

# Avery<sup>®</sup> Easy Peel Label Sorter Frequently Asked Questions

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## General Information

### Q: What is Avery Easy Peel Label Sorter?

A: The **Easy Peel Label Sorter** can be used to arrange labels down the columns vertically even if they have been input horizontally by rows. This allows you to take advantage of the new Easy Peel feature, but still keep your addresses in order.

Simply open an existing label document in Microsoft® Word and click the **Sort Avery Labels for Easy Peel** button on the Microsoft Word toolbar or select **Tools > Sort Avery Labels for Easy Peel** from the menu.

When you are ready to print, print on the new Avery Easy Peel Labels for faster label application.

- Print labels as usual.
- Divide the label sheet along the vertical perforations.
- Easily lift the label from the sheet.

Get a free download of the **Avery Easy Peel Label Sorter** at: [www.avery.com](http://www.avery.com)

### Q: What type of documents can I sort?

A: The Avery Easy Peel Label Sorter can only be used:

- With label documents created in Microsoft Word or with the Avery Wizard
- With templates from: [www.avery.com](http://www.avery.com)

*Note: Not all Avery products have an Easy Peel label version, so the **Easy Peel Label Sorter** feature will not work with documents for other types of Avery products, such as divider tabs or CD labels.*

#### **Tips:**

- If the label document is created in Word, use **Tools > Letters and Mailings > Envelopes and Labels**.
- If you are having trouble sorting a label document, try copying a single sheet of labels, pasting them into a new document and running the **Easy Peel Label Sorter** again.

### Q: Will my original document be changed?

A: No, the Avery Easy Peel Label Sorter creates a copy of your original document with the labels rearranged. Your original document will not be changed.

### Q: How do I use the Avery Easy Peel Label Sorter?

A: After downloading or installing the application from a CD, start Microsoft Word.

*Note: A new button will appear on the Microsoft Word toolbar for the **Easy Peel Label Sorter** feature.*

1. Open an existing label document.

*Note: The label document can be created in Microsoft Word or created using the Avery Wizard in Microsoft Word. Be sure to save your document before using the Easy Peel Label Sorter.*

2. Click the **Sort Avery Labels for Easy Peel** button on the Word toolbar or select **Tools > Sort Avery Labels for Easy Peel** from the menu.
3. The **Avery Easy Peel Label Sorter** dialog box appears.
4. A copy of the original label document will be created and opened in new window, sorted vertically down the columns. The original document will not be changed and is still open. Click **OK** to continue.
5. The labels have been rearranged in a new document, sorting the information vertically down the columns instead of horizontally by rows.



*Note: Review the new document to ensure that the sort is correct before printing or saving. If not, close the new document without saving and start the process again.*

6. Close the new document after saving and printing, if desired. Close the original document.

Q: How do I use the Easy Peel Label Sorter with a mail merge document?

A: If you are creating a mail merge document either in Microsoft Word or using the Avery Wizard in Microsoft Word, complete the merge first and save the document before using the Easy Peel Label Sorter feature.

*Note: If you use Avery Wizard 3.0 or higher, you can choose to fill vertically instead of horizontally when you are inputting. Then there is no need to rearrange your labels for Easy Peel.*

Q: What do I need to know when downloading and installing the Avery Easy Peel Label Sorter?

A: Downloading the Avery Easy Peel Label Sorter from the Avery Web site ([www.avery.com](http://www.avery.com)) is easy. Just follow the onscreen instructions. Before installing any application, remember to close all applications, and turn off any anti-virus software and screen savers.

Q: Can I remove the Avery Easy Peel Label Sorter button from the Word toolbar?

A: Yes. If you do not wish to see a button for the Avery Easy Peel Label Sorter on the Word toolbar, do the following:

1. In Microsoft Word, select **Tools > Customize**.
2. Click the **Toolbars** tab.
3. In the **Toolbars** list, uncheck the checkbox next to **Avery Easy Peel Label Sorter**. (You may need to scroll down to see this item.)
4. Click **Close**. The Avery Easy Peel Label Sorter button will no longer be shown on the Word toolbar but can still be selected from the **Tools** menu.

*Note: If you decide you no longer want to use the Avery Easy Peel Label Sorter, you can remove it from your computer by clicking **Add or Remove Programs** in the Microsoft Windows **Control Panel**.*

## Troubleshooting

Q: What if my document didn't sort?

A: The Avery Easy Peel Label Sorter can only be used:

- With label documents created in Microsoft Word or with the Avery Wizard.
- With templates from: [www.avery.com](http://www.avery.com)

Check to be sure your original document is created with one of these tools.

- Not all Avery products have an Easy Peel label version, so the **Easy Peel Label Sorter** feature will not work with documents for other types of Avery products, such as divider tabs or CD labels.
- If you are having trouble sorting a label document, try copying a single sheet of labels, pasting them into a new document and running the **Easy Peel Label Sorter** again.
- You can easily complete a mail merge with the data arranged down columns instead of across rows using the Avery Wizard 3.0 or higher. For a free download, visit us at: [www.avery.com/wizard](http://www.avery.com/wizard)

Q: What if I see a macro security warning when I start Microsoft Word?

A: You might see a warning about "macros by Avery Dennison Corporation" when you open Microsoft Word. If you see this warning, select **Always trust macros from this source** and **Enable Macros**, to add **Avery Dennison Corporation** to the list of trusted sources in Word.

Q: What if I get a Macro security error when I click **Sort Avery Labels for Easy Peel**?

A: If your macro security level is set to **Very High** (Word 2003 only), you will see an error message that states, "The macro cannot be found or has been disabled because of your Macro security settings."

You cannot use add-ins such as the Avery Easy Peel Label Sorter when the security level is set to **Very High**. To reset the security level, select **Tools > Macro > Security** from the menu bar. Click the **Security Level** tab. Set the security level to **High**. Restart Word after changing the security settings and select **Always trust macros from this source** and **Enable Macros**, to add **Avery Dennison Corporation** to the list of trusted sources in Word.

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

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