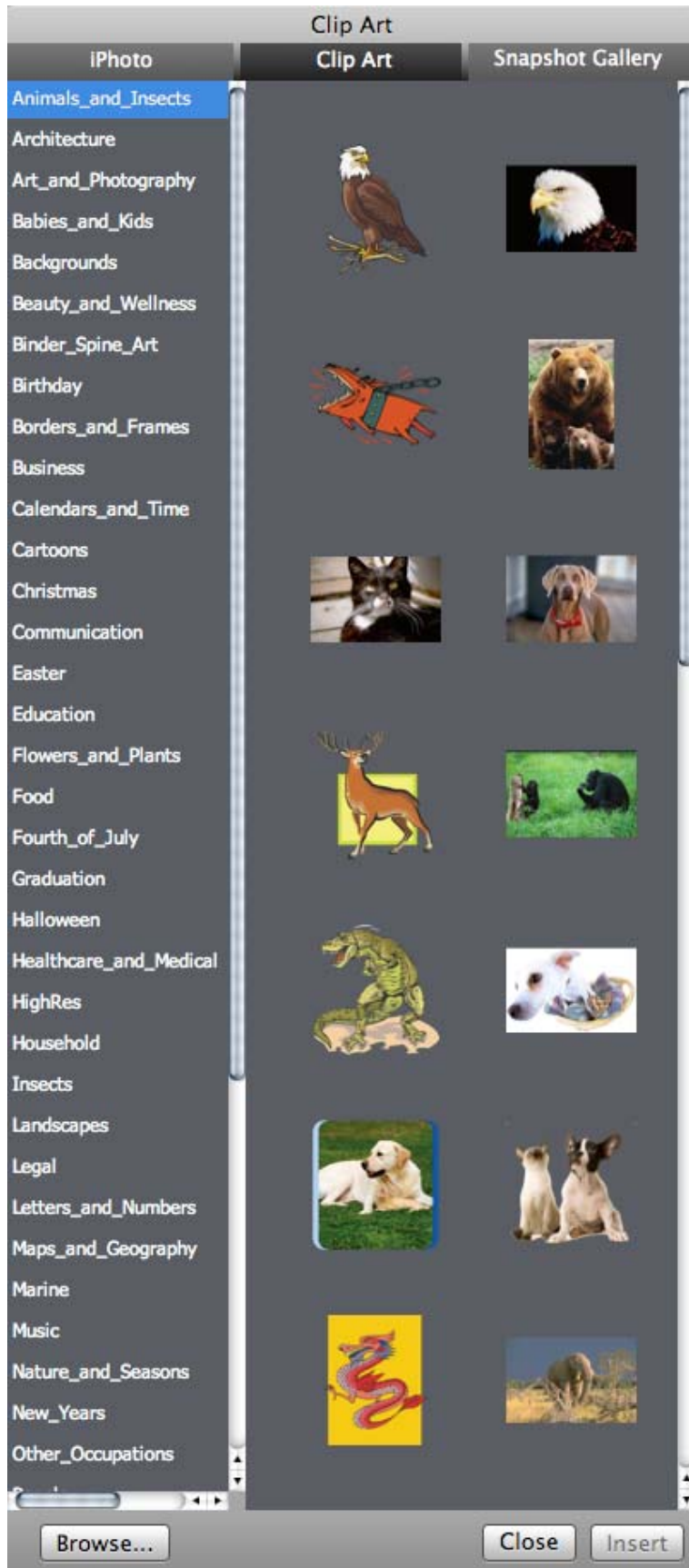
- Move the **Opacity** slider to get the exact shade you want for the image.
 - Click the **Delete** button to delete the selected image.
4. Save your changes and close the file. Select **File > Save**. Then select **File > Close**.

Clip Art Gallery

You can insert a clip art image from the Clip Art Gallery directly into your project. If the original size of the clip art object exceeds the size of the selected template, the object is automatically reduced to fit within the template.

To insert a clip art image in a project:

1. Start your project or open an existing project. For this exercise, click **Card Products** from the **Project Toolbar**. Select a blank 3263 template.
2. Click the **Image** button on the **Toolbar** to add a clip art image.
3. The **Clip Art** panel appears.
4. Scroll in the **Clip Art** gallery to locate and select a clip art image.



Note: Click the **iPhoto** tab or the **Snapshot Galley** tab to select a photo or saved screen shot.

5. Double click or click **Insert** to insert the clip art image in the project.
6. Click **Close** to return to the **Image properties** in the **Tools** panel.
7. Save your changes. Select **File > Save**. Name the file and select the location to save it.

To move, size or rotate a clip art image:

- To size a clip art image, click on the object. The gray sizing squares appear. The mouse pointer appears as hand when it is pointing to a square. Drag one of the squares to resize it.
- To move a clip art image, point anywhere in the image and drag the image to another position.
- To rotate a clip art image, click and hold the circle control handle to the right of the image to rotate the image.
- Use the **Lock** checkbox to lock a selected clip art image. This is helpful when you want to secure an object in place or if you want to make changes to all objects in your project except for one.
- When you click the **Lock** checkbox in the **Image properties** section (or select **Advanced** from the **Tools** menu and then **Lock Object**), the control handles on the locked object change from gray to red. To unlock the object, select it and click the **Lock** checkbox in the **Image properties** section to remove the check mark.

Note: A locked object cannot be rotated, moved, resized, or modified, but it can be deleted.

iPhoto Gallery (Optional)

You can import a photo from your digital camera or scanner and insert it directly into your project. If the original size of the photo object exceeds the size of the selected template, the photo is automatically reduced to fit within the template.

To insert a photo in a project:

1. Click the **Image** button on the **Toolbar** to add a photo.
2. The **Clip Art** panel appears.
3. Click the **iPhoto** tab to view the saved photos.
4. Scroll in the **iPhoto** gallery to locate and select a photo.



Note: Click the **Clip Art** tab or the **Snapshot Gallery** tab to select a graphic image or saved screen shot.

5. Double click or click **Insert** to insert the photo in the project.
6. Click **Close** to return to the **Image properties** in the **Tools** panel.
7. Save your changes. Select **File > Save**.

To move, size or rotate an iPhoto object:

- To size a photo object, click on the object. The gray sizing squares appear. The mouse pointer appears as hand when it is pointing to a square. Drag one of the squares to resize it.
- To move a photo object, point anywhere in the photo and drag the photo to another position.
- To rotate a photo, click and hold the circle control handle to the right of the photo to rotate the photo.
- Use the **Lock** checkbox to lock a selected photo object. This is helpful when you want to secure an object in place or if you want to make changes to all objects in your project except for one.
- When you click the **Lock** checkbox in the **Image properties** section (or select **Advanced** from the **Tools** menu and then **Lock Object**), the control handles on the locked object change from gray to red. To unlock the object, select it and click the **Lock** checkbox in the **Image properties** section to remove the check mark.

Snapshot Gallery

You can insert a saved screen shot directly into your project. If the original size of the image exceeds the size of the selected template, the image is automatically reduced to fit within the template.

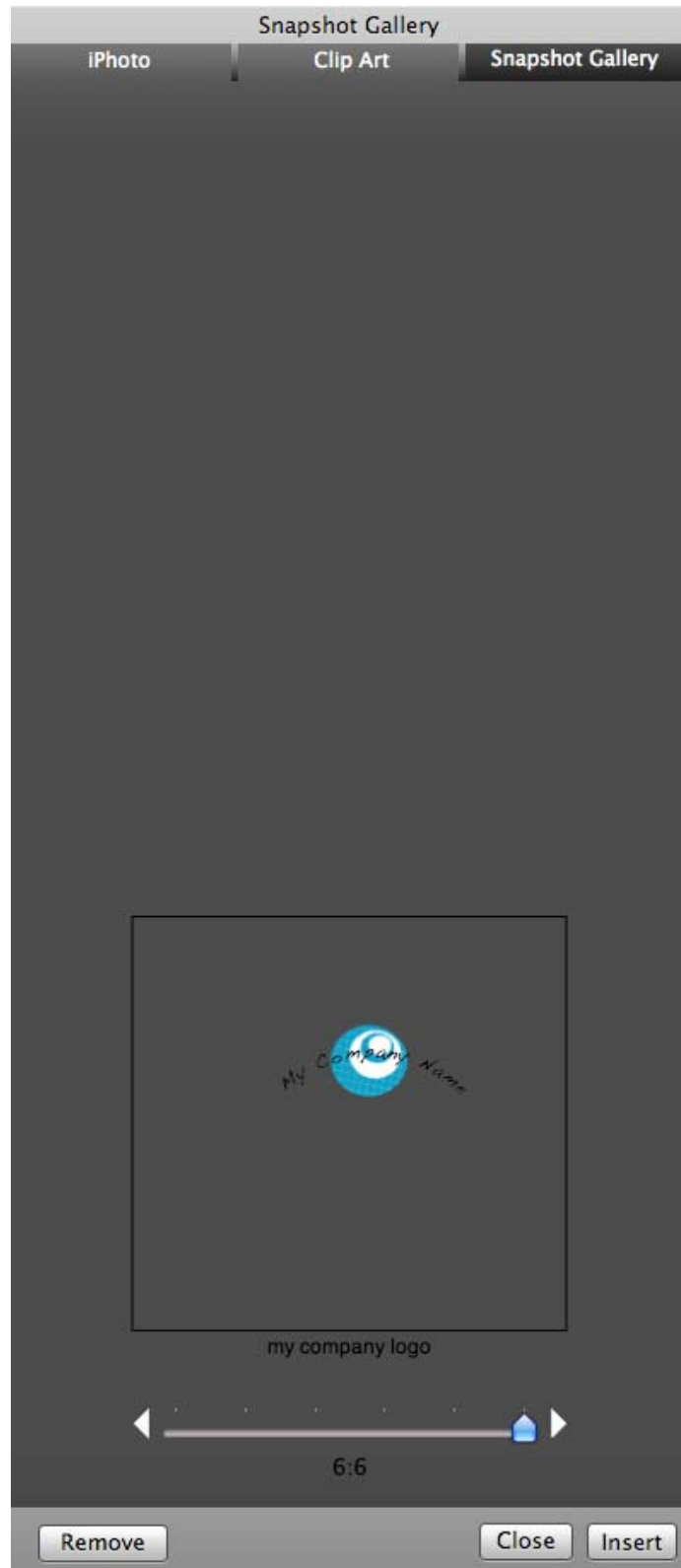
To create a snapshot:

1. Select the section of the project or image you want to capture.
2. Click **Take Snapshot** on the **Buttons** toolbar.
3. The image you selected is inserted in the **Snapshot Gallery**.

***Note:** You can also take a snapshot of the whole project or image.*

To insert a saved screen shot in a project:

1. Click the **Snapshots** gallery button on the **Toolbar** to add an image.
2. Scroll in the **Snapshot Gallery** to locate and select an image.
3. Select the image you just captured.



Tip: You can personalize the name of the snapshot by double clicking the system name below the snapshot and typing in a new name.

4. Click **Insert** to insert the image in the project. Or click **Remove** to delete the image from the gallery.

Note: Click the **Clip Art** tab or the **iPhoto** tab to select a graphic image or photo.

5. Click **Close** to return to the **Image properties** in the **Tools** panel.
6. Save your changes and close the file. Select **File > Save**. Then select **File > Close**.

To move, size or rotate an image object:

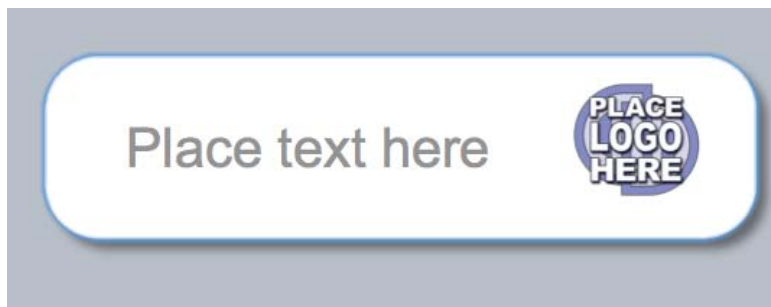
- To size an image object, click on the object. The gray sizing squares appear. The mouse pointer appears as hand when it is pointing to a square. Drag one of the squares to resize it.
- To move an image object, point anywhere in the image and drag the image to another position.
- To rotate an image, click and hold the circle control handle to the right of the image to rotate the image.
- Use the **Lock** checkbox to lock a selected image object. This is helpful when you want to secure an object in place or if you want to make changes to all objects in your project except for one.
- When you click the **Lock** checkbox in the **Image properties** section (or select **Advanced** from the **Tools** menu and then **Lock Object**), the control handles on the locked object change from gray to red. To unlock the object, select it and click the **Lock** checkbox in the **Image properties** section to remove the check mark.

Note: A locked object cannot be rotated, moved, resized, or modified, but it can be deleted.

Exercise 6: Create Index Maker Dividers

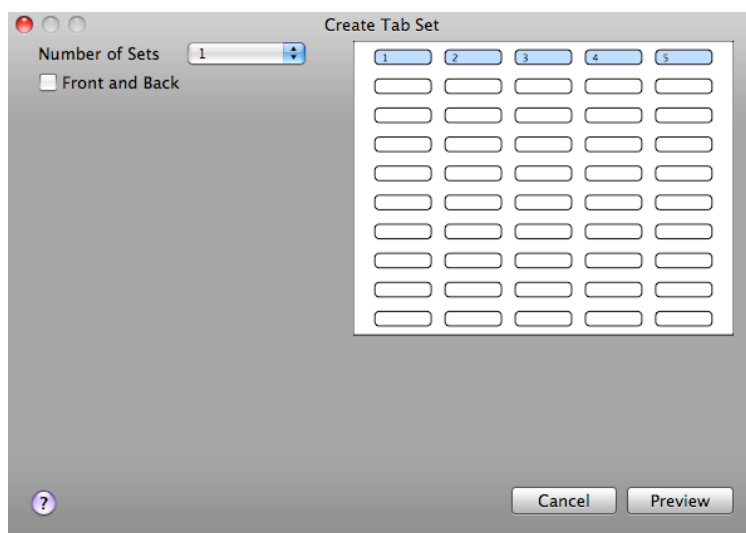
To select a design:

1. Select **File > New** from the menu. Click the **Dividers & Tabs** button on the **Product** toolbar.
2. From the **All Avery Products** list, select a product number for the Avery product you have. For this example, we selected **11436 – Index Maker Easy Apply Dividers 5-Tab**.
3. Double click a pre-designed template or select a blank template. For this example, we selected the first design in the project group.



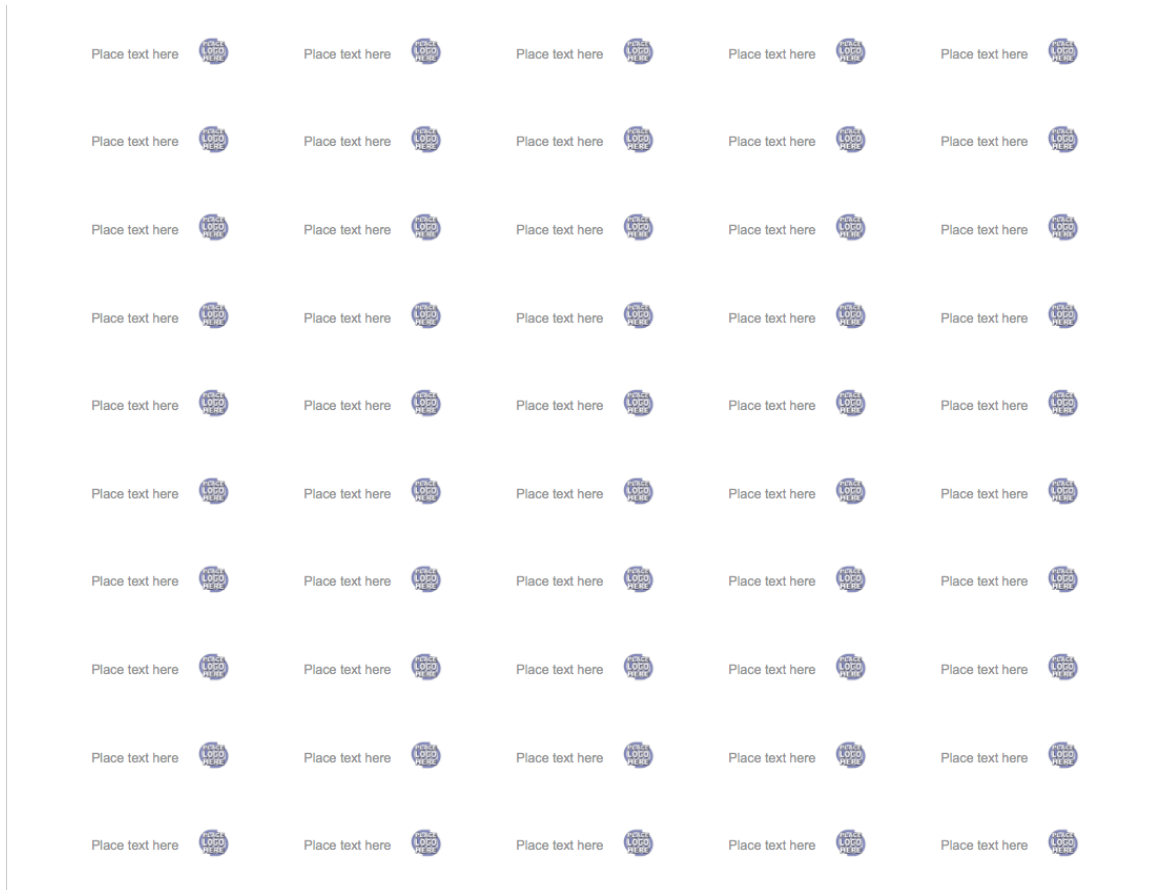
To select number of tab sets:

1. To view the **Create Tab Set** dialog box, click **Page Preview** on the **Buttons** toolbar.



Note: For Easy Apply Dividers, you can select **Front and Back** to print on both sides of the divider tabs.

2. Change the **Number of Sets** to your number choice. For this example, we selected **10**.
3. Click **Preview** in the **Create Tab Set** dialog box. All the text and the image is repeated on each tab.



4. Click **Edit Panel** on the **Buttons** toolbar to return to the design screen.

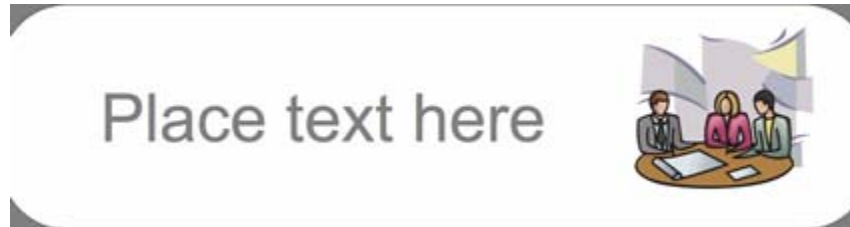
To insert a new logo on all the tabs:

1. Click the **Place Logo Here** place marker in the design to select it.

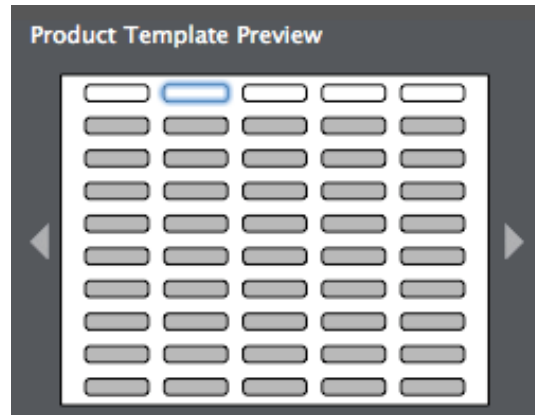
Note: If you selected a blank template, click the **Image** or **Background** button to insert an image.

2. Click **Gallery** in the **Image properties** section of the **Tools** panel.

3. Select any **Category** folder. For this example, we selected the **Business** folder. Select a new logo or image. Click **Insert**.
4. Click **Close** to close the **ClipArt Gallery** and return to the design screen.



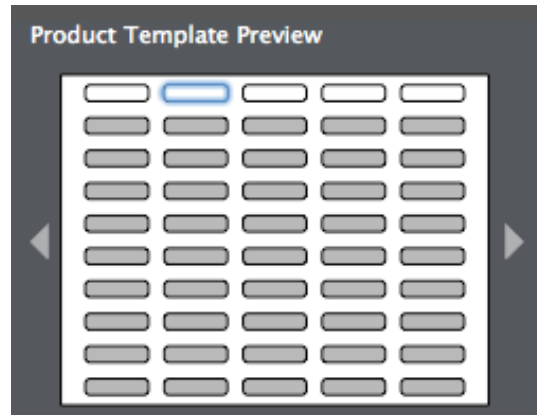
5. Click the next tab in the first row in the **Product Template Preview** by clicking it or click **Panel View: Next**. The tab is outlined blue.



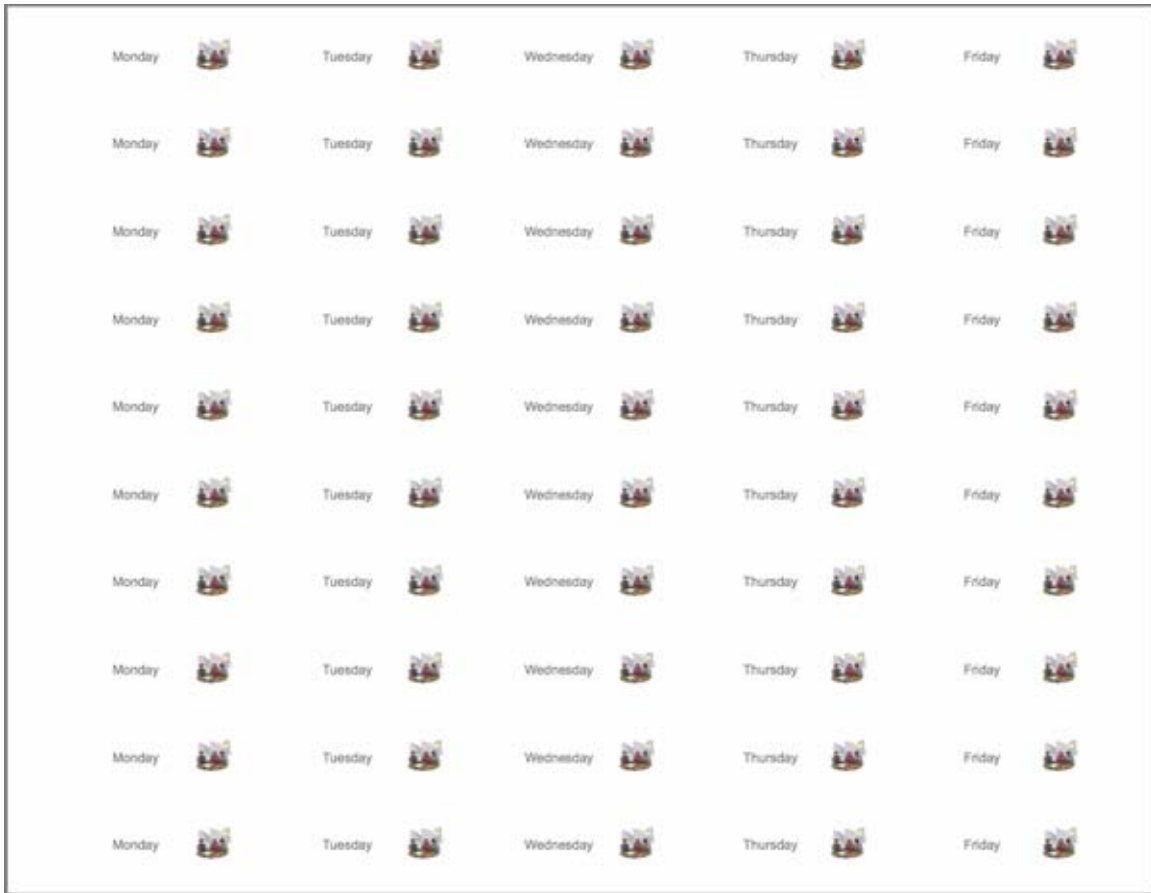
6. Click the **Place Logo Here** place marker in the design to select it.
7. Click **Gallery** in the **Image properties** section of the **Tools** panel.
8. Select any **Category** folder. For this example, we selected the **Business** folder. Select a new logo or image. Click **Insert**.
9. Click **Close** to close the **ClipArt Gallery** and return to the design screen.
10. Repeat steps 5 – 9 to continue to insert the new image on the remaining tabs in the first row.
11. To view the tabs with the new logo on all the tabs, click **Page Preview** on the **Buttons** toolbar.
12. Click **Preview** in the **Create Tab Set** dialog box. The image is repeated on each tab.
13. Click **Edit Panel** on the **Buttons** toolbar to return to the design screen.

To insert individual text on individual tabs:

1. Double click the text – *Place text here* – and type in your text. For this example, we typed **Monday**.
2. Click the next tab in the first row in the **Product Template Preview** by clicking it or click **Panel View: Next**. The tab is outlined in blue.



3. Double click the text – *Place text here* – and type your text. For this example, we typed **Tuesday**.
4. Click the third tab in the first row. The tab is outlined in blue.
5. Repeat steps 2 – 4 to continue to type your text. For this example, we typed **Wednesday, Thursday and Friday** on the remaining tabs in the first row.
6. To view the tabs with the text on all the tabs, click **Page Preview** on the **Buttons** toolbar.
7. Click **Preview** in the **Create Tab Set** dialog box. The text Monday – Friday is repeated in each tab set.



8. Click **Edit Panel** on the **Buttons** toolbar to return to the design screen.
9. Save your changes and close the file. Select **File > Save**. Name the file and select the location to save it. Then select **File > Close**.

Exercise 7: Mail Merge

Avery DesignPro for the Mac enables you to merge Address Book and Mail contents to mailing labels and some card products.

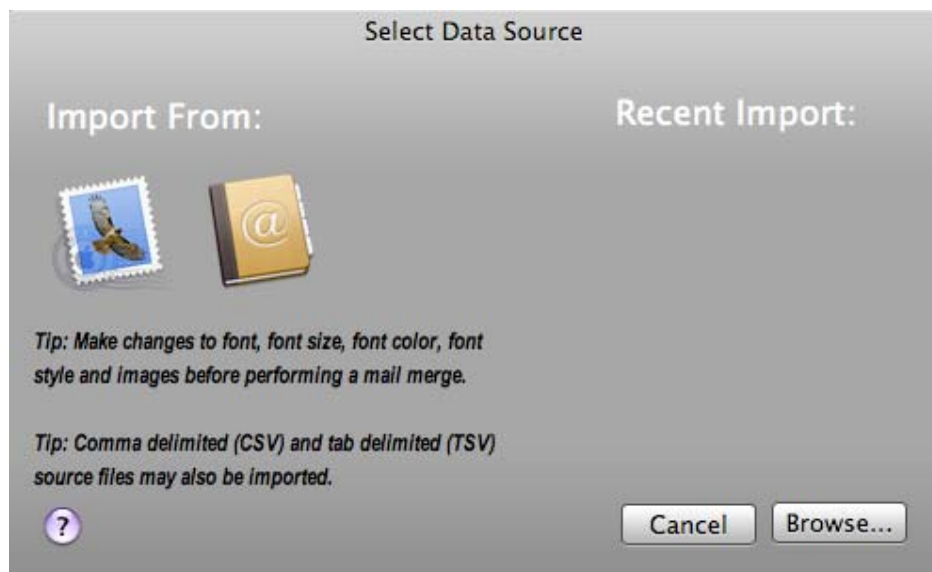
To merge from Address Book:

1. Select a **Mailing Labels** design from the **Project Toolbar**. For this exercise, select a 5160 template.
2. The mailing label appears in the **Project Window**.
3. Click the text box area that contains the Name, Address, etc. information.

Note: Make all formatting changes to the text, images or background, if any, before merging.

To select a data source:

1. Click the **Mail Merge** button on the **Buttons** bar.
2. The **Select Data Source** dialog box appears.

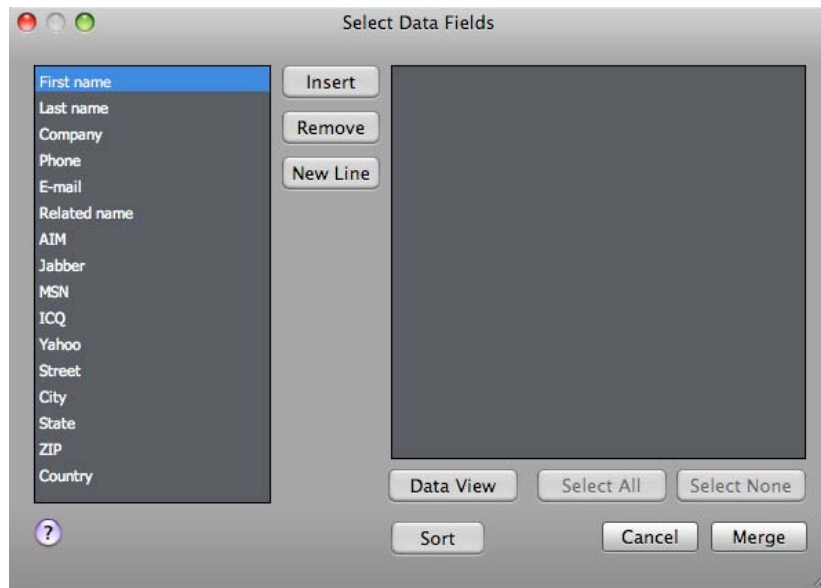


Note: Comma delimited (CSV) and tab delimited (TSV) source files may also be imported.

3. From the **Import From** options, click the **Address Book** icon.

Note: Click the **Mail** icon to work with the mail options.

4. The **Select Data Fields** dialog box appears.

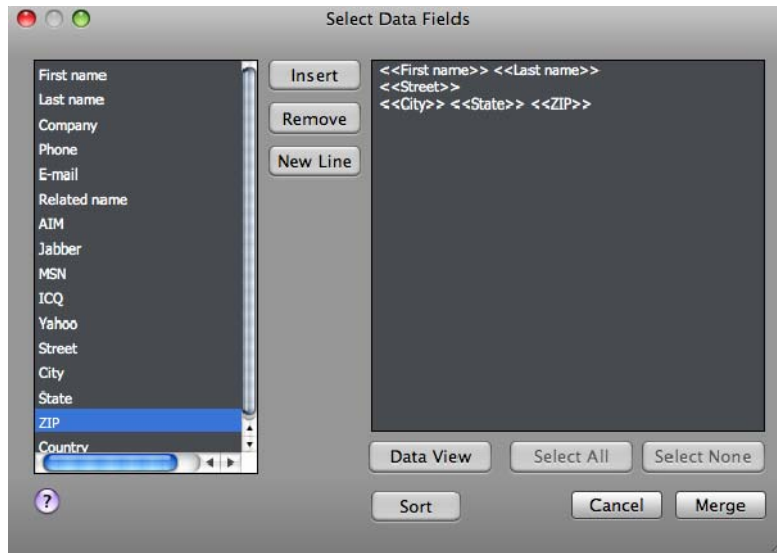


To select data fields:

1. Double click the data field name or select and click the **Insert** button to place the field name in the design panel.

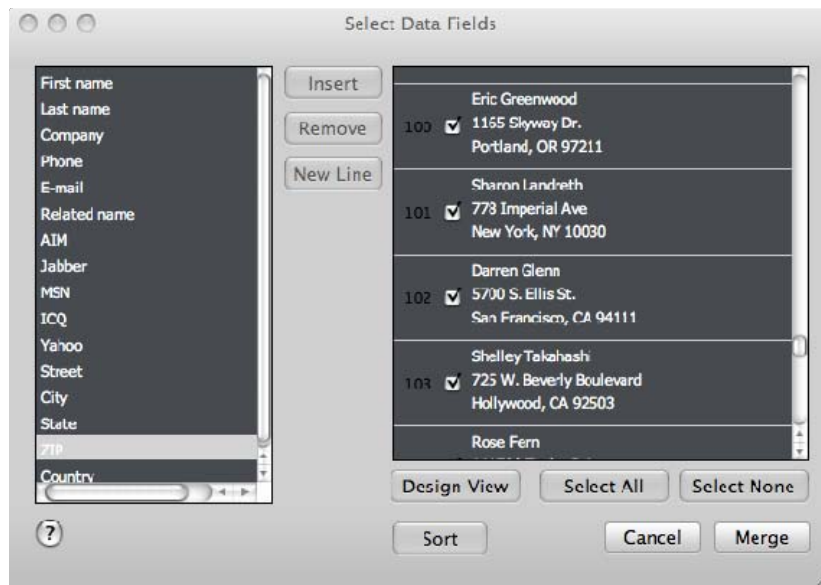
Note: *You do not need to add spaces between fields as the software will do that for you automatically.*

2. Press **Enter** or click the **New Line** button to return to a blank line.
3. Continue inserting data field names as required for the merge.



To select names for a merge:

1. In the **Select Data Fields** dialog box, click **Data View** to view the selected names for the merge.



2. Click individual names to deselect for the merge.

Tip: Click **Select All** to quickly reselect all the names or click **Select None** to select just a few names at a time.

3. Click **Design View** to return to the selected data field names.

To work with the inserted data field names:

- **Insert:** To insert a data field name from the list of field names to the design panel.
- **Remove:** To remove an inserted data field name from the design panel.
- **New Line:** To insert or return to a blank line.
- **Data View:** To view the list of selected Address Book names. The **Data View** button becomes the **Design View** button when selected.
 - **Design View:** To view the selected data field names. The **Design View** button becomes the **Data View** button when selected.
- **Select All:** To select all the merged names in the **Data View**. All names are selected by default. Individual names can be deselected.
- **Select None:** To deselect all the merged names in the **Data View**.
- **Sort:** To sort the merged data. You can sort up to 3 levels within the sort. For example, sort by Company then by Last Name.
- **Cancel:** To cancel the merge. The **Select Data Source** dialog box appears.
- **Merge:** To complete the merge. The **Project Window** appears with the first panel of the merge displayed.

Note: You can merge to multiple text boxes on a panel.

To work with the merged project in the Project Window:

- Click **Page Preview** to view all the merged information with the data field names. This button then becomes the **Edit Panel** button to return to the edit mode.
- If you click **All Same - On** after you have merged, then all the merged items will be changed to the current selected panel.

*Note: The **All Same - Off** feature will not reverse **All Same - On**. If you selected **All Same - On** and want to undo the selection, select **Edit > Undo** from the menu.*

To navigate within the project:

- **Panel View:** - **Previous** or **Next** to move from one panel to the next.

- **Page View:** - **Previous** or **Next** to move from one page to the next. The **Page** count appears below the button.
- **Back of Sheet/Front of Sheet-** To view the back/front of a product if it is 2 sided.

Exercise 8: Import Data from iTunes® (Optional)

Avery DesignPro for the Mac enables you to import playlists, albums and data from iTunes to create custom CD labels and inserts.

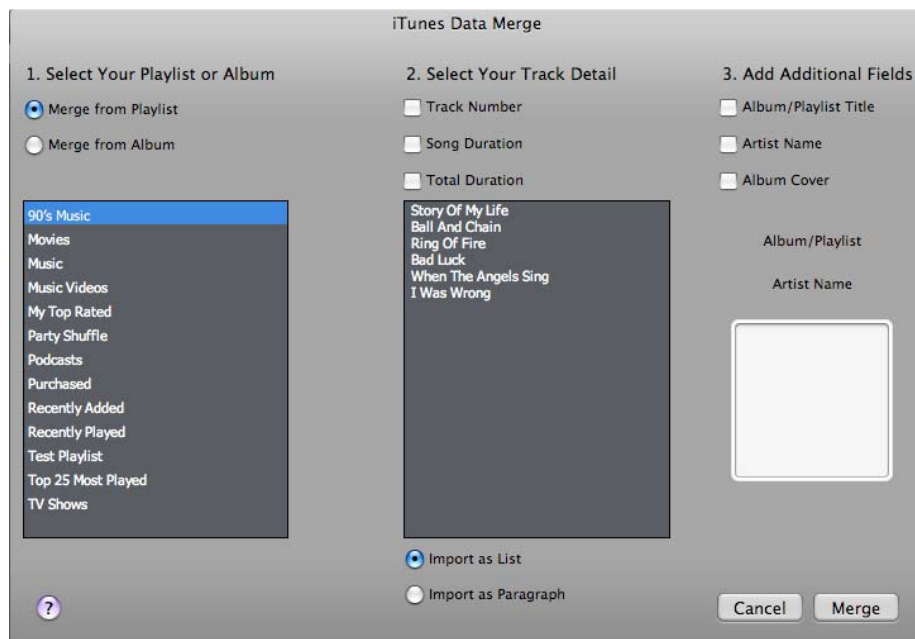
To merge from iTunes:

1. Select **Media Labels & Inserts** from the **Project Toolbar**.
2. Select a product template from the **Products Panel**.
3. The CD label or insert design appears in the **Project Window**.

Note: *If you are importing data it is best to start with a blank template, unless there is a design element on a pre-design you want to keep. Imported data does NOT replace any of the pre-design elements.*

To select a media source:

1. Click the **Import Data** button on the **Buttons** bar.
2. The **iTunes Data Merge** dialog box appears.



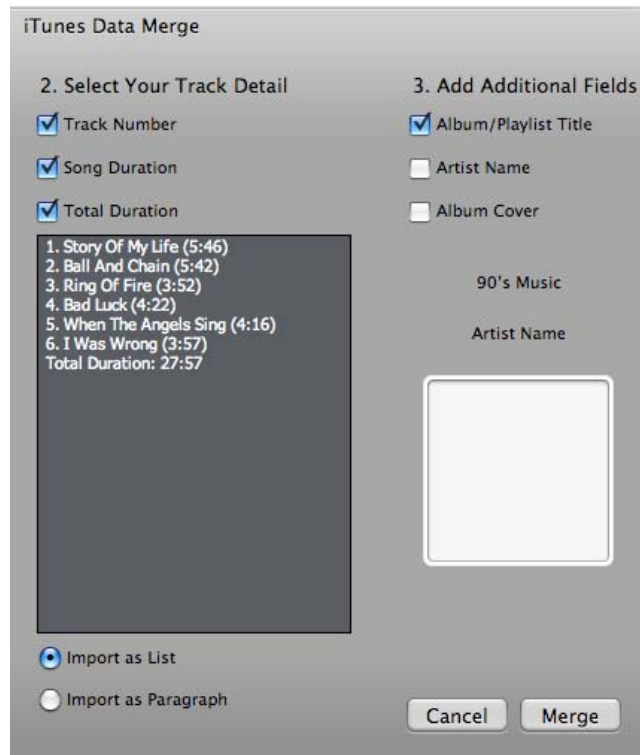
3. From the **1. Select Your Playlist or Album** choice, select one of the following options:

- **Merge from Playlist:** Select from the categories listed or from previously saved categories.
- **Merge from Album:** Select from the albums listed.

Note: These selections from the playlist or album will appear in the panel to the right as you make them.

4. In the **2. Select Your Track Detail** choice, check the desired options to include in the merge:

- **Track Number:** Numbers each song in the design.
- **Song Duration:** Notes playing time of each song in the design.
- **Total Duration:** Notes total playing time of all songs selected.
- **Import as List:** All above selected items appear in list format in the design.
- **Import as Paragraph:** All above selected items appear in a paragraph format in the design.

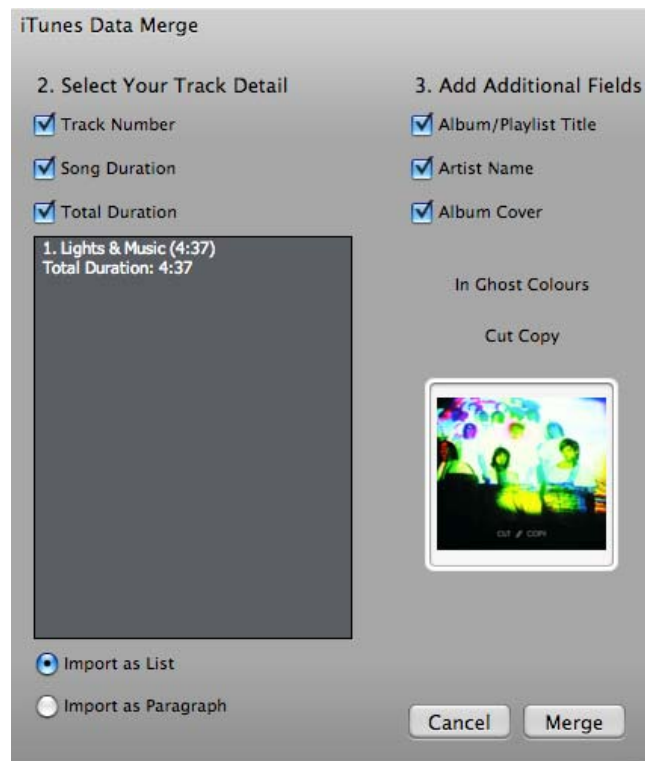


Note: These options will appear in the panel below your selections as you make them.

5. In the **3. Add Additional Fields** choice, check the desired options to include in the merge:

- **Album/Playlist Title:** Name of selected album or playlist will appear in the design.
- **Artist Name:** Name of artist will appear in the design.
- **Album Cover:** Picture of the album will appear in the design.

Note: These options will appear below your selections, if applicable, as you make them.



- **Cancel:** To cancel the merge. The **Project Window** appears.
- **Merge:** To complete the merge. The **Project Window** appears with the merged information displayed.

To work with the merged project in the Project Window:

1. The data selected will import to the template as grouped data or text boxes positioned in the upper left of the template.
2. Click anywhere on the design to ungroup them.

3. Move and/or size the merged information within the text boxes to the desired layout on the design.
4. Click **Page Preview** to view all the merged information. This button then becomes the **Edit Panel** button to return to the edit mode.
5. Click **All Same - On** to change all the merged items to the first merged panel.

Note: There is no **Undo** or **All Same - Off** feature to reverse **All Same - On**. If you selected **All Same - On** and want to redo the selection, you will have to merge again.

Tip: If you want to use album art as a background image for another template, expand the image by the corners to maintain the aspect ratio to the template you are designing. Take a snapshot of the expanded image to add to the **Snapshot Gallery**. If the album art is not expanded, it will appear as an image and not fill the background.

To navigate within the project:

- **Panel View:** - **Previous** or **Next** to move from one panel to the next.
- **Page View:** - **Previous** or **Next** to move from one page to the next. The **Page** count appears below the button.
- **Back of Sheet/Front of Sheet-** To view the back/front of a product if it is 2 sided.