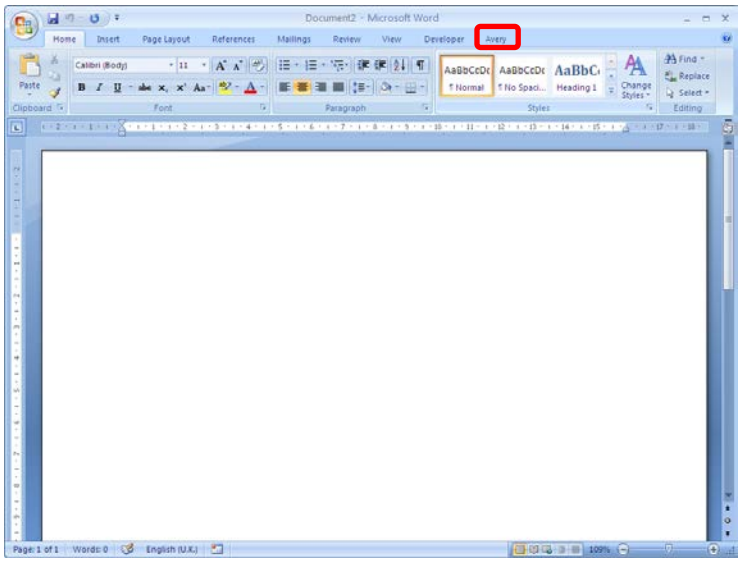
Creating a sheet of Identical Labels in Avery Wizard

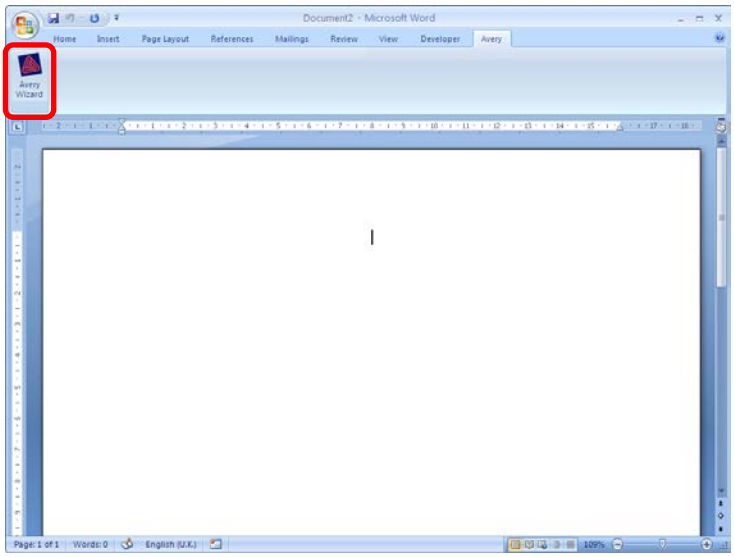
Creating a sheet of None-Identical Labels in Avery Wizard

Creating a Sheet of identical labels

Open Up a blank Microsoft Word document and click on the **Avery Tab** at the top of the screen



Now you can click on the **Avery Icon** that has now appeared on the top left hand side of the screen.

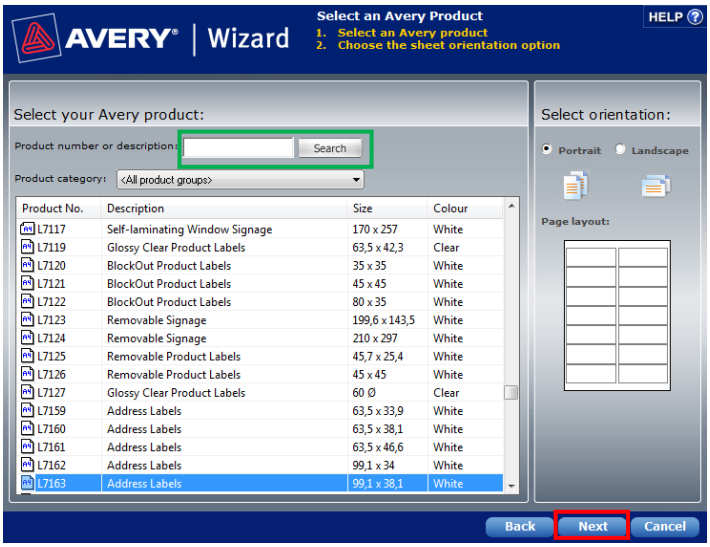


The Wizard will now open, please click on the **Next** Button

The Next screen allows you to select the label that you wish to use.

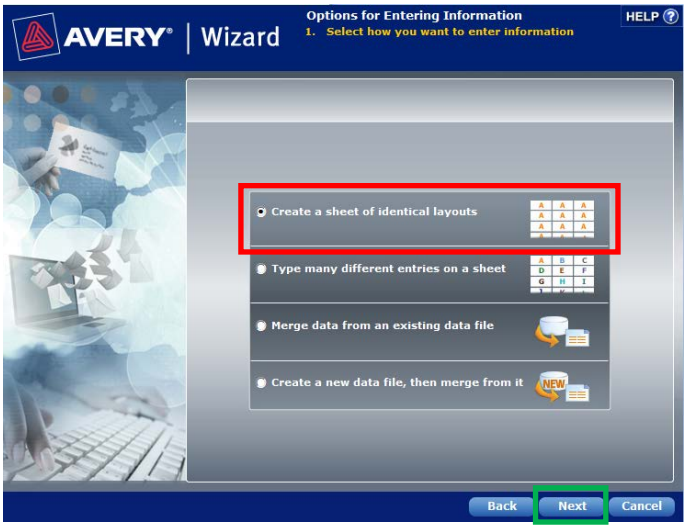
Type the product code into the search box and then click **Search**.

Then click **Next**.

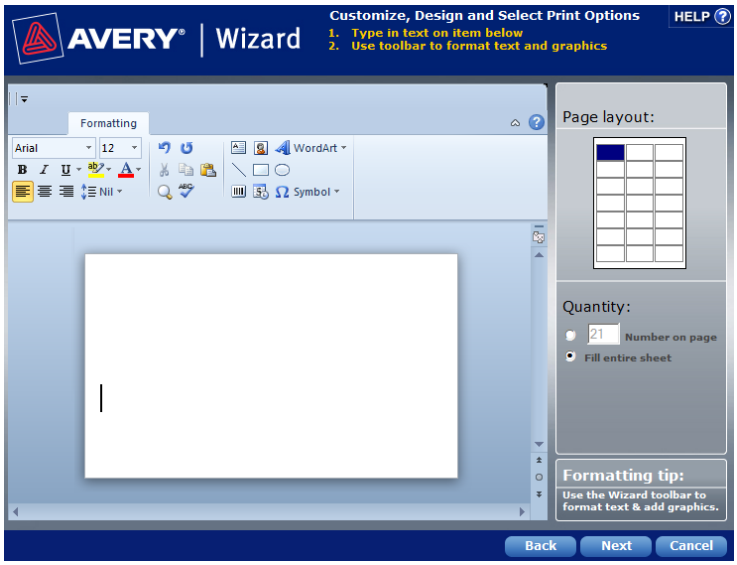


You will now have the choice of 4 options.

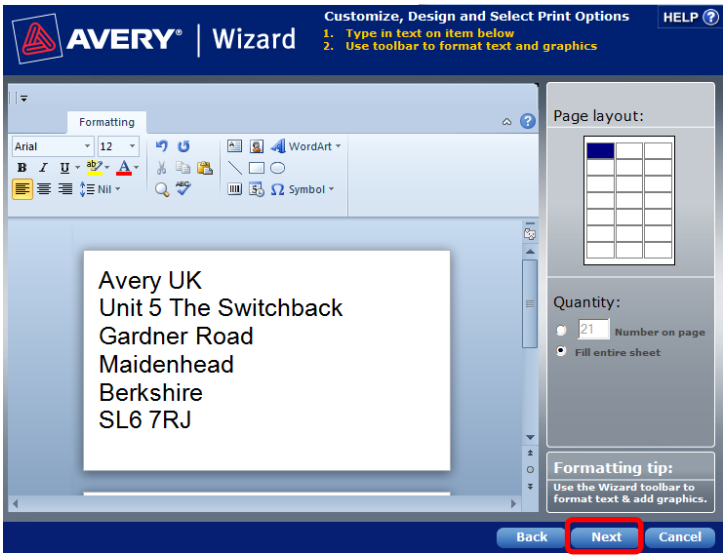
Select the **"Create a sheet of Identical Labels selected"** and then click **Next**



The label is ready for you to enter your details onto

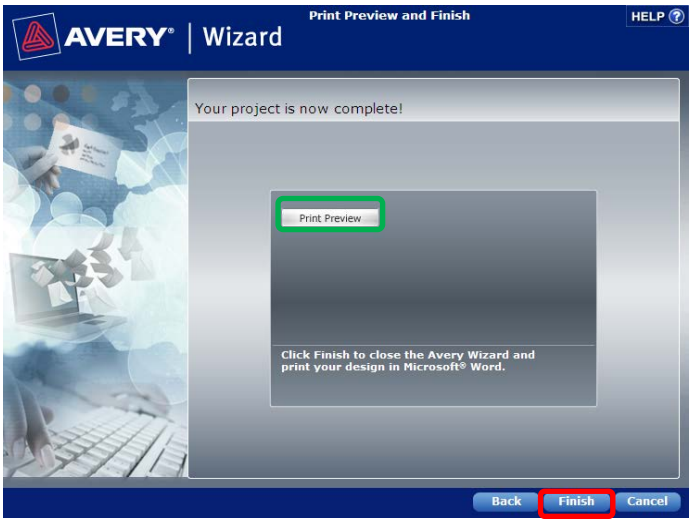


Type in the information onto the label and when finished click on **Next**



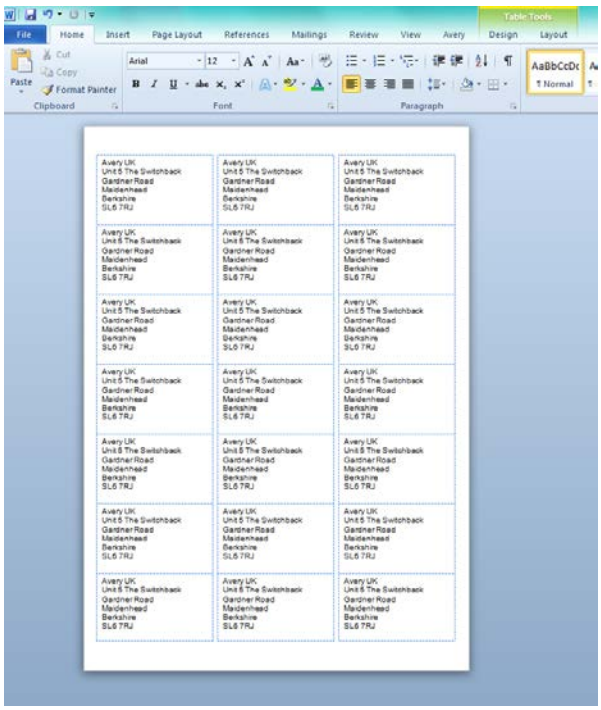
You now have the option to either **print preview** your labels or to click on finish to take the labels into a Word document ready to be printed.

Please click on **Finish**



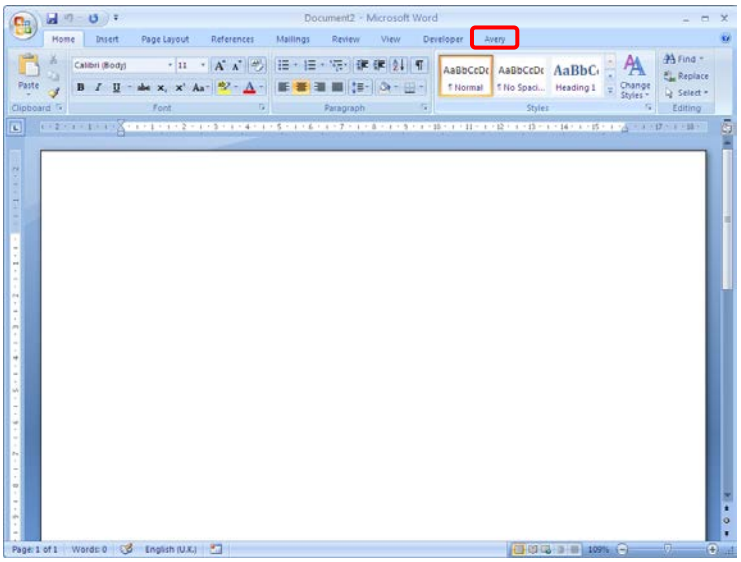
You will now get a page of labels all the same.

These are now ready to be printed.

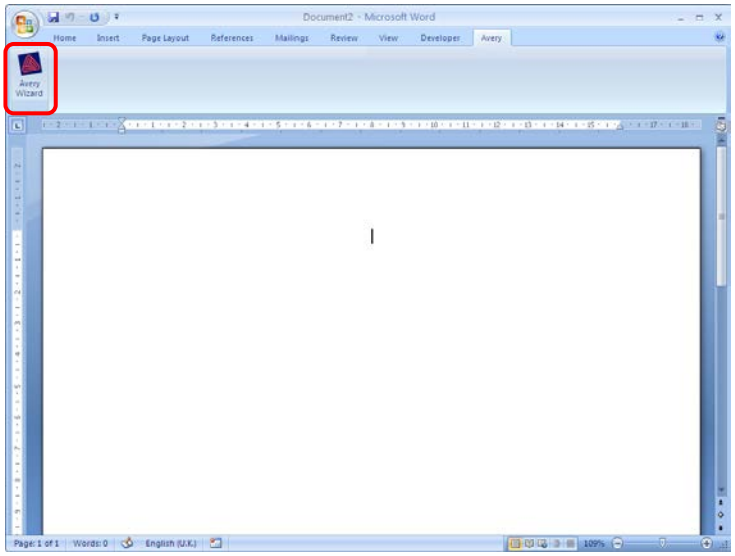


Creating a Sheet of many different labels

Open Up a blank Microsoft Word document and click on the **Avery Tab** at the top of the screen



Now you can click on the **Avery Icon** that has now appeared on the top left hand side of the screen.

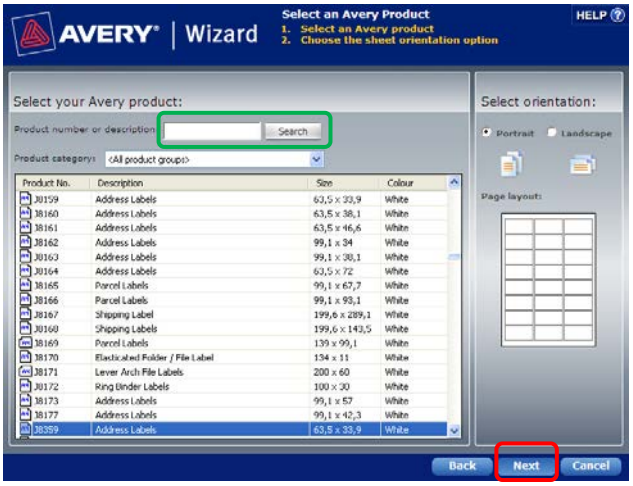


The Wizard will now open, please click on the **Next** Button

The Next screen allows you to select the label that you wish to use.

Type the product code into the search box and then click **Search**.

Then click **Next**.



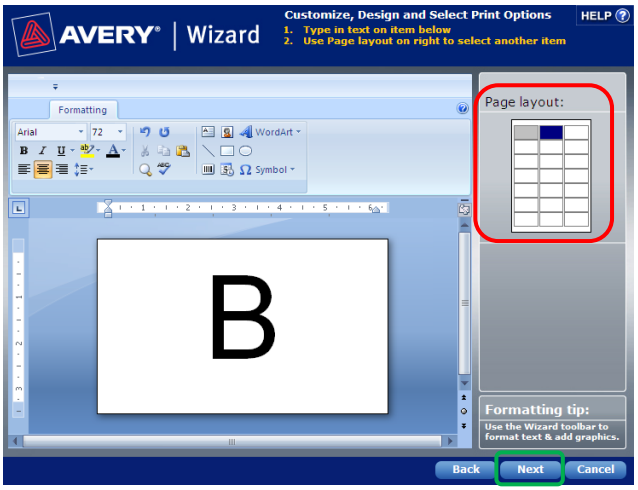
You will now have the choice of 4 options.

Please select the **Type Many Different entries on a sheet** option.

Then click **Next**.

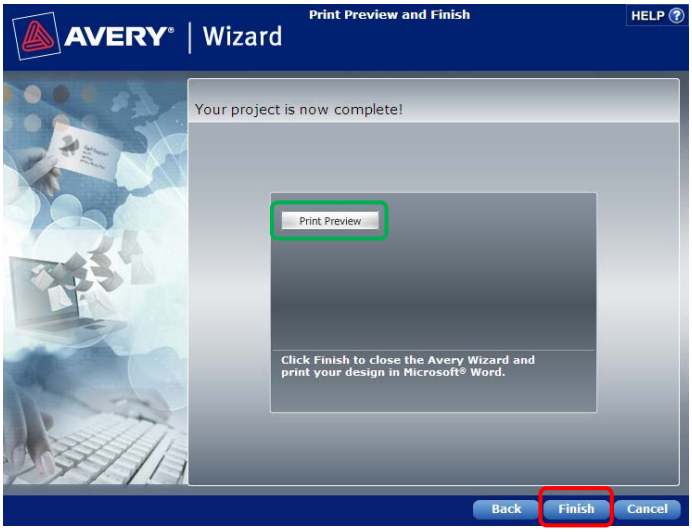
Type the Information onto the first label and then in the **Page Layout** box on the right hand side click on the next label to enter the next information.

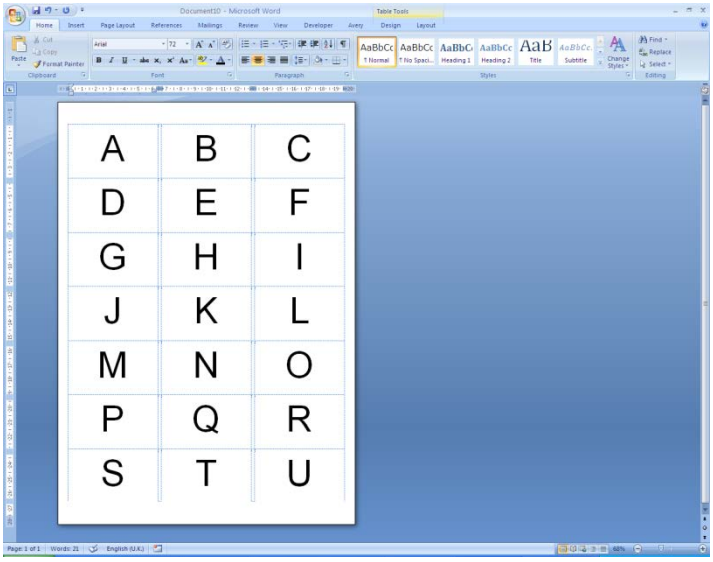
Once you have typed onto all of the labels click on **Next**.



You will have the option to either **print preview** your labels or to click on finish to take the labels into a Word document ready to be printed.

Please click on **Finish**



You will now get a page of labels all different.

These are now ready to be printed.