

Avery Consumer Help

How to Create a Mail Merge

Step 1:

Visit averyproducts.com.au/print or avery.co.nz/print

On the Avery Design & Print Online screen, click on Start button or Enter Your Product Number or Avery software code. (You'll see this on your Avery pack). We recommend you sign up to an account so you can save your designs online.

And the programmer and		- Care 11
	Design & Print	
	Sign Up Sign In	
	Ooks Search: Enter Your Avery Product Souther Q	
	Gun a Javed Present	
	Use only Avery products for guaranteed results	

Choose the product you are using.

WERY Despe Liter Under		(1640)	O Channe Produ	• Onescherge	0	Rose Gar	Omi
No. 1	Data Search Q	1710					13 Products are abave
	Podict Runker 1	Protect 1	Date (m)	Product Description 1		Color 1	3/2
	L7163	Laber	98,7 + 98,7	Address Labers		. Vition	Searces >
	L7163B	(ate)	85,1 = 35,1	Address Labers		ilor	
	L7163G	Later	$01,1\times 22,1$	Address Latens		Oren	
	L7163R	Labar	98,1 × 98,1	Address Labors		Fluet	
	L7163Y	Label	88,1 × 38,1	Address Labers		Yellow	
	L7163CL	Later	88,1 + 38,1	Well White Colour Laser Labels		Wite	
		and the second s					

Step 2:

You will be on the "Select Design" screen. You may see pre-designed templates and blank templates. Select the one you would like to use. All categories are on the left hand side.





Step 3:

Click on "Import Data" on the left hand side and then select the "Import data" button.



Step 5:

Click on Browse and navigate to the data source file that contains the information to be merged into your labels. Acceptable file types are xls, xlsx, csv files.

Step 6:

If you have a row of headings in your data (like First Name, Surname, Street Address etc), ensure the Use first row as headings is ticked. You will be able to scroll through your data and de-select entries. When you have finished selecting or de-selecting entries, click Next.

1 Select File > 2 Confirm List > 3 Arrange Fields > 4 Finish >							
Choos	Choose the fields you want to merge						
Un-check this box if you don't want to print the first row.							
#	SelectAll		✓	✓	Î		
L → 1		Name	Address	Address2			
2	~	Mr Smith	68 Bogan Street	Happyville 2222			
з	~	Mr Black	69 Bogan Street	Happyville 2223			
4	~	Mr White	70 Bogan Street	Happyville 2224			
5	~	Mr Happy	71 Bogan Street	Happyville 2225			
6	~	Mr Sun	72 Bogan Street	Happyville 2226			
7	~	Mr Shade	73 Bogan Street	Happyville 2227	-		
			Ca	ncel < Back	Next >		



Step 7:

On the Mail Merge – Arrange Fields screen, drag and drop fields to the appropriate position. Design & Print Online will add a space between fields for you. You can add commas, line spaces and other text between fields. When you've finished, click on Next.

anabie nerao.			Arrange fields:		
Vame	\Leftrightarrow		Mr Smith 68 Bogan Street Happyville 2222		
Address	\Leftrightarrow	Drag & Drop!			
Address2	⇔	spaces and other text between fields here.			

Step 8: Click on Finish when you are done.

nish Mali Merge	Change Mall Merge
The second secon	es.
Then wetch to Edit Coa to chung individual Idade or parts Coa Coa Coa Coa Coa Coa Coa Coa Coa Coa	e If you are having truble with your mail merge data, it's best to fix you spreadsheet and then merge again.

Step 9:

Your mail merge information will now appear on each label. You can now format your labels. When you are finished your design, click Preview & Print at the top or bottom of your screen.





Step 10:

Press the green "Print" button



Design & Print Online will create an Adobe® Acrobat® PDF version of your project. You will then be given the option to either download the PDF or Open the PDF. If you choose download, the file will go to your "Downloads" folder.

Print from Adobe Reader® as normal. Ensure Page Scaling is set to Actual Size and your page settings are A4

Print			X
Printer: Canon MB5100 series Printer Properties Advan	nced		<u>Help</u> ⑦
Copies: 1 Print in grayscale (bla	ack and w	hite)	
Pages to Print	Comm	nents & Forms	
● All	Docu	iment and Markups	•
C Current page	Sui	mmarize Comments	
More Ontions	Docur	ment: 8.3 × 11.7in	
		8.27 × 11.69 Inches	
Page Sizing & Handling ①			
Size Poster Multiple Booklet		AVERY	AVERY
© Fit		-	_
Actual size		AVERY	AVERY
Shrink oversized pages		AVERY	AVERY
C Custom Scale: 100 %			
Choose paper source by PDF page size		AVERY	AVERY
Print on both sides of paper		AVERY	AVERY
Orientation:		AVERY	AVERY
O Auto portrait/landscape			-
Portrait		AVERY	AVERY
C Landscape			
	<	J	>
		Page 1 of 2	
Page Setup		Print	Cancel