



Avery Dennison
1-800-GO-AVERY (1-800-462-8379)

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General Information

Q: What is Avery Design & Print Online?

A: Avery Design & Print Online allows you to design, personalize and print your favorite Avery products directly from the web in a few easy steps. No Avery software download is necessary and the tool is compatible with both PC and Mac® operating systems. You can either save your projects online to your MyAvery account for anywhere access or save your projects to your computer.

Q: What software is required?

A: Adobe® Reader version 9.0 or higher and Adobe FlashPlayer 10 is required. Download the latest versions for free from the Adobe Web site: adobe.com/products/acrobat/readstep2.html

Design and Graphic Questions

Q: Is it possible to put different text and graphics on each label or card when using Avery Design & Print Online?

A: Yes. Avery Design & Print Online automatically copies the info you enter on a card or label to all the following cards or labels. To turn this feature off, click the **Apply to One** button above the **Sheet Navigator** on the right side of the page. To enter different information on each label or card, simply click on the section you would like to edit in the template layout located in the **Sheet Navigator** on the right.

Q: What type of graphics can I import into my design?

A: You can import a JPG, GIF or PNG graphic. The maximum file size of the graphic you can upload is 10MB.

Q: How do I import or change a graphic in my design?

A. If you chose a pre-design with a graphic, select the existing graphic and click either **From Avery Gallery** or **From My Computer** in the **Images** section of the left tool bar.

If you select **From My Computer**, browse your computer to select the JPG, GIF or PNG graphic from your hard drive or disc and click **Open**. Your graphic will appear on your design. The size of the graphic will automatically be scaled to fit the design you have selected.

If you select **From Avery Gallery**, browse the gallery categories to choose a graphic and click enter. The graphic will appear on your design.

If you chose a blank or text-only design or would like to add a graphic to a pre-design, select either **From My Computer** or **From Avery Gallery** in the **Images** section of the left tool bar and follow the steps above to browse the Avery Gallery or your computer for an image to import.

After you make your selection, the new graphic is automatically copied (**Apply to All**) to all remaining cards or labels on the page unless you have selected **Apply to One** in the right toolbar.

Q: How do I add a text box to my design?

A. To add a text box to your design, click on the **New Text** button in the **Text** section of the left toolbar. Enter your text and use the text box anchors to move the text box to your desired location on your design. Use the **Text** section formatting tools to change the font style and font size.



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Q. Can I create a QR Code in Avery Design & Print Online?

- A. Avery Design & Print Online supports a variety of barcodes, including QR Code. To create a QR Code in your design, click on **Add Barcode** in the **Barcodes & QR Codes** section of the left toolbar to launch the **Barcode and QR Code Wizard**. Use the **Code Type** drop-down menu to choose a type of QR code you want to create. Enter the QR code info in the corresponding area and click **Finish**. The QR code will appear in your design. Use the code's image anchors to move the QR code to your desired location on your design.

Q. How do I format a two-sided Avery product in Avery Design & Print Online?

- A. To format the back side of an Avery product template, click on **Switch to Back** button in the **Sheet Navigator** on the right side of the page, or the **Back of Card** button at the top of your design. You will be prompted to choose a layout for the back of your sheet. Choose a layout and start formatting the back side. To toggle back and forth between the two sheet sides, click on either the **Back of Card** or **Front of Card** buttons at the top of your design or the **Switch to Back/Switch to Front** button in the **Sheet Navigator** on the right. You will see the product template flip in the **Sheet Navigator** when you switch sides.

Q. How do I add a sheet to my project?

- A. To add a sheet, click on the **Add a Sheet** link in the **Sheet Navigator** on the right side of the page. To toggle to a different sheet in your project, click the **sheet number** at the bottom of the **Sheet Navigator**.

Q. How do I apply my design to another Avery product template?

- A. To apply your finished design to another Avery product template click on the purple **Apply Design to Another Product** button on the **Finish** page. Choose a product from the product list. The design will appear on the template layout. Use the formatting tools to format your design to the product area.

Mail Merge

Q. Can I do a mail merge in Avery Design & Print Online?

- A. Mail merge is easier than ever when using Avery Design & Print Online. To start a mail merge project, select the text box in your design and click **Start Mail Merge** in the **Import Data (Mail Merge)** section of the left toolbar. Click the **Browse for File** button to browse for and select your data file on your computer. Review the data you will import onto your project. If your list contains a header row, uncheck the box that says **Print this row of data**. When finished reviewing, click **Next**. Arrange your data onto your project by dragging and dropping the fields into the **Arrange Fields** area. Click the **Complete Merge** button when finished arranging your fields.

Q. What types of data files can I import for a mail merge project in Avery Design & Print Online?

- A. The types of files you can import for a mail merge project are limited to Microsoft® Excel® worksheets (*.xls, *.xlsx) and delimited text files (*.txt, *.csv).

Q. Can I edit a previously saved merged project?

- A. Yes, if you open a previously saved project you can edit your data, re-arrange the field names and merge the project again.

Printing Questions

Q: How do I print a project on Avery Design & Print Online?



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A: To print a project on Avery Design & Print Online, you must first have Adobe Reader 9.0 or later installed on your computer. Download the latest version for free from the Adobe Web site: adobe.com/products/acrobat/readstep2.html OR visit avery.com/print and select the link to download Adobe Reader.

When you have finished formatting your design and are ready to print, click **Next** until you reach the **Print** page. Review the **Preview & Print** options included with your product first. Then click the green **Print** button at the top right of the page. Be sure to adjust your printer settings for labels or cards.

If your design does not appear to fit within the lines of your product, click the **Printer Adjustment** button in the **Preview & Print** area.

Saving Questions

Q: Can I save my design and make changes to it or print it later?

A: Yes, you can save your design, and re-open to edit or print it later in Avery Design & Print Online. Click the **Save** button on the **Customize** or **Print** pages.

- The **File Download** dialog box appears.
- You have the option to save your project online to your MyAvery account or to your computer. Saving to your MyAvery account allows you to access your project from any computer.
- If you want to save your project online, select the **MyAvery Online Account** button. You may need to either login to your account or create a MyAvery account to complete the saving process. Click **Save**.
- If you want to save your project onto your computer, select the **My Computer** button. Click **Save** and be sure to remember where you saved the file on your computer.

Opening Saved Projects

Q: How do I open a project I saved onto my computer?

A: To open a project that you saved onto your computer, you will need to return to the Avery Design & Print Online start page at www.avery.com/print and click on the **Open Project** button. Your project will open on the **Customize** screen for editing. Click the **Preview & Print** button to print.

Q: How do I open a project I saved to my online MyAvery account?

A: To open a project you saved to your online MyAvery account, go to www.avery.com/print and click the **Login** button at the top right of the page to login to your MyAvery account. Your saved projects will appear in a menu on the screen after you have logged in. Browse for your project and click to open on the **Customize** screen for editing. Click the **Preview & Print** button to print.

For more information, click on the **Help** button in Avery Design & Print Online. If you need further assistance, please call 1-800-GO-AVERY (1-800-462-8379)

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