



Printing Problems

Microsoft Word

- [*Upto Word 2003*](#)
- [*Word 2007*](#)

DesignPro

[Upto Word 2003](#)

There can be various reasons why labels are not printing correctly. The most common printing alignment problems can be solved if the following checks are carried out:

1- In whichever software you are using please check that the template that you have selected in the software corresponds to the labels you trying to print onto. For example if have purchased the Avery J8414 Business Cards make sure you have selected the 'J8414' template within the software.

2- Click the 'Start button' (on the taskbar) select 'Settings' or Control Panel then 'Printers'. Then in the 'Printers' dialogue box right click on the icon for your printer and select 'Properties'. From the 'Printer Properties' window you need to locate the 'Paper Size' tab. This option normally defaults to 'Letter size'. If so, change this to 'A4' then click on 'Apply' then 'OK'.

2- Some printers (for example Epson printers) have a 'Reduce /Enlarge' facility that defaults to 94% or 97% (instead of 100%). To set this to 100% click the 'Layout' tab and in the 'Reduce/Enlarge' section select 'Custom' you should then be able to change the scaling to 100%.

3- If you are using Microsoft Word, click on 'Tools' - 'Envelopes and Labels' and then 'Options'. Make sure that the 'Label Products' is set to 'Avery A4 and A5 sizes' (not 'Avery Standard') and the correct template is highlighted.

For Microsoft Word XP, click on 'Tools' - 'Letters and Mailings' - 'Envelopes and Mailings' and then 'Options'. Make sure that the 'Label Products' is set to 'Avery A4 and A5 sizes' (not 'Avery Standard'). In the 'Product number' select the required label.

4- If you are using Microsoft Word 97/2000/XP click on 'File' and 'Print' then 'Options' and deselect the 'Allow A4/Letter resizing', click 'OK'. Click on OK to print.

COLOUR LASER

**For optimum performance please go 'print' then 'options' then highlight 'paper'.
Where it says 'type' please change that to 'thick'**

MULTI FUNCTION PRINTERS

If your printer is a Multi Function Device (Printer, Scanner, Copier, Fax) try printing your label document to a plain piece of paper and hold it up behind the labels.

The Print Alignment is wrong on labels and wrong on paper. Check step 2 above.

the Print Alignment is wrong on labels but OK on paper. This type of problem is as a result of a component inside the printer that detects the edge of the paper and would normally mean your printer is incompatible with Avery Labels. If however the misalignment is consistent e.g. 10mm too high every time you can usually edit your label document to correct the problems. If for example you are using Word you can use the 'Ruler' down the left hand side of your Word document to move the Label Template down the page. To do this simply place your pointer over the 'Top Margin' line on the 'Ruler'. Click and drag the 'Top Margin' down 10mm. *(For smooth movement you can hold down the 'Alt' key on your keyboard whilst you click and drag.)*

If you are using Avery DesignPro you can move your design down by selecting the 'Edit' menu clicking 'Select All' then simply click and drag your design in the desired direction.

Word 2007

For Word 2007

There can be various reasons why labels are not printing correctly. The most common printing alignment problems can be solved if the following checks are carried out:

1- In whichever software you are using please check that the template that you have selected in the software corresponds to the labels you trying to print onto. For example if have purchased the Avery J8160 address labels make sure you have selected the 'J8160' template (not the '8160') within the software.

To choose the correct template for Microsoft Word please carry out the following:

- 1- Click on the Office Button then **NEW / BLANK DOCUMENTS** then **CREATE**.
 - 2- From the toolbar click on the **MAILINGS** tab
 - 3- Click on **CREATE**, then the **LABELS** sub-category
 - 4- In the **ENVELOPES and LABELS** box click on **OPTIONS**.
 - 5- In the **OPTIONS** dialogue box click on the drop down box to the right of **LABEL VENDORS** and select **Avery A4/A5**
 - 6- From the **PRODUCT NUMBER** list select the Avery template and click on **OK**
- 2-
- 1- Click on the **Office** button
 - 2- Select **Print** then **Print** again.
 - 3- In the **Zoom** section make sure '**Scale to paper size**' is set to '**A4**'
 - 4- Click on the **Properties** button.
 - 5- Click on the **Paper / Quality** tab, then click on **Advanced**.
 - 6- In the **Paper/ Output** section it has **Paper size**. To the right you have a drop down menu . Make sure A4 is selected and not letter, then click on **OK**.

3- There may also be other options in your printing preferences such as 'Print Area', 'Scale to Fit Page Size' or 'Page Margins. These will all need to be set correctly for your design to print 100% e.g. Print Area set to Maximum, Scale to fit Page Size disabled and Page Margins set to Minimized.

Some printers (for example Epson printers) have a 'Reduce /Enlarge' facility that defaults to 94% or 97% (instead of 100%). To set this to 100% click the 'Layout' tab and in the 'Reduce/Enlarge' section select 'Custom' you should then be able to change the scaling to 100%.

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DesignPro

If you are using Avery DesignPro please make sure you have calibrated the program to your printer. To do this select 'File' – 'Calibrate Printer' – Print Calibration Sheet. Simply follow the on-sheet instructions.

Still experiencing alignment problems?

The following can also impact on print alignment:

If you have an inkjet printer check the Printer Driver Properties for the following settings.

Set 'Print Area' to Maximum

Set 'Scale to Fit Page Size' to 'No Scaling' or A4'

Set 'Page Margins' to 'Minimum'.

Set 'Reduce/Enlarge' settings to 100%

These will all need to be set correctly for your labels to print correctly.