

# Avery<sup>®</sup> Wizard 4.0 for Microsoft<sup>®</sup> Word for Windows<sup>®</sup> Frequently Asked Questions

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## General Information

### Q: What is Avery Wizard?

A: The Avery Wizard for Microsoft Office guides you step by step to create Avery labels, business cards, dividers and more while you work within Microsoft Office. You can easily import data from Microsoft Word, Excel, Access, and Outlook for mail merge in minutes. The new pre-designed templates offer more flexibility and creativity. Now it is easy to add your logo or other graphics to your favorite Avery products.

Best of all, the Avery Wizard is available as a FREE download at: [avery.com/wizard](http://avery.com/wizard)

- Places text in the right place on the Avery product.
- Offers an easy way to create reusable lists.
- Helps you create a sheet of entirely different labels or a sheet of identical labels.
- Supports hundreds of the most commonly used Avery laser and ink jet products; mailing and shipping labels; CD/DVD labels; name badges and name tags; file folder labels and dividers. (Not all products available in all parts of the world.)
- To view the Avery Wizard demo, click on the following link: [Wizard 4.0 Demo](#)

### Q: Does Avery Wizard replace the **Envelopes and Labels** feature of Microsoft Word?

A: No, Avery Wizard features are an addition to what is currently within Microsoft Word. You can still use the **Envelopes and Labels** feature as before or you can use Avery Wizard to create labels or print on other Avery products.

### Q: How does Avery Wizard differ from the Microsoft Word **Envelopes and Labels** feature?

A: Avery Wizard makes formatting labels, cards and dividers simple and fast. Avery Wizard removes steps from the mail merge process in Word and provides step-by-step on-screen instructions. Avery Wizard offers an easy way to create a reusable list, suggests the right font and alignment for each product, and prints text in the right place each time. Avery Wizard also includes more Avery product templates than Microsoft Word.

### Q: What do I need to know when downloading and installing Avery Wizard?

A: Downloading Avery Wizard from the Avery Web site ([avery.com/wizard](http://avery.com/wizard)) is easy. Just follow the on-screen instructions. Before installing any application, remember to close all applications, and turn off any anti-virus software and screen savers. Uninstalling any previous versions of Avery Wizard is also recommended.

### Q: Can I install the Wizard for more than one user?

A: Yes. Follow these steps to install the Wizard for yourself and other users:

Locate the Wizard .exe file and right-click.

Select Run as administrator. The Customer Information screen appears.

Select Install this application for: Anyone who uses this computer (all users)

Complete the install.

**Note:** These instructions apply to Windows Vista and Windows 7 users only. All other versions of Windows install as usual.

**Tip:** If you are installing the Wizard Holiday download, locate the .exe file and follow the steps above to install. The Holiday download applies to Windows Vista and Windows 7.

Q: Is there a way to update Avery Wizard to include products not currently supported?

A: The easiest way to update Avery Wizard is to download the latest version from our Web site at: [avery.com/wizard](http://avery.com/wizard). Please note that Avery Wizard is an add-in to Microsoft Word and some Avery products cannot be supported because they require features or functions not currently available in Microsoft Word. If your product is not included in Avery Wizard, we recommend using Avery Design & Print Online at: [avery.com/print](http://avery.com/print)

Q: When I install the Avery Wizard I'm prompted to enter my personal information. What is this used for?

A: The **Personal Data** feature is used to populate or automatically fill in your personal information in appropriate designs and templates. This would include return address labels and shipping labels. You do not have to fill in the data during installation but can go back to the **Welcome** screen and click the **Settings** button to fill it in at a later time.

Q: What is new in Avery Wizard 4.0?

A: Avery Wizard 4.0 offers the following new features:

New products added

All new template art

Address Block recognition for mail merge projects

Ability to auto-fill your information (name, address, etc.) onto return address labels, business cards, and shipping labels

Larger Wizard screen and toolbar improvements

Compatibility with Office 2010

Compatibility with Windows 7

Q: How do I update the Wizard from version 3.1 to version 4.0?

A: The easiest way to update Avery Wizard is to download the latest version from our Web site at: [avery.com/wizard](http://avery.com/wizard). The installation will remove the 3.1 Wizard and install the 4.0 version. Any files you created with the Avery Wizard and saved in Microsoft Word are not affected.

Q: What are the system requirements to install the Avery Wizard?

A: The system requirements for the Avery Wizard 4.0 are:

- Microsoft Windows 7, Vista, XP, or 2000
- Microsoft Office 2010, 2007, 2003, XP, or 2000 (not compatible with Microsoft® Office Starter 2010)
- Internet Explorer® 6.0 or later
- 165 MB available disk space

Q. My computer has Microsoft Starter Office 2010. Will the Avery Wizard Software work with this software?

A: The Avery Wizard software is not compatible with Microsoft® Starter Office 2010. Microsoft Starter Office 2010 is a limited edition that does not allow macros to work – that is the reason why Avery Wizard software does not work with it. You will need to upgrade to the full version of Microsoft® Office in order to install the Avery Wizard software. Go to [www.office.microsoft.com](http://www.office.microsoft.com) for more information on how to upgrade to the full version.

## Design Questions

Q: Can I create a sheet of identical labels using Avery Wizard?

A: Yes. To create a sheet of identical labels, select the **Create a sheet of identical layouts** option. Enter the text for the labels once and format as desired. It's fast and easy.

Q: Can I create a sheet of different labels using Avery Wizard and can I just print a few of the labels?

A: Yes. Avery Wizard makes it easy to print a sheet of entirely different labels without doing a merge. Select the **Type many different entries on a sheet** option. Enter the text for each label and format as desired. You can also print a partial sheet, starting anywhere on the sheet. However, feeding labels through a laser or ink jet printer more than once is not recommended. The Avery Dennison guarantee of performance extends only to a sheet of labels that has been fed through a printer a single time.

## Graphic Questions

Q: How do I insert a graphic in the Avery Wizard?

A: Use the following steps to insert a graphic using the Avery Wizard toolbar:

1. Click the **Insert Image** button on the Wizard toolbar. The **Insert Picture** dialog box appears.
2. Under **Files of type**, select **All Pictures** or select the specific type of file you want to insert.
3. Locate and select the image you want to insert.
4. To add the image to your design, click **Insert**. The image is inserted in the design.

Q: What type of graphics can I insert in the Avery Wizard?

A: The Wizard supports inserting all graphic files that can be inserted in your version of Word.

Q: What if I want to insert a different graphic format in the Avery Wizard?

A: Use the following steps to insert a different graphic format in the Avery Wizard:

1. Press the **Alt + Print Screen** buttons to get a screen shot of the image.
2. Paste the image into Microsoft® PowerPoint®.
3. Right click the image and select **Save as Picture**.

4. Type in a **File name** and select a destination, if necessary. Click **Save**.  
**Note:** *The file is saved with a .png extension.*
5. Launch the Wizard and insert the image in your design.

Q: How do I replace a graphic in the Avery Wizard?

A: Use the following steps to replace a graphic using the Avery Wizard toolbar:

1. To replace a graphic in the design, click the image to select it.
2. Click the **Insert Image** button on the Wizard toolbar. The **Insert Picture** dialog box appears.
3. Under **Files of type**, select **All Pictures** or select the specific type of file you want to insert.
4. Locate and select the image you want to insert.
5. To add the image to your design, click **Insert**. The image is inserted in the design.

Q: How do I move a graphic in the Avery Wizard?

A: Use the following steps to move a graphic in the Avery Wizard:

1. Click the graphic and hold until the mouse pointer changes to the **Move** icon (four arrows).
2. Click and drag the graphic to the new location.
3. Release the mouse to complete the move.

Q: How do I resize a graphic in the Avery Wizard?

A: Use the following steps to resize a graphic in the Avery Wizard:

When a graphic is selected, an object frame with eight handles appears. If the handles are blue, you can resize the object by doing the following:

1. Click a handle and hold until the mouse pointer changes to the **Vertical, Horizontal** or **Diagonal** resizing icon.
2. Click and drag the handle to increase or decrease the size of the graphic, and then release the mouse.

**Note:** *If the handles are black, you cannot resize it by using the mouse. Right click the graphic and select the **Format Picture** item in the menu. Click the **Size** tab and make your changes.*

## Database and Mail Merge Questions

Q: Does Avery Wizard provide a mail merge feature?

A: Yes. Avery Wizard makes mail merge easier than ever by stepping you through the process. You can also use Avery Wizard to create a reusable list of addresses that you can then merge onto labels. Refer to the Avery Wizard Help for more information on merging.

Q: What kinds of files can Avery Wizard merge?

A: Avery Wizard can merge Microsoft Access, Microsoft Excel, and other data formats supported by Microsoft Word. Wizard 4.0 can also merge Lotus Notes data from versions 6 and 7 in the Notes Contacts folder.

Q: How do I start a Wizard mail merge project from Microsoft Excel?

A: First, select the data and column headings you would like to import into your project.

You can start the Wizard in Excel one of the following ways:

For Microsoft Word 2007 & 2010: On the ribbon, click the **Add-Ins** tab then click the **Avery Wizard** icon.

For Microsoft Word 2003 or earlier: On the toolbar, click the **Avery** icon.

Q: What kind of file does the **Create a new data file, then merge from it** option create in Avery Wizard?

A: When you create a list with Avery Wizard, it creates a Microsoft Word data document that you can name, save and reuse.

Additional Tips:

Field names will wrap when the information exceeds the line length. It will not view or print this way after the merge.

If you use a pre-designed template for a mail merge, delete the placeholder text and replace with the field names for the merge.

Q: How do I know if my mailing meets USPS standards?

A: Visit [usps.com/businessmail101](http://usps.com/businessmail101) for the latest information on addressing mail.

## Bar Code Questions

Q: Does Avery Wizard support POSTNET barcodes?

A: To do a mail merge with bar codes, we recommend you use Microsoft Word or another mailing software program.

Q: What requirements are necessary for creating barcodes?

A: We recommend that you obtain bar code requirements from the appropriate authorities to ensure you are creating the bar code to specification. We also recommend that you perform extensive bar code reading tests before you apply the bar codes. Also note that resizing or changing the appearance of a bar code may cause readability problems.

## Troubleshooting

Q: The Wizard appears to freeze after I switch back from Word. What can I do so I do not lose any of my input?

A: The Wizard formatting toolbar 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 when it froze and no data will be lost.

Q: The graphics I inserted have moved once I closed the Wizard and viewed my design in Word. Why?

A: Some older versions of Word (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.

Q: Another label appeared on the screen when I was inputting on the first label using the Wizard. Is this correct?

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

Q: When I select my data in Excel to merge in the Wizard, it uses data instead of the column headings for the field names. What is wrong?

A: 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.

Q: How does **Print Preview** work?

A: 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.

Q: The picture I inserted is missing after I closed Wizard to view my design in Word. Why?

A: Some versions of Microsoft® Word may not display the picture when Word opens. It is there. Scroll or page-up/page-down, and Word will refresh your screen.

Q: The text I added moved after I closed Wizard to view my design in Word. Why?

A: Some versions of Microsoft® Word display text inside of text boxes in wrong position when Word opens. Scroll or page-up/page-down, and Word will display it correctly.

Q: The picture I inserted moved after I closed Wizard to view my design in Word. Why?

A: Some versions of Microsoft® Word may move the picture within the design. Refer to the Microsoft® Word Help for more details about positioning of graphics.