

Avery[®] Pre-Designed Templates for Microsoft[®] Word Frequently Asked Questions

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General Information

Q: What are Avery Pre-Designed templates for Microsoft Word?

A: To help you quickly personalize and use an Avery product, Pre-Designed templates are created with a professional look and can be easily personalized by replacing graphics and text as desired. Pre-Designed templates are made for use in Microsoft Word 97 for Windows® and later versions.

Q: Where are Avery Pre-Designed templates for Microsoft Word located? How do I receive them?

A: Avery Pre-Designed templates have been created for Microsoft Word 97 for Windows and later versions. To quickly locate and download the templates, go to our Pre-Designed Template Gallery at: avery.com/gallery.

Q: How do I find out if a Pre-designed template is available for my product?

A: To find out if there is a Pre-designed template available for your product, go to our Pre-Designed Template Gallery at: avery.com/gallery. Under the section **Three ways to find Pre-Designed Templates**, select **View By Product**, **View By Design** or **View By Product Number**.

Q: Do Avery Pre-Designed templates for Microsoft Word support A4 sizes?

A: No, Avery Pre-Designed templates for Microsoft Word currently support Letter (8 ½" x 11") size only.

Design Questions

Q: Why does the Avery Pre-Designed template for Microsoft Word onscreen view appear to shift?

A: Text and/or graphic elements in some Avery Pre-Designed templates for Microsoft Word may appear to shift position relative to the table cells if the **Zoom** setting is lower than 100%. Sometimes elements appear to shift progressively down the screen. This is a known preview issue in Microsoft Word. Although the onscreen view is incorrect, the template will print accurately.

To fix the template preview, set the **Zoom** to **100%** or higher before making any changes to the template. With a zoom setting of 100% or higher, the onscreen view will now match the output.

Q: I am trying to apply a style to the text in a cell in an Avery Pre-Designed template for Microsoft Word. When I use the style and press **Enter** the formatting returns to the **Normal** style. How do I prevent this?

A: To prevent an applied style from returning to the **Normal** style, a temporary quick fix would be to put in a soft return, **Shift + Enter**. To permanently fix or modify the style, do the following:

Word 2002/XP - Select **Format > Styles and Formatting**. Right click the style to be modified in the **Task Pane**. Select **Modify (Style)**. For the **Properties** option: **Style for following paragraph**, click the drop down list arrow and select the desired style format to be activated after pressing **Enter**. Click **OK**.

Word 2000 and 97– Select **Format > Style**. Select the style to be modified and click **Modify**. For the option: **Style for the following paragraph**, click the drop down list arrow and select the desired style format to be activated after pressing **Enter**. Click **OK**.

If you need further assistance, please call Avery Technical Support at (888) 835-8379.

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