



## Photo ID Products

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For all **Photo ID Products**, visit our product catalog at: [avery.com/us/products](http://avery.com/us/products)

For a demo of **Photo ID**, visit: [photoid.avery.com/index.html](http://photoid.avery.com/index.html)

**Avery Software Support:** 1.888.835.8379

**Avery Product Support:** 1.800.GO.AVERY (1.800.462.8379)



## General Printer Settings

Printer settings are available through your printer's **Preferences** menu. For information on changing the printer settings, refer to your printer user manual.

1. Set print quality to the **Medium** setting, which is also referred to as the **Text & Images** setting. Higher print quality produces more attractive badges, but takes longer to print.
2. Set paper dimensions to **User Defined**. Name the custom paper **Avery 4x6**. Set the width to **4** inches and the height to **6** inches. If **Units** are set to **0.01** inches, then the settings should be **400** width by **600** height.
3. Set paper orientation to **portrait**.
4. Turn off any printer notification messages.
5. Badges should be stacked in the paper feed tray with the 4" side leading into the printer.

*Note: 2940 and 2941 Self-Adhesive Badge products should not be used on silk, leather, plastic, vinyl or suede. Please consult the reverse side of the 2949 and 2950 badge sheets for printer feeding instructions.*

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## Printer Settings for the Avery Personal Label Printer

It is necessary that the Avery Personal Label printer be set as the default printer and the print quality set to photo. Continue with the following steps to change these settings. For more information on the printer settings, refer to the Windows Help manual.

1. From the Windows Desktop, click **Start**. Select **Settings > Printers and Faxes**. The Printers and Faxes dialog box appears.
2. To select a default printer, right-click the **Avery PLP 9100** printer and select **Set as Default Printer**.
3. To change the print quality, right click the **Avery PLP 9100** printer and select **Printing Preferences**. The **Avery PLP 9100 Printing Preferences** dialog box appears.
4. Click **Advanced**. The **Avery PLP 9100 Advanced Options** dialog box appears.
5. Set the **Print Quality** to **Photo**. Click **OK**.
6. Return to the Windows Desktop.

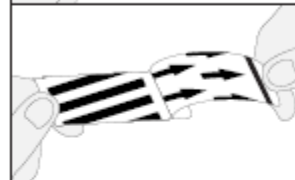
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## Self- Expiring Labels

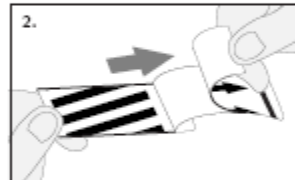
### How to Use Avery Self-Expiring Labels

Avery Self-Expiring Labels are designed to be used as an indicator when an item is void. When activated, red diagonal stripes will appear behind the red **V** within 1 day. Use the following steps to activate and stick the label(s) to the desired surface.

1. Gently peel the label with the red **V** up from the label at the upper left hand corner, marked with a red indicator mark. Do not remove completely.



2. Remove the center lining in the direction of the red arrows and discard. Be careful not to remove the portion with the red **V**.



3. Position the label, with the red **V**, back over the red stripes.



4. Apply the label to an Avery badge with the red **V** facing you.

Within 1 day the red diagonal stripes will appear behind the red **V** to indicate that label has expired.



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## Working with Photos in Microsoft® Word

Microsoft Word 2002/XP, Microsoft Word 2000 and Microsoft Word 97

- Edit/rotate photos before inserting.
- Select a photo that is the same orientation (landscape/portrait) as the template cell to avoid distortion.
- Templates show the actual product layout. If printing to the edge of the product, extend the photo at least an 1/8" beyond the edge of the cell.

### Inserting Photos

1. Place the cursor in the cell. Select **Insert > Picture > From File**. Locate your photo and click **Insert**.
2. Before making any adjustments, click the photo and select **Format > Picture**.  
**Word 2002/XP and 2000:** Click the **Layout** tab. Under **Wrapping** style, select **In front of text**. Under **Horizontal** alignment, select **Other**. (*Word 2002/XP only: Click the **Advanced** button. Click the **Picture Position** tab. Under **Options** click the check box for **Allow overlap**. Click **OK**.) Click **OK**.  
**Word 97:** Click the **Position** tab. Check **Float over text** only and uncheck all others. Click the **Wrapping** tab and select **None**. Click **OK**.*
3. To resize and maintain proportions, click and drag a corner handle of the frame. To move, click and drag the photo or use the arrow keys.

*Note: For more tips, refer to the Microsoft Word **Help** file.*

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