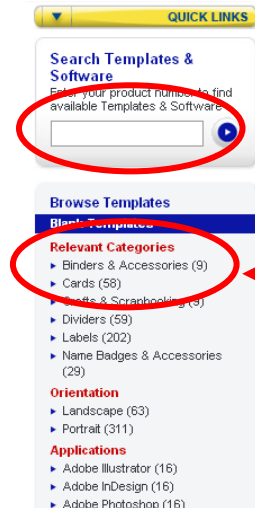


Software | How to Use Templates

Overview

We have created both blank and pre-designed templates to help you format your Avery products using Microsoft® Word 97 for Windows® and later versions, Microsoft® Word 2007, Adobe® Illustrator®, Adobe® InDesign® and Adobe® Photoshop®.



Finding Templates Easily!

1 – Enter your product code (from product package or label sheet).

2 – Use **Categories** to narrow your search.

Types of Files to Download

The following information will help you determine which type of file to download for your project.

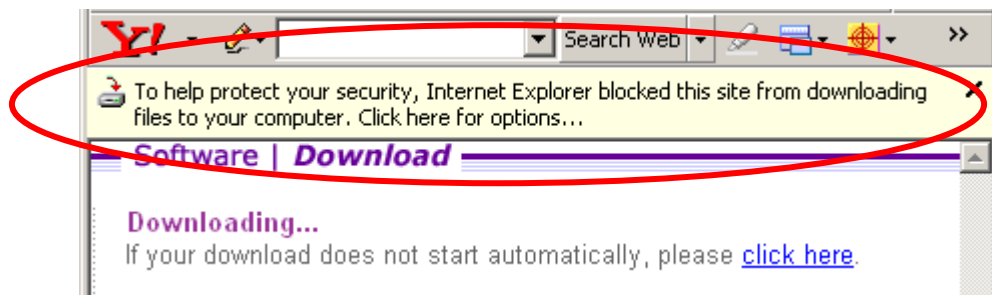
If You Have:	Select:	For:
Microsoft® Word 97, 2000 and WordPerfect®	.doc files	Simple grid, blank or pre-designed templates. (Graphics may be difficult to manage in Word 97).
Microsoft® Word 2002/2003, XP	.doc files	Simple grid, blank or pre-designed templates.
	.dot or .exe files	Blank templates with autofill feature. Always trust templates from Avery.
Microsoft® Word for Mac®	.doc files	Simple grid, blank or pre-designed templates.
	.dot files	Blank templates with autofill feature. Always trust templates from

		Avery.
Microsoft® Word 2007	.doc files	Simple grid, blank or pre-designed templates.
	.dot or .exe files	Blank templates with autofill feature. Choose Enable this content in Options . Always trust templates from Avery.
	.docm files	Avery Ribbon provides extra features. Choose Enable this content in Options . Always trust templates from Avery.
Adobe® PhotoShop® or PhotoShop® Elements	.psd files	Simple grid templates. Blank only.
Adobe® InDesign®	.indd files	Simple grid templates. Blank only.
Adobe® Illustrator®	.ai files	Simple grid templates. Blank only.
Don't have these programs? Use Avery Design & Print Online .		

Downloading

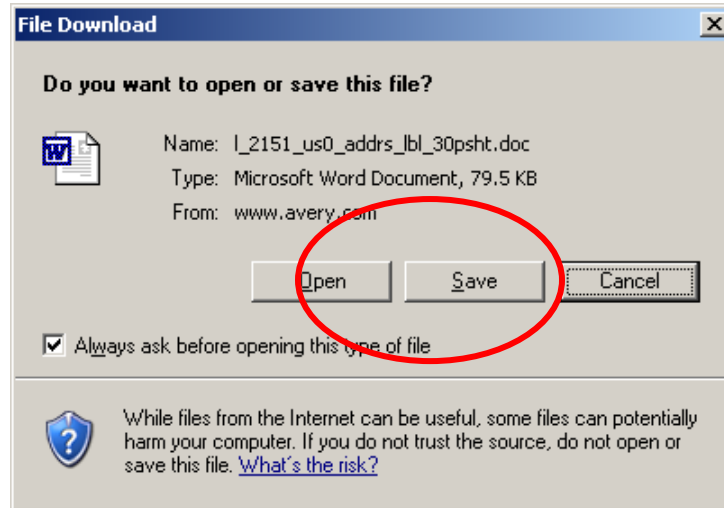
After selecting a template to download, click the template image for more detail or click the **Download** button to begin the download.

Note: If the following yellow information box appears, click the box and select **Download File**. You can always trust Avery documents and templates.



1. After clicking the **Download Template** button in the **Search Results** screen, the **File Download** dialog box appears.
2. It is recommended you save the file. Click **Save**.

Note: If the download takes you directly to the browser screen, click **File > Save As** and continue with Step 4.



3. The **Save As** dialog box appears.
4. Navigate to the drive and folder you want to save the file. Remember where you saved the file and the file name. Click **Save**.

Tip: You can rename the file if you would like.

5. Open Microsoft® Word or an Adobe® program for your template and select **File > Open** to navigate to the drive and folder to open your template.
6. Use your program's formatting and printing features to edit and save your template.

Tip: For Microsoft® Word users – If the template looks like a blank page, select **Table > Show Gridlines** to view the template layout.

If you need further assistance, contact **Software Support:** 1-888-835-8379

Note: Avery print-to-the-edge pre-designed templates appear larger than the product to ensure that the design prints to the edge of the sheet.

Tip: Click on the following links for more detailed information on working with [blank](#) or [pre-designed](#) templates, templates for [Microsoft® Word 2007](#), or working with graphics.

Visit [avery.com](#), **Worldwide Contacts**, for information on A4 product sizes.

Software Support: 1-888-835-8379



Avery Software Support
(888) 835-8379

Thank you for using **Avery Templates!**