

# Avery<sup>®</sup> DesignPro<sup>®</sup> Software for Mac<sup>®</sup> Computers

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## General Information

### Q: What is DesignPro Mac software?

A: Avery DesignPro for Mac software is an easy to use desktop application that gives you the flexibility to design and print Avery products.

### Q: What are the features of DesignPro Mac?

A: DesignPro Mac offers the following features:

- Allows users to create many types of Avery Binders, Mailing Labels, Other Labels, Media Labels & Inserts, Photo ID, Card Products, Specialty Products, Name Badges, Business Cards, and Dividers & Tabs.
- Offers a large library of easy to customize pre-designed Avery templates.
- A Snapshot Gallery that enables the user to save and easily transfer customized designs across multiple products.
- Ability to quickly merge contact data directly from Address Book and Mail for mailing labels and more.
- A link to quickly import pictures from iPhoto®, add your own graphics or logo, or pick from the large gallery of clip art images provided.
- A link to import playlists and albums from iTunes® to create custom CDs.

### Q: What are the system requirements for DesignPro Mac?

A: The following is required to run DesignPro Mac:

- Mac® OS X v10.5 Leopard® or v10.4 Tiger®
- 320 MB available disk space

Download times:

- With 640K – DSL /Cable: 53 minutes, 7 seconds
- With Bluetooth 728K: 46 minutes, 42 seconds
- With T1/DS1, 1.5M-DSL /Cable: 22 minutes, 8 seconds
- With Wireless 2.4M: 14 minutes, 10 seconds

Q: How do I calibrate my printer?

A: It is easy and important to calibrate your printer. Calibrating ensures that the design will align correctly on the Avery products. Do the following to calibrate your printer:

1. Open the **Calibrate Printer** dialog box from the **Design** screen, select **File > Calibrate Printer**.
2. With the **Calibrate Printer** dialog box open, click **Next** to run the **Printer Calibration Wizard**.
3. From the **Configure the Page Setup** dialog box, click **Page Setup**.
4. Select your printer from the drop-down list box for **Format for**. If using more than one printer with DesignPro Mac, you will need to calibrate each printer.
5. Click **Paper Size** and select **Letter**. (A4 is the international standard.)
6. Select **Portrait** and click **OK**.
7. Click **Print Calibration Sheet**. Follow the instructions for **Folding the Calibration Sheet**. Click **Next**.
8. Follow the instructions to **Select Horizontal and Vertical Offsets**.

*Note: Not all printers will require adjustment. If your printer aligns correctly, simply leave the calibration set to the default settings. If no settings are changed, "the printer has not been calibrated" may still appear in the dialog box and you may receive a message about calibrating your printer when using DesignPro Mac. Click **Cancel** if this message appears.*

9. Click **Finish** when finished. The selected printer has been calibrated.

Q: I already have DesignPro PC installed on my PC. Can I share files with DesignPro Mac?

A: No. DesignPro Mac is a different program from the PC version. The two programs cannot share files.

Q: I already have Design Pro PC installed on my PC. How is the Mac software different from the PC version?

A: Design Pro PC and Design Pro Mac are two different programs with different features. For example, there is different clip art and pre-designed templates in the Mac and PC versions. There are also some features available in the PC version such as bar coding that are not available in the Mac version.

Q: What file format are DesignPro Mac files saved in?

A: DesignPro Mac saves the files with a .CNDX extension.

## Graphic Questions

Q: What graphic file formats are supported by DesignPro Mac?

A: You can use graphic images saved in the following file formats in DesignPro Mac: BMP, TIF, JPG, PNG, PCT, GIF.

Q: How do I insert a graphic in DesignPro Mac?

A: The file must be in a format supported by DesignPro Mac (BMP, TIF, JPG, PNG, PCT, GIF). Open your DesignPro Mac project and follow these instructions:

- To select an image from the DesignPro **Clip Art Gallery**, click the **Image** button on the **Toolbar**. Locate and select a file from the **Clip Art Gallery** folders and click **Insert**.
- To select an image from the **iPhoto Gallery**, click the **Image** button on the **Toolbar**. Click the **iPhoto** tab. Locate and select a file from the iPhoto selections and click **Insert**.
- To select an image from the **Snapshot Gallery**, click the **Snapshots** button on the **Toolbar**. Locate and select a file from the Snapshot selections and click **Insert**.
- To select one of your own images, click the **Image** button on the **Toolbar**. Click the **Browse** button in the **Clip Art Gallery** dialog box. The **Open** dialog box appears. Locate and select your graphic file and click **Open**.

Q: How do I rotate an image in DesignPro Mac?

A: To rotate an image, select the image and then click and hold the circle control handle to the right of the image to rotate the image.

Q: Can I crop a graphic image in DesignPro Mac after inserting it in my design?

A: DesignPro Mac does not currently provide a tool for cropping images. You will need to crop the image in an image-editing program first, and then insert the graphic into your DesignPro Mac project.

## Database and Mail Merge Questions

Q: What data types does DesignPro Mac support?

A: DesignPro Mac supports the following data types.

- Mac Address Book and Mac Mail contents can be merged to mailing labels and some card products.
- Comma delimited (CSV) and tab delimited (TSV) source files may also be imported.

Q: How do I merge from the Mac Address Book in DesignPro Mac?

A: Follow these steps to merge from the Mac Address Book:

### To merge from Address Book:

1. Select a **Mailing Labels** design from the **Project Toolbar**.
2. The mailing label design appears in the **Project Window**.
3. Click the text box area that contains the Name, Address, etc. information.

**Note:** Make all formatting changes to the text, images or background, if any, before merging.

### To select a data source:

1. Click the **Mail Merge** button on the **Buttons** bar.
2. The **Select Data Source** dialog box appears.

3. From the **Import From** options, click the **Address Book** icon.

**Note:** Click the **Mail** icon to work with the mail options.

4. The **Select Data Fields** dialog box appears.

**To select data fields:**

1. Double click the data field name or select and click the **Insert** button to place the field name in the design panel.
2. Press **Enter** or click the **New Line** button to return to a blank line.
3. Continue inserting data field names as required for the merge.

**To work with the inserted data field names:**

- **Insert:** To insert a data field name from the list of field names to the design panel.
- **Remove:** To remove an inserted data field name from the design panel.
- **New Line:** To insert or return to a blank line.
- **Data View:** To view the merged Address Book names in the designed layout. This button then becomes the **Design View** when selected.
- **Design View:** To view the selected data field names. This button becomes the **Data View** when selected.
- **Select All:** To select all the merged names in the **Data View**. All names are selected by default. Individual names can be deselected.
- **Select None:** To deselect all the merged names in the **Data View**.
- **Sort:** To sort the merged data. You can sort up to 3 levels within the sort. For example, sort by Company then by Last Name.
- **Cancel:** To cancel the merge. The **Select Data Source** dialog box appears.
- **Merge:** To complete the merge. The **Project Window** appears with the first panel of the merge displayed.

**Note:** You can merge to multiple text boxes on a panel.

**To work with the merged project in the Project Window:**

1. Click **Page Preview** to view all the merged information with the data field names. This button then becomes the **Edit Panel** button to return to the edit mode.
2. If you click **All Same - On** after you have merged, then all the merged items will be changed to the current selected panel.

**Note:** The **All Same - Off** feature will not reverse **All Same - On**. If you selected **All Same - On** and want to undo the selection, select **Edit > Undo** from the menu.

**To navigate within the project:**

- **Panel View:** - **Previous** or **Next** to move from one panel to the next.
- **Page View:** - **Previous** or **Next** to move from one page to the next. The **Page** count appears below the button.
- **Back of Sheet/Front of Sheet:** To view the back/front of a product if it is 2 sided.

Q. Can I merge from iTunes® in DesignPro Mac?

A: Yes, follow these steps to merge from iTunes®:

**To merge from iTunes:**

1. Select **Media Labels & Inserts** from the **Project Toolbar**.
2. Select a product template from the **Products Panel**.
3. The CD label or insert design appears in the **Project Window**.

**Note:** If you are importing data it is best to start with a blank template, unless there is a design element on a pre-design you want to keep. Imported data does NOT replace any of the pre-design elements.

**To select a media source:**

1. Click the **Import Data** button on the **Buttons** bar.
2. The **iTunes Data Merge** dialog box appears.
3. From the **1. Select Your Playlist or Album** choice, select one of the following options:
  - **Merge from Playlist:** Select from the categories listed or from previously saved categories.
  - **Merge from Album:** Select from the albums listed.

**Note:** These selections from the playlist or album will appear in the panel to the right as you make them.

4. In the **2. Select Your Track Detail** choice, check the desired options to include in the merge:
  - **Track Number:** Numbers each song in the design.
  - **Song Duration:** Notes playing time of each song in the design.
  - **Total Duration:** Notes total playing time of all songs selected.
  - **Import as List:** All above selected items appear in list format in the design.
  - **Import as Paragraph:** All above selected items appear in a paragraph format in the design.

**Note:** These options will appear in the panel below your selections as you make them.

5. In the **3. Add Additional Fields** choice, check the desired options to include in the merge:
  - **Album/Playlist Title:** Name of selected album or playlist will appear in the design.
  - **Artist Name:** Name of artist will appear in the design.
  - **Album Cover:** Picture of the album will appear in the design.

**Note:** These options will appear below your selections, if applicable, as you make them.

- **Cancel:** To cancel the merge. The **Project Window** appears.
- **Merge:** To complete the merge. The **Project Window** appears with the merged information displayed.

**To work with the merged project in the Project Window:**

1. The data selected will import to the template as grouped data or text boxes positioned in the upper left of the template.
2. Click anywhere on the design to ungroup them.
3. Move and/or size the merged information within the text boxes to the desired layout on the design.
4. Click **Page Preview** to view all the merged information. This button then becomes the **Edit Panel** button to return to the edit mode.
5. Click **All Same - On** to change all the merged items to the first merged panel.

**Note:** There is no **Undo** or **All Same - Off** feature to reverse **All Same - On**. If you selected **All Same - On** and want to redo the selection, you will have to merge again.

**Tip:** If you want to use album art as a background image for another template, expand the image by the corners to maintain the aspect ratio to the template you are designing. Take a snapshot of the expanded image to add to the **Snapshot Gallery**. If the album art is not expanded, it will appear as an image and not fill the background.

**To navigate within the project:**

- **Panel View:** - **Previous** or **Next** to move from one panel to the next.
- **Page View:** - **Previous** or **Next** to move from one page to the next. The **Page** count appears below the button.
- **Back of Sheet/Front of Sheet:** To view the back/front of a product if it is 2 sided.

Q: Can a Microsoft Word mail merge data file be used with DesignPro Mac?

A: DesignPro Mac does not currently provide the capability to merge information from a Microsoft Word data file.

## Bar Code and Serial Numbers

Q: Can I create bar codes and serial numbers in DesignPro Mac?

A: DesignPro Mac does not currently provide these features in this version.

## Printing in DesignPro

Q. Can I print on both sides of a product in DesignPro Mac?

A. Yes. You can print two-sided products such as cards, 2 sided business cards, postcards, brochures, and mailers.

**Note:** Before printing, review any special instructions included in the Avery product package, such as dry time. Also, review your printer literature to determine how to reinsert a sheet for two-sided printing. Test print on a plain sheet of paper first.

## Creating a Sign Design

Q. Can I create a sign in DesignPro Mac?

A. No, you cannot create Avery Sign products in DesignPro Mac.

Q: Is there a Macintosh solution for creating Avery Sign products?

A: Yes! Avery's online application, Design & Print Online, offers templates for the Signage products. Also, thanks to an alliance between Avery Dennison Office Products and Chronos® you can also [download](#) SOHO Signs software for Avery Sign Kits from [avery.com/signs](http://avery.com/signs).

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

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