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Avery® Wizard 3.0/3.1 Troubleshooting Tips

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Installing and Macros

Installation Tips

Use the following steps to insure a clean install or reinstall of the Avery Wizard for Microsoft Word Office 2007, 2003, XP, 2002, or 97:

1. Remove the Wizard, if currently installed, by clicking **Start** on the Windows Taskbar.
2. Select **Settings > Control Panel**.
3. Select **Add/Remove Programs** to remove the Wizard.
4. Install the Avery Wizard.

*Note: Make sure that **Always trust macros from this source** and **Enable Macros** are selected during installation, to add **Avery Dennison Corporation** to the list of trusted sources in Word.*

Avery Wizard and the Avery Assistant for the Personal Label Printer

- The following message will appear if the Avery Assistant for the Personal Label Printer is installed when you attempt to install the 3.0/3.1 version of the Wizard:

A version of the Avery Wizard was found on this computer. You need to uninstall that version before installing the new version of the Wizard. Go to "Add and Remove Programs" in the "Control Panel" and remove the Wizard.

You will actually do the following and uninstall the Avery PLP software:

- The Avery Wizard includes template support for the Avery PLP. If you currently have the Avery PLP software installed, you must remove it before installing the Avery Wizard 3.0/3.1. There is no need to reinstall the Avery PLP software as the new Wizard supplies the templates for the PLP.

Network Installed Applications vs. Network Applications

- If the Avery Wizard has been installed via the network, please note the following distinctions:
- A **network-installed application**, such as Avery Wizard, can be installed from a server onto each workstation. The actual program must reside and be run on the workstation. Only the installation can be run from the server.
- A **network application** can be installed once onto a server. The application on the server can then be accessed and run from each workstation. The application does not need to be installed on each workstation.

Microsoft Word Macro Security

One of the following may occur if the macro security is set too high or too low in Microsoft Word:

- The Wizard is not installing.
- The Wizard icon is not active after installation.

Make the following changes in Microsoft Word to reset the macro security:

1. Select **Tools > Options**.
2. Select the **Security** tab and click **Macro Security**.
3. Select **Medium** and click **OK**.
4. Click **OK** again to return to Word.
5. Close Word and reinstall the Avery Wizard.

Wizard Icon on Microsoft Office Toolbar

Make the following change if the Wizard icon does not appear on an Office toolbar:

1. Select **Tools > Templates and Add-Ins**.
2. Enable the checkbox for the **azwzrd10.dot** template.
3. Click **OK** to return to Word.
4. Close Word and reinstall the Avery Wizard.



Macros

- Most templates in the Avery Wizard contain macros. You might see a macro warning when you open a template.
- If you see this warning, make sure that **Always trust macros from this source** and **Enable Macros** are selected during installation, to add **Avery Dennison Corporation** to the list of trusted sources in Word.

Design Screen

If a label on a template does not appear in the Wizard **Design** screen, the **Page View** in Word is set to **Normal View**. Make the following change to view the label:

- In the Wizard **Design** screen, at the lower left, click the **Print Layout View** button to view the label.

Merge

Merging a Microsoft Excel spreadsheet into Microsoft Word 2000, Word 2002 (XP) and Word 2003

- The Avery Wizard will not merge Excel spreadsheets into Microsoft Word when special characters (for example: less than < or greater than >) are used in the spreadsheet data.
- Data that is not in tabular format (consistent columns and rows) may not merge correctly to Microsoft Word.
- File names that include special characters may not be readable by the Avery Wizard.
- 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.
- Microsoft Excel spreadsheet field names should have no spaces or special characters. (Field names are in the first row of the spreadsheet.)

*Note: You can create field names without spaces or use the underscore (_) character to create field names, such as **First_Name**.*

Merging Microsoft Word documents

- If you have merge data in a Microsoft Word document, it is best to organize it in a table.
- The Wizard is not able to merge paragraph text blocks.

Additional Tips:

- Field names will wrap when the information exceeds the line length. It will not view or print this way after the merge.
- Use the Database Toggle button on the Wizard toolbar to view the merged data.
- If you use a pre-designed template for a mail merge, delete the placeholder text and replace with the field names for the merge.

Wizard Data List Capacity

Data lists created or imported into the Avery Wizard are limited in their size. The larger the data list the longer it takes to merge within Microsoft Word. Slow processing and error messages may occur if the list is too large.

If either occurs when trying to merge large lists, consider the following options for merging:

- Create several smaller lists in the Wizard and then merge them separately.
- Create a data list in Microsoft Word and import the file into the Wizard to merge.
- Create a data list in Microsoft Excel and import the file into the Wizard to merge.
- Create smaller data lists in Excel or Access and import separately into the Wizard to merge.

Formatting and Fonts

Font Sizes

- Only one label or page should appear in the input window of the Wizard when designing your layout. If another page appears, there could be too much text on the design or



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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.

Formatting

When you are in the **Customize, Design and Select Print Options** screen of the Avery Wizard and have any difficulties formatting the text, do the following:

1. Complete any input, if necessary.
2. Continue to the final Wizard screen, **Print Preview and Finish** and click **Finish**.
3. Make all the desired formatting changes within Microsoft Word.

Graphics

Design Tips

- 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**.
- 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.
- 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.

Pre-Designed Templates

- Some older versions of Word (Windows 98 and Office 97) may not open or display the Wizard pre-designed templates as designed. Consider selecting a blank template instead.

Printing

Print Preview and Finish

- 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.

Program Freezing

- 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 and no data will be lost.

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

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