

# Avery<sup>®</sup> Templates for Microsoft<sup>®</sup> Office Word 2007 Frequently Asked Questions

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## General Information

Q: What is the **Ribbon** in Microsoft® Office Word 2007?

A: The new **Ribbon** (which replaces the menu bar in previous versions of Word) groups the program's features and tools in **Tab** selections by tasks similar to menu bar options. Each **Tab** represents a group of like features. For instance, under the **Home** tab you will find the **Clipboard** tasks for **Cut**, **Copy** and **Paste**. Also under the **Home** tab, there are the **Font** features which include **Font Style**, **Size**, **Bold**, **Underline**, etc. All the Word features and tools are divided or grouped by the **Tab** selections.

Q: What is the **Avery Template Tab**?

A: The **Avery Template Tab** offers features or tasks that are customized to help you with the specific Avery project you are working on.

Depending on the template that is selected you will be able to choose from these options:

- **Theme** – Allows you to change the overall design of the entire document, including colors, fonts, and effects. In addition to selecting a different theme, you can do the following:
  - **Reset to Theme from Template** – Resets the template to the original template theme if any changes have been made.
  - **More Themes on Microsoft Office Online** – Provides other theme options from Microsoft®.
  - **Browse for Themes** – Opens previously saved template themes.
  - **Save Current Theme** – Saves changes made to a template theme which can be used again.
- **Alignment** – Aligns the text within the template to different positions within the label or card.
- **Sheets** – Adds a new page with the same template information as page 1.
- **Pictures** – Makes it easier to work with the pictures in your project.
  - **Change All Pictures** – Replaces all the pictures in your project at once.
  - **Resize All Pictures** – Resizes all the pictures in your project at once.
  - **Change Selected Pictures** – Changes only the selected pictures in your project at once.
  - **Remove All Pictures** – Removes all the pictures in your project at once.
- **Addresses** – Allows you to enter mailing address information in your project.
  - **Same Address** – Allows you to enter the same address information on each label/card without having to re-type it.
  - **Different Addresses** – Shows an address placeholder so you can type a different address on each label/card.
  - **Left Align** – Aligns all addresses to the left.
  - **Center** – Centers all addresses horizontally.
  - **Right Align** – Aligns all addresses to the right.
- **Return Addresses** – Allows you to enter return address information in your project.
  - **Same Return Address** – Allows you to enter the same return address information on each label/card without having to re-type it.
  - **Different Return Addresses** – Shows a return address placeholder so you can type a different return address on each label/card.
  - **Left Align** – Aligns all return addresses to the left.
  - **Center** – Centers all return addresses horizontally.
  - **Right Align** – Aligns all return addresses to the right.
- **Ship to Addresses** – Allows you to enter shipping address information in your project.

- **Same Ship to Address** – Allows you to enter the same shipping address information on each label/card without having to re-type it.
- **Different Ship to Addresses** – Shows a shipping address placeholder so you can type a different return address on each label/card.
- **Left Align** – Aligns all shipping addresses to the left.
- **Center** – Centers all shipping addresses horizontally.
- **Right Align** – Aligns all shipping addresses to the right.
- **Business Cards** – Allows you to create business card projects.
  - **All Cards the Same** – Allows you to enter the same business card information on each card without having to re-type it.
  - **Each Card Different** – Shows placeholders so you can type different information on each business card.
  - **Left Align** – Aligns all text on the business cards to the left.
  - **Center** – Centers all text on the business cards horizontally.
  - **Right Align** – Aligns all text on the business cards to the right.
- **More from Avery** – You have the following options when you select this feature:
  - **Visit Avery.com** – Visit the Avery web site.
  - **More Templates** – Find more templates you can use with Microsoft® Office Word 2007.
  - **About This Template** – Open a web page with legal information about this template.
  - **Template Help** – Open a web page with help on using this template.

Q: Can you customize the **Ribbon**?

A: It is possible to customize the **Ribbon** for particular documents, but for features and buttons that will be used regularly, it is recommended that you add them to the **Quick Access Toolbar**. Refer to Microsoft® Word help or [www.office.microsoft.com](http://www.office.microsoft.com) for more information.

Q: What is Autofill and the **Same** buttons and how do they work in a template?

A: If a template has a button to use the same address, return address or card text, the template will use the information you type once in a dialog box to automatically fill in the remaining labels or cards on the sheet with that information.

*Note: The status of any enabled or selected **Same** button will remain active even if you manually enter text in different areas of the sheet.*

Q: What is the **Different** button?

A: The **Different** button allows you to place different text and graphics on each label or card. If you click a **Different** button after first clicking a **Same** button and entering text for each label or card, it will reverse all but the first label or card text back to the original placeholders for manual input.

Q: How are the **Alignment** buttons in a template different from the alignment buttons in the program?

A: The alignment buttons in the template tools, **Align Left**, **Center** and **Align Right**, allow you to change the horizontal alignment in all the labels or cards on the sheet at once. If you make alignment changes using other Word features, the settings may be out of sync with the current alignment in the document. If it is out of sync, you can still click an alignment button in the template tools that is already shown as selected and it will reset the setting across all labels or cards in the template.

*Note: If changes are made to the document using other Word alignment features, the template alignment buttons do not update to reflect those changes.*

Q: What is the **Add Sheet** feature?

A: When you click **Add Sheet**, a new sheet or page, which is a copy of the first page of the current document with any changes you have made, is added. It is not a clean or unaltered sheet from the original pre-designed template.

*Tip: Always add a sheet using the **Add Sheet** feature. If you try to add rows to the existing table by copying existing table cells, Autofill will not work in the new rows.*

Q: What is the difference between a .doc, a .docx and a .docm file?

A: A .doc extension on a document indicates that it was created in Microsoft® Word versions 97 – 2003. A .docx extension indicates that it was created in Microsoft® Office Word 2007. And a .docm extension indicates that it includes extra functionality in the form of macros - .docm is the extension of Avery templates for Office 2007.

## Troubleshooting

Q: I can see the **Avery Template Tab** but the buttons are disabled. What is wrong?

A: If you have not selected to trust macro content from Avery Dennison, Word will either pop up a warning dialog box, or display a security warning message which will appear between the **Ribbon** and the ruler. Until you enable macros for the template, you will not be able to use the template and its features.

Click the **Options** button of the **Security Warning Macros have been disabled** message. Select **Enable this content**. Click **OK**.

Q: I get an error message about placeholders when I try to work with my template. What is wrong?

*The pre-designed template placeholders could not be found.*

*You can still use other Microsoft® Word features to work with this document, or download a new copy of the pre-designed template from [avery.com](http://avery.com).*

A: All pre-designed templates are designed with bookmarks or placeholders for text and pictures. If manual changes are made to the document by editing the document directly rather than using the Ribbon tools, the bookmarks could be deleted or damaged making it difficult to continue working with the template. It is recommended that a new copy of the template be downloaded from: [avery.com/us/msoffice/home](http://avery.com/us/msoffice/home)

Q: When I **Removed All Pictures** from a template, I was unable to **Undo** to return the pictures to the template. What happened?

A: **Undo** will only bring back one picture at a time. The pictures are deleted and it is recommended that a new copy of the template be downloaded from: [avery.com/us/msoffice/home](http://avery.com/us/msoffice/home)

Q: I don't have Microsoft® Office Word 2007. Can I still use the Avery templates for Microsoft® Office Word 2007?

A: Yes, you can. Visit [www.office.microsoft.com/downloads](http://www.office.microsoft.com/downloads) for more information.

*Note: The Microsoft® Office Word 2007 Ribbon will not appear in the templates opened in previous versions of Word.*

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

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