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# Avery<sup>®</sup> Wizard 3.1 for Microsoft<sup>®</sup> Word for Windows<sup>®</sup> Frequently Asked Questions

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## General Information

Q: What is Avery Wizard?

A: The Avery Wizard for Microsoft Office guides you step by step to create Avery labels, business cards, dividers and more while you work within Microsoft Office. You can easily import data from Microsoft Word, Excel, Access, and Outlook for mail merge in minutes. The new pre-designed templates offer more flexibility and creativity. Now it is easy to add your logo or other graphics to your favorite Avery products.

Best of all, the Avery Wizard is available as a FREE download at: [avery.com/wizard](http://avery.com/wizard)

- Places text in the right place on the Avery product.
- Offers an easy way to create reusable lists.
- Helps you create a sheet of entirely different labels or a sheet of identical labels.
- Supports hundreds of the most commonly used Avery laser and ink jet products; mailing and shipping labels; CD/DVD labels; name badges and name tags; file folder labels and dividers. (Not all products available in all parts of the world.)
- To view the Avery Wizard demo, click on the following link and scroll down to the **Software** section: [avery.com/us/products/demos](http://avery.com/us/products/demos)

Q: Does Avery Wizard replace the **Envelopes and Labels** feature of Microsoft Word?

A: No, Avery Wizard features are an addition to what is currently within Microsoft Word. You can still use the **Envelopes and Labels** feature as before or you can use Avery Wizard to create labels or print on other Avery products.

Q: How does Avery Wizard differ from the Microsoft Word **Envelopes and Labels** feature?

A: Avery Wizard makes formatting labels, cards and dividers simple and fast. Avery Wizard removes steps from the mail merge process in Word and provides step-by-step on-screen instructions. Avery Wizard offers an easy way to create a reusable list, suggests the right font and alignment for each product, and prints text in the right place each time. Avery Wizard also includes more Avery product templates than Microsoft Word.

Q: Is there a way to update Avery Wizard to include products not currently supported?

A: The easiest way to update Avery Wizard is to download the latest version from our Web site at: [avery.com/wizard](http://avery.com/wizard). Please note that Avery Wizard is an add-in to Microsoft Word and some Avery products cannot be supported because they require features or functions not currently available in Microsoft Word. If your product is not included in Avery Wizard, we recommend using Avery Design & Print Online at [avery.com/print](http://avery.com/print).

Q: How do I update the Wizard from version 3.1 to version 4.0?

A: The easiest way to update Avery Wizard is to download the latest version from our Web site at: [avery.com/wizard](http://avery.com/wizard). The installation will remove the 3.1 Wizard and install the 4.0 version. Any files you created and saved in Microsoft Word are not affected.



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## Design Questions

Q: Can I create a sheet of identical labels using Avery Wizard?

A: Yes. To create a sheet of identical labels, select the **Create a sheet of identical layouts** option. Enter the text for the labels once and format as desired. It's fast and easy.

Q: Can I create a sheet of different labels using Avery Wizard and can I just print a few of the labels?

A: Yes. Avery Wizard makes it easy to print a sheet of entirely different labels without doing a merge. Select the **Type many different entries on a sheet** option. Enter the text for each label and format as desired. You can also print a partial sheet, starting anywhere on the sheet. However, feeding labels through a laser or ink jet printer more than once is not recommended. The Avery Dennison guarantee of performance extends only to a sheet of labels that has been fed through a printer a single time.

## Graphic Questions

Use the toolbar in the Avery Wizard to add or replace graphics, photos, logos, clip art or other images.

**Note:** If you use the Word **Picture** toolbar that opens when you click on a graphic, the graphic may be sized incorrectly. You can use the other options on the Word **Picture** toolbar to format the graphic or right click the graphic to get a menu for additional formatting options.

Q: Can I use graphics, such as photos and clipart, with Avery Wizard?

A: Avery Wizard does provide the ability to add graphics. Or after you have created a Microsoft Word document using Avery Wizard, it is possible to add graphics using the Microsoft Word tools. However, there are limitations when adding graphics to table cells in Word. Refer to the Microsoft Word **Help** file or manual for more details about working with graphics.

*Note: When using the Avery Wizard, click the **Insert Clip Art** button on the Wizard toolbar when inserting images. This will insure the proper size and format of the image. To change the format of the image once it is inserted into your design, right click the image and select **Format Picture**.*

Additional Tips:

- Text boxes, text and graphics can move around together depending on the layout of the design.
- If you select and delete the graphic "anchor" that positions a graphic, the graphic will also be deleted. Click **Undo** to restore the graphic.

Q: What type of graphics can I insert in the Avery Wizard?

A: The following formats are supported by the Wizard:

- Enhanced Metafile (.emf)
- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg)
- Portable Network Graphics (.png)



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- Microsoft Windows Bitmap (.bmp, .rle, .dib)
- Windows Metafile Graphics (.wmf)
- Tagged Image File Format (.TIFF)
- Encapsulated PostScript (.eps)

**Note:** *Not all graphic formats are supported in older versions of Microsoft® Word.*

Q: How do I insert a graphic in the Avery Wizard?

A: Use the following steps to insert a graphic using the Avery Wizard toolbar:

1. Click the **Insert Clip Art** button on the Wizard toolbar. The **Insert Picture** dialog box appears.
2. Under **Files of type**, select **All Pictures** or select the specific type of file you want to insert.
3. Locate and select the image you want to insert.
4. To add the image to your design, click **Insert**. The image is inserted in the design.

Q: What if I want to insert a different graphic format in the Avery Wizard?

A: Use the following steps to insert a different graphic format in the Avery Wizard:

1. Press the **Alt + Print Screen** buttons to get a screen shot of the image.
2. Paste the image into Microsoft® PowerPoint®.
3. Right click the image and select **Save as Picture**.
4. Type in a **File name** and select a destination, if necessary. Click **Save**.

**Note:** *The file is saved with a .png extension.*

5. Launch the Wizard and insert the image in your design.

Q: How do I replace a graphic in the Avery Wizard?

A: Use the following steps to replace a graphic using the Avery Wizard toolbar:

1. To replace a graphic in the design, click the image to select it.
2. Click the **Insert Clip Art** button on the Wizard toolbar. The **Insert Picture** dialog box appears.
3. Under **Files of type**, select **All Pictures** or select the specific type of file you want to insert.
4. Locate and select the image you want to insert.
5. To add the image to your design, click **Insert**. The image is inserted in the design.

Q: How do I move a graphic in the Avery Wizard?

A: Use the following steps to move a graphic in the Avery Wizard:

1. Click the graphic and hold until the mouse pointer changes to the **Move** icon (four arrows).
2. Click and drag the graphic to the new location.
3. Release the mouse to complete the move.



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Q: How do I resize a graphic in the Avery Wizard?

A: Use the following steps to resize a graphic in the Avery Wizard:

When a graphic is selected, an object frame with eight handles appears. If the handles are white, you can resize the object by doing the following:

1. Click a handle and hold until the mouse pointer changes to the **Vertical, Horizontal** or **Diagonal** resizing icon.
2. Click and drag the handle to increase or decrease the size of the graphic, and then release the mouse.

**Note:** If the handles are black, you cannot resize it by using the mouse. Right click the graphic and select the **Format Picture** item in the menu. Click the **Size** tab and make your changes.

## **Database and Mail Merge Questions**

Q: Does Avery Wizard provide a mail merge feature?

A: Yes. Avery Wizard makes mail merge easier than ever by stepping you through the process. You can also use Avery Wizard to create a reusable list of addresses that you can then merge onto labels. Refer to the Avery Wizard Help for more information on merging.

Q: What kinds of files can Avery Wizard merge?

A: Avery Wizard can merge Microsoft Access, Microsoft Excel, and other data formats supported by Microsoft Word. Wizard 3.1 can also merge Lotus Notes data in the Notes Contacts folder.

Q: What kind of file does the **Create a new data file, then merge from it** option create in Avery Wizard?

A: When you create a list with Avery Wizard, it creates a Microsoft Word data document that you can name, save and reuse.

Additional Tips:

- Field names will wrap when the information exceeds the line length. It will not view or print this way after the merge.
- If you use a pre-designed template for a mail merge, delete the placeholder text and replace with the field names for the merge.

Q: How do I know if my mailing meets USPS standards?

A: Visit [usps.com/businessmail101](http://usps.com/businessmail101) for the latest information on addressing mail.



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## Bar Code Questions

Q: Does Avery Wizard support POSTNET barcodes?

A: To do a mail merge with bar codes, we recommend you use Microsoft Word or another mailing software program.

Q: What requirements are necessary for creating barcodes?

A: We recommend that you obtain bar code requirements from the appropriate authorities to ensure you are creating the bar code to specification. We also recommend that you perform extensive bar code reading tests before you apply the bar codes. Also note that resizing or changing the appearance of a bar code may cause readability problems.

## Troubleshooting

Q: The Wizard appears to freeze after I switch back from Word. What can I do so I don't lose any of my input?

A: The Wizard may freeze after tasking back and forth between other programs. To unfreeze the session, click the Back button then click the Next button in the Wizard. This will return you to the screen you were working in when it froze and no data will be lost.

Q: The graphics I inserted have moved once I closed the Wizard and viewed my design in Word. Why?

A: Some older versions of Word (97, 2000, and 2002) may move the graphics within the design. Refer to the Microsoft Word Help file or manual for more details about working with graphics.

Q: Another label appeared on the screen when I was inputting on the first label using the Wizard. Is this correct?

A: Only one label or item should appear in the input window of the Wizard when designing your layout. If another item appears, there could be too much text on the design or Enter was pressed too many times and pushed the design beyond the design area. Either remove some of the text or extra returns or change the font size to a smaller size to accommodate the design.

Q: When I select my data in Excel to merge in the Wizard, it uses data instead of the column headings for the field names. What is wrong?

A: You must select, within Excel, all the column headings and the data to be merged in order for the column headings to be designated as field names.

Q: How does **Print Preview** work?

A: The final screen in the Avery Wizard gives you the option to Print Preview or Finish. If you click Print Preview, you view the completed design in the Word print preview feature but you do not leave the Wizard session. After closing the print preview, you can go back within the Wizard and make editing or design changes. If you click Finish, you leave the Wizard and view the completed design in Word. If any changes are needed, they will have to be made in Word or you can recreate the design by restarting the Wizard and starting from scratch.



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Q: I do not see a label in my Wizard **Design** screen. What is wrong?

A: The **Page View** in Word is set to **Normal View**. In the Wizard **Design** screen, at the lower left, click the **Print Layout View** button to view the label.

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

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