

Avery® Direct Print® Custom Dividers Templates (ver 4) for Microsoft® Word Frequently Asked Questions

General Information

[Q: Which templates are included in the Direct Print Custom Dividers Templates \(ver 4\) for Microsoft Word CD?](#)

[Q: What system is required for the Direct Print Custom Dividers Templates \(ver 4\) for Microsoft Word CD and which versions of Microsoft Word are supported?](#)

[Q: How do I run the software contained on the Direct Print Custom Dividers Templates \(ver 4\) for Microsoft Word CD?](#)

[Q: Are the templates on the Direct Print Custom Dividers Templates \(ver 4\) for Microsoft Word CD available on the Internet?](#)

[Q: I don't have Internet access, can I still receive the Direct Print Custom Dividers Templates \(ver 4\) for Microsoft Word CD electronically?](#)

Printing Information

[Q: I have downloaded a template from the version 4.0 CD and customized it with my information. Now, how do I print?](#)

General Information

Q: Which templates are included in the Direct Print Custom Dividers Templates (ver 4) for Microsoft Word CD?

A: The Direct Print Custom Dividers Templates (ver 4) for Microsoft Word CD contain blank (**Create from Scratch**) and pre-designed templates for 5-tab and 8-tab products, in both portrait and landscape orientation. They are optimized for color and black and white printing.

Q: What system is required for the Direct Print Custom Dividers Templates (ver 4) for Microsoft Word CD and which versions of Microsoft Word are supported?

A: The following systems and Microsoft Word versions are supported:

Microsoft Windows 98, 2000, XP
Microsoft Word 97, 2000, 2002/XP

If you have earlier versions of Microsoft Word, or WordPerfect® or are using Microsoft Word on a Macintosh®, you can obtain version 3.0 of this CD, which contains templates for these systems, by calling: 1-800-GO-AVERY.

Q: How do I run the software contained on the Direct Print Custom Dividers Templates (ver 4) for Microsoft Word CD?

A: The software program should run automatically after you insert it into your CD drive. If the program does not run automatically, select **Start > Run** from the Windows desktop and click **Browse**. Locate the CD drive and double-click the **DirectPrint.exe** file.

Q: Are the templates on the Direct Print Custom Dividers Templates (ver 4) for Microsoft Word CD available on the Internet?

A: Yes. These templates and more are available for download from: avery.com/software

Q: I don't have Internet access, can I still receive the Direct Print Custom Dividers Templates (ver 4) for Microsoft Word CD electronically?

A: Yes, you can request certain blank Microsoft Word templates through the Avery Templates by E-mail system, which e-mails Microsoft Word template documents, directly to you. These templates have been tested to work with Microsoft Windows 98, 2000 and XP and Microsoft Word 97, 2000 and 2002/XP.

Templates attached to the e-mail are for use with the following products:

Direct Print Custom Dividers 5 tab
Direct Print Custom Dividers 8 tab

In order to obtain these templates by e-mail, do the following:

1. Send an e-mail request to the following e-mail address: **templates@averydennison.com**
2. In the **Subject** field type: Direct Print Word Templates
Note: The system is not case nor space sensitive but it does require an exact text match.
3. Within a short time, you should receive a reply.
4. Save the attached Microsoft Word files to your local drive.
5. Follow your e-mail program's instructions for saving an attachment.
6. Locate the appropriate file and open it using Microsoft Word 97, 2000 or 2002/XP.

*Note: If only a blank page is visible when you launch the template, select **Table > View Gridlines** in your program to view the table.*

Printing Information

Q: I have downloaded a template from the version 4.0 CD and customized it with my information. Now, how do I print?

A: Return to the software program that was launched from the version 4.0 CD. It should be running in the background, simply click it from the taskbar. (If it is not running, restart the program and navigate to the screen where you downloaded the template.) Select the type of printer you are using and click **Open Printing Instructions** to open, read and print the Printing Instructions.

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

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