



Avery Dennison UK

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Avery® Blank Templates for Microsoft Word

Frequently Asked Questions

General Information Questions

Q: What are Avery blank templates for Microsoft Word?

A: Most Avery products are supported in the current versions of Microsoft Word and many popular creative software programs. For new products and those products that are not included in Microsoft Word or other programs, Avery has created blank templates for Microsoft Word 97 for Windows® and later versions. This will enable you to easily create and design a wider variety of Avery products.

Q: Where are Avery blank templates for Microsoft Word located? How do I receive them?

A: Avery blank templates have been created for Microsoft Word 97 for Windows and later versions. To quickly locate and download these templates from the Avery Web site, go to our Blank Template Library at: avery.com/library.

Q: I can't see the template layout when I open the file in Microsoft Word. How can I view the template layout?

A. All templates are created using the table feature of Microsoft Word. If the table gridlines are not visible when you open the file, select Table > View Gridlines from the Word menu.

Q: What is the Avery Template Tab?

A: The Avery Template Tab offers features or tasks that are customized to help you with the specific Avery project you are working on. Depending on the template that is selected you will be able to choose from these options:

1. Theme – Allows you to change the overall design of the entire document, including colors, fonts, and effects. In addition to selecting a different theme, you can do the following:
 - Reset to Theme from Template – Resets the template to the original template theme if any changes have been made.
 - More Themes on Microsoft Office Online – Provides other theme options from Microsoft®.
 - Browse for Themes – Opens previously saved template themes.
 - Save Current Theme – Saves changes made to a template theme which can be used again.
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2. Alignment – Aligns the text within the template to different positions within the label or card.
3. Sheets – Adds a new page with the same template information as page 1.
4. Pictures – Makes it easier to work with the pictures in your project.
 - Change All Pictures – Replaces all the pictures in your project at once.
 - Resize All Pictures – Resizes all the pictures in your project at once.
 - Change Selected Pictures – Changes only the selected pictures in your project at once.
 - Remove All Pictures – Removes all the pictures in your project at once.
5. Addresses – Allows you to enter mailing address information in your project.
 - Same Address – Allows you to enter the same address information on each label/card without having to re-type it.
 - Different Addresses – Shows an address placeholder so you can type a different address on each label/card.
 - Left Align – Aligns all addresses to the left.
 - Center – Centers all addresses horizontally.
 - Right Align – Aligns all addresses to the right.
6. Return Addresses – Allows you to enter return address information in your project.
 - Same Return Address – Allows you to enter the same return address information on each label/card without having to re-type it.
 - Different Return Addresses – Shows a return address placeholder so you can type a different return address on each label/card.
 - Left Align – Aligns all return addresses to the left.
 - Center – Centers all return addresses horizontally.
 - Right Align – Aligns all return addresses to the right.
7. Ship to Addresses – Allows you to enter shipping address information in your project.
 - Same Ship to Address – Allows you to enter the same shipping address information on each label/card without having to re-type it.
 - Different Ship to Addresses – Shows a shipping address placeholder so you can type a different return address on each label/card.
 - Left Align – Aligns all shipping addresses to the left.
 - Center – Centers all shipping addresses horizontally.
 - Right Align – Aligns all shipping addresses to the right.
8. Business Cards – Allows you to create business card projects.
 - All Cards the Same – Allows you to enter the same business card information on each card without having to re-type it.
 - Each Card Different – Shows placeholders so you can type different information on each business card.
 - Left Align – Aligns all text on the business cards to the left.
 - Center – Centers all text on the business cards horizontally.
 - Right Align – Aligns all text on the business cards to the right.
9. More from Avery – You have the following options when you select this feature:
 - Visit Avery.com – Visit the Avery web site.
 - More Templates – Find more templates you can use with Microsoft® Office Word 2007.
 - About This Template – Open a web page with legal information about this template.
 - Template Help – Open a web page with help on using this template.



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Q: I can see the Avery Template Tab but the buttons are disabled. What is wrong?

A: If you have not selected to trust macro content from Avery Dennison, Word will either pop up a warning dialog box, or display a security warning message which will appear between the Ribbon and the ruler. Until you enable macros for the template, you will not be able to use the template and its features.

Click the Options button of the Security Warning Macros have been disabled message. Select Enable this content. Click OK.



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Inserting Graphics, Logos & Pictures in Microsoft® Word Templates Frequently Asked Questions

General Information

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General Information

Q: What type of graphics can I insert into Avery Templates for Microsoft® Word?

A: The following formats are supported:

- Enhanced Metafile (.emf)
- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg, .jpeg)
- Portable Network Graphics (.png)
- Microsoft Windows Bitmap (.bmp, .rle, .dib)
- Windows Metafile Graphics (.wmf)
- Tagged Image File Format (.TIFF)
- Encapsulated PostScript (.eps)

Note: Not all graphic formats are supported in older versions of Microsoft® Word.

Q: How do I insert a graphic into a template?

A: Use the following steps to insert a graphic:

1. Select **Insert > Picture** on the toolbar. (For **Word 2007**: From the **Ribbon**, select **Insert**). Select one of the following options:
 - **Clip Art**: If you want to use one of the images in the Word clip art gallery.
 - **From File**: (For **Word 2007**: From the **Ribbon**, select **Picture**). If you want to browse your system to find an image.

2. The **Insert Picture** dialog box appears.

Tip: For versions other than **Word 2007** - At the top of the **Insert Picture** dialog box, click the **Views** icon and select **Thumbnails** to see to see your image files.

3. Under **Files of type**, select **All Pictures** or select the specific type of file you want to insert. (**All Pictures** is the default setting in **Word 2007**).
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 insert a photo into my Avery blank template for Microsoft® Word?

A: To insert a photo in an Avery blank template for Microsoft® Word, place the cursor in the cell. Select **Insert > Picture > From File** (For **Word 2007**: From the **Ribbon**, select **Picture**). Locate your photo and click **Insert**. Before making any adjustments, click the photo, select **Format > Picture** (For **Word 2007**: From the **Ribbon**, select **Format**) and follow these instructions for your version of Microsoft® Word:

Word 2007: Click **Text Wrapping**. Select **In Front of Text**. Then click **Position**. Click **More Layout Options**. Select **Allow overlap**. Click **OK**. (These are default settings in **Word 2007**).

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**.



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Word 97: Click the **Position** tab. Check **Float over text** only and uncheck all others. Click the **Wrapping** tab and select **None**. Click **OK**.

These settings allow you to easily resize, move and copy the photo as desired. To resize and maintain proportions, click and drag a corner handle of the frame. To move, click and drag the photo or use **Ctrl** + the arrow keys.

Q: What if I want to insert a different graphic format?

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

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. Insert the image in your design.

Q: How do I replace a graphic in a template?

A: Use the following steps to replace a graphic:

1. To replace a graphic in the design, click the image to select it.
2. Select **Insert > Picture** on the toolbar. (For **Word 2007**: From the **Ribbon**, select **Insert**). Select one of the following options:
 - **Clip Art:** If you want to use one of the images in the Word clip art gallery.
 - **From File:** (For **Word 2007**: From the **Ribbon**, select **Picture**). If you want to browse your system to find an image.

3. The **Insert Picture** dialog box appears.

Tip: For versions other than **Word 2007** - At the top of the **Insert Picture** dialog box, click the **Views** icon and select **Thumbnails** to see to see your image files.

4. Under **Files of type**, select **All Pictures** or select the specific type of file you want to insert. (**All Pictures** is the default setting in **Word 2007**).
5. Locate and select the image you want to insert.
6. To add the image to your design, click **Insert**. The image is inserted in the design.

Q: How do I move a graphic in a template?

A: Use the following steps to move a graphic:

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.

Tip: You can also use **Ctrl** + the arrow keys on the keyboard to move or nudge the graphic.

3. Release the mouse to complete the move.



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Note: If you are unable to move the graphic, right click the image. Select **Format Picture**. Click the **Layout** tab and select **In front of text**. (For **Word 2007**: Select the image. From the **Ribbon**, select **Format > Text Wrapping > In Front of Text**).

Q: How do I resize a graphic in a template?

A: Use the following steps to resize a graphic:

When a graphic is selected, an object frame with eight handles appears. If the handles are white, 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: You can also resize the graphic by right clicking the graphic and selecting the **Format Picture** item in the menu. Click the **Size** tab and make your changes. (For **Word 2007**, right click and select **Size**).

Tip: If you select and delete the graphic “anchor” that positions a graphic, the graphic will also be deleted. Click **Undo** to restore the graphic.

If you need further assistance, please call Avery Support at 0800 80 50 20



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