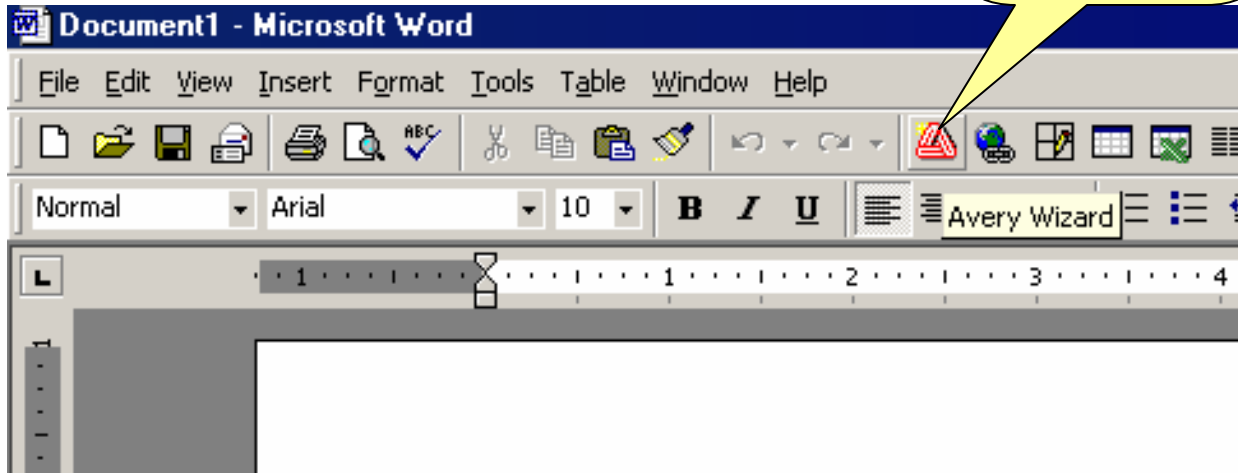


Using the Avery Wizard with MS Word

Avery Wizard Installed

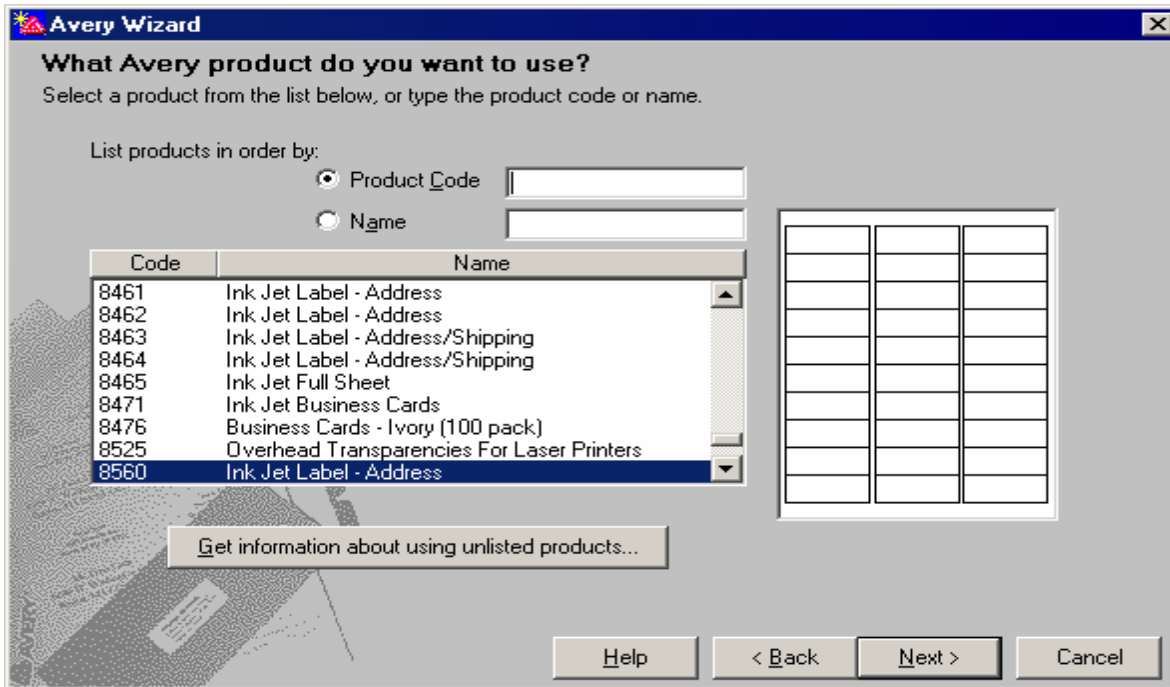


Word Document

Download and install the Avery Wizard for Word. After installation, your toolbar should contain the Avery Label Wizard button. Click on the button.



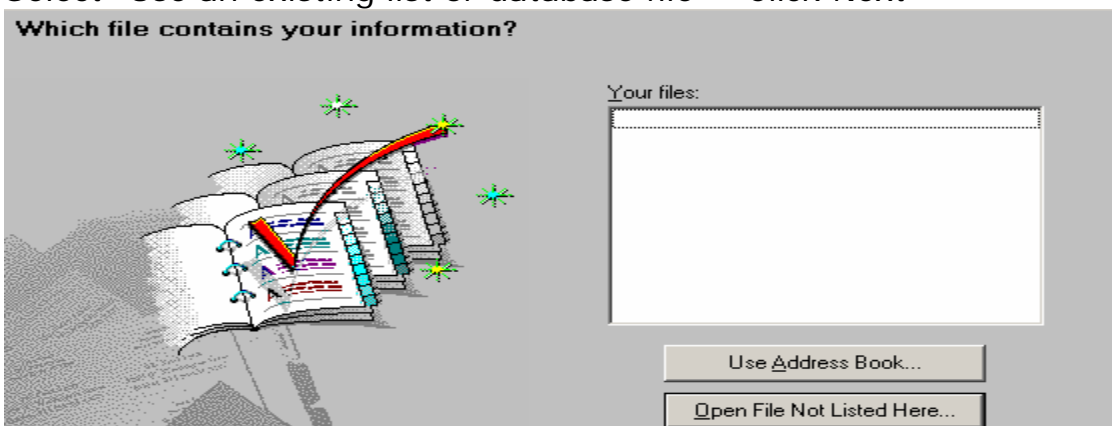
Main Avery Wizard Screen- Click Next



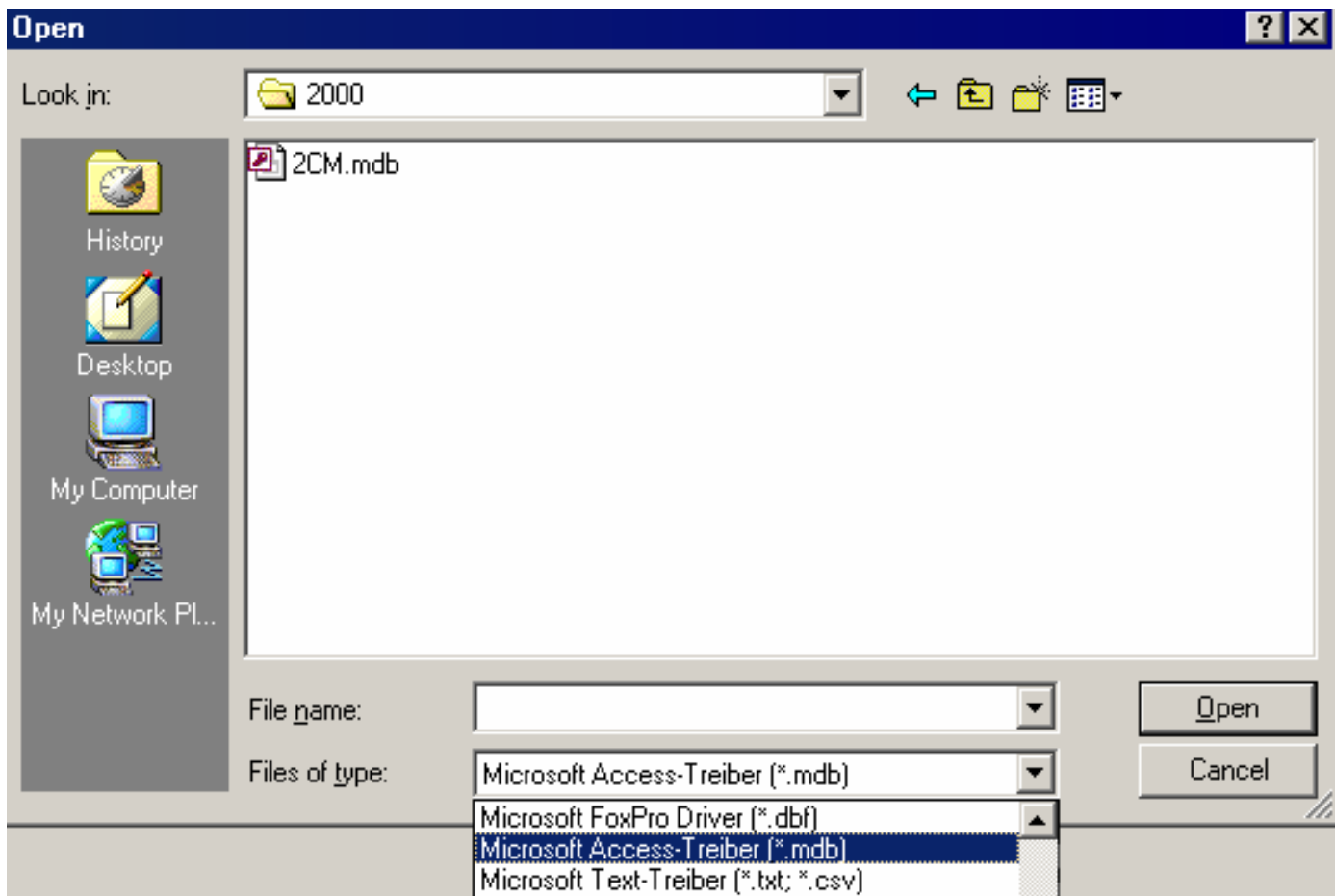
Select the Avery Product you want to use - Click Next



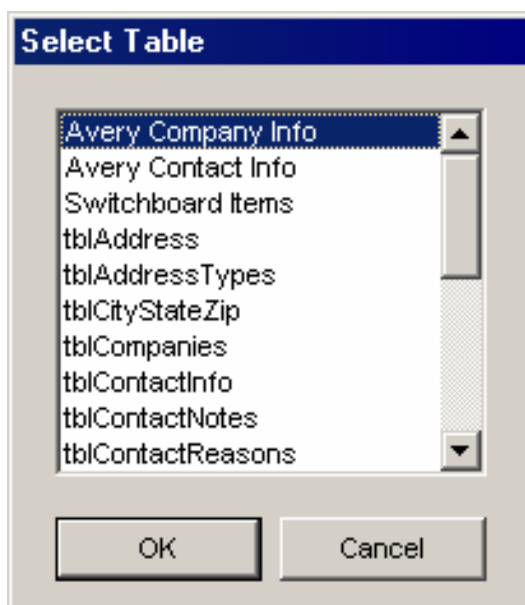
Select "Use an existing list or database file" - Click Next



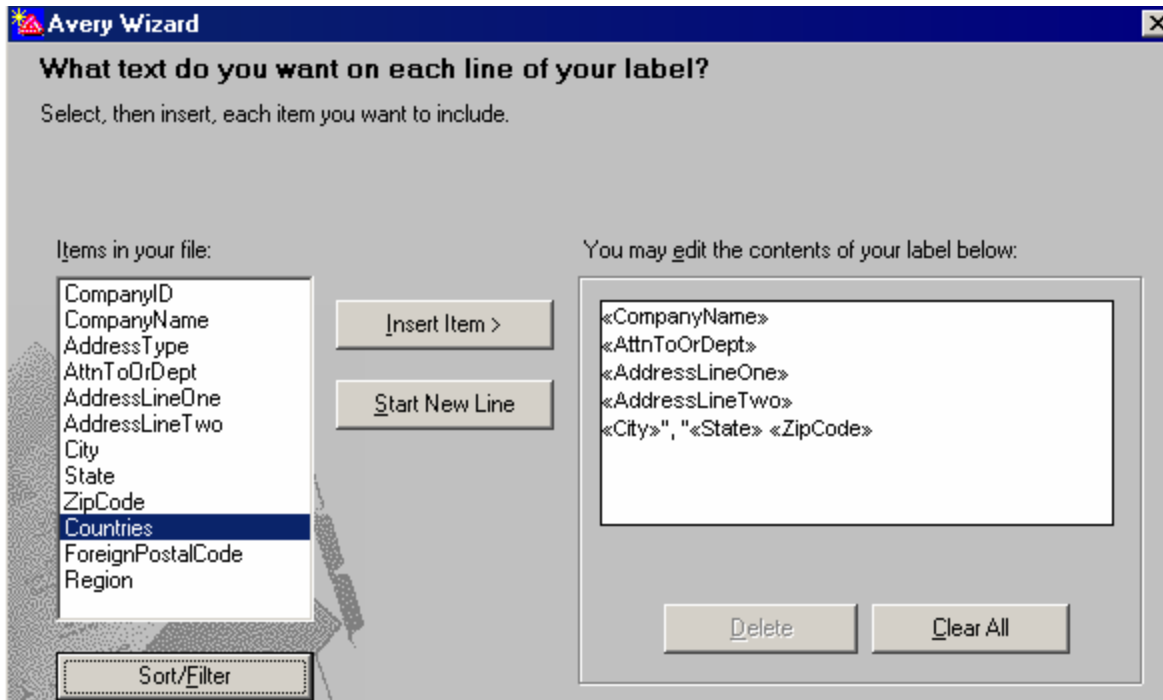
Select "Open File Not Listed Here" - Click Next



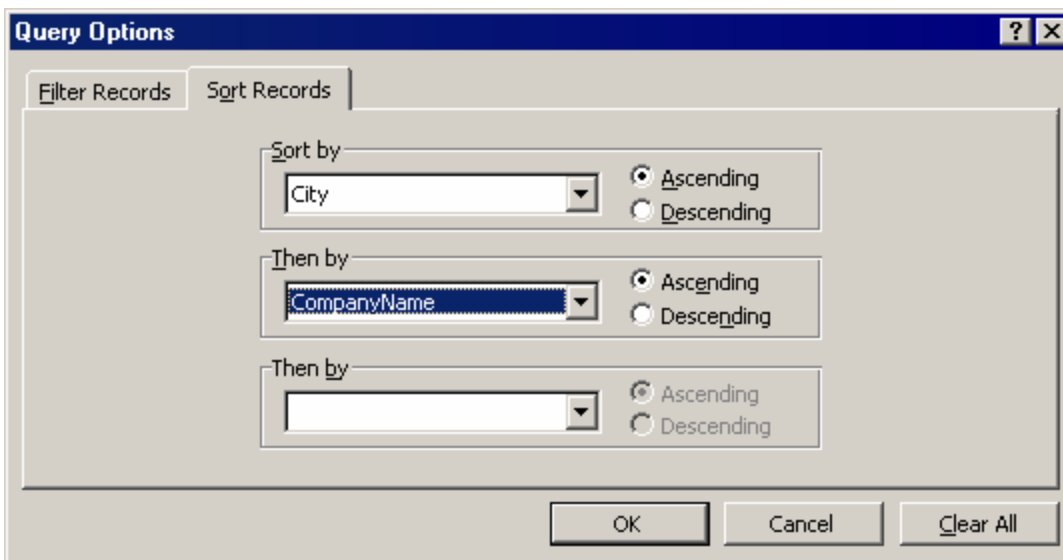
Select "Microsoft Access (*.mdb)" from Files of Type
Locate the 2CM.mdb database file. – Click Open



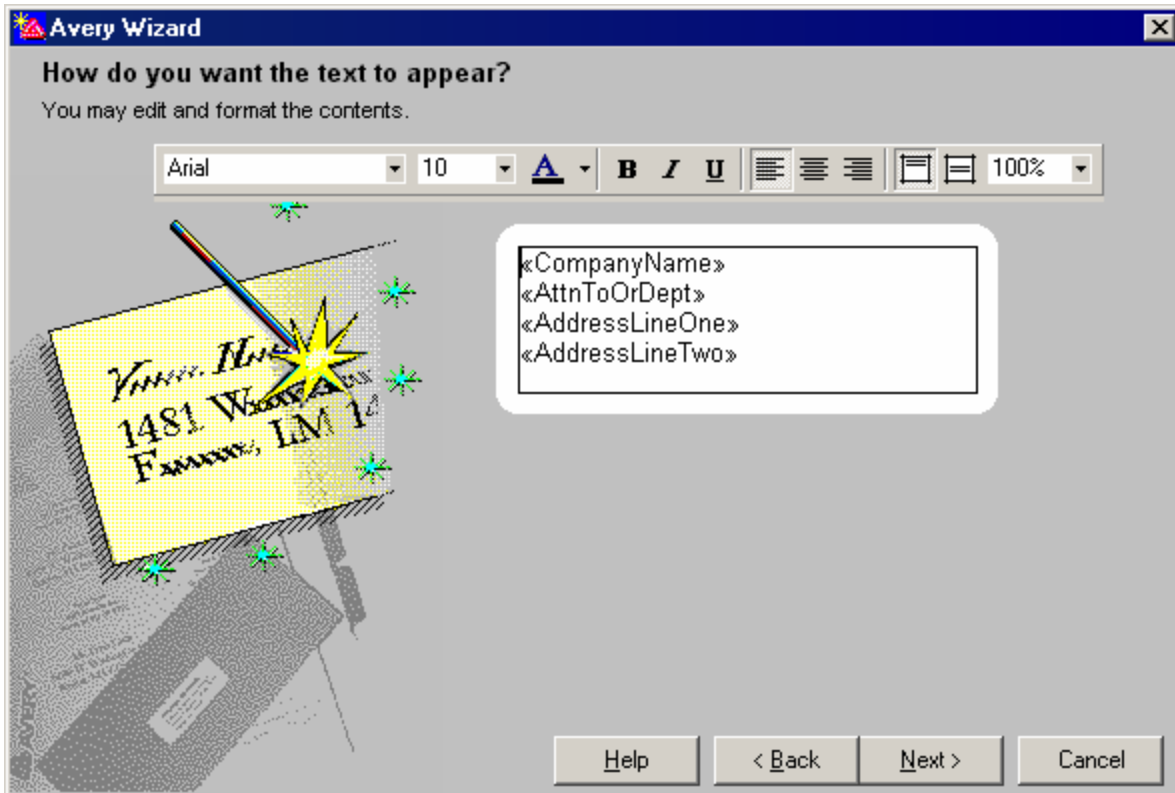
Select the "Avery Company Info" or "Avery Contact Info" table-Click Next



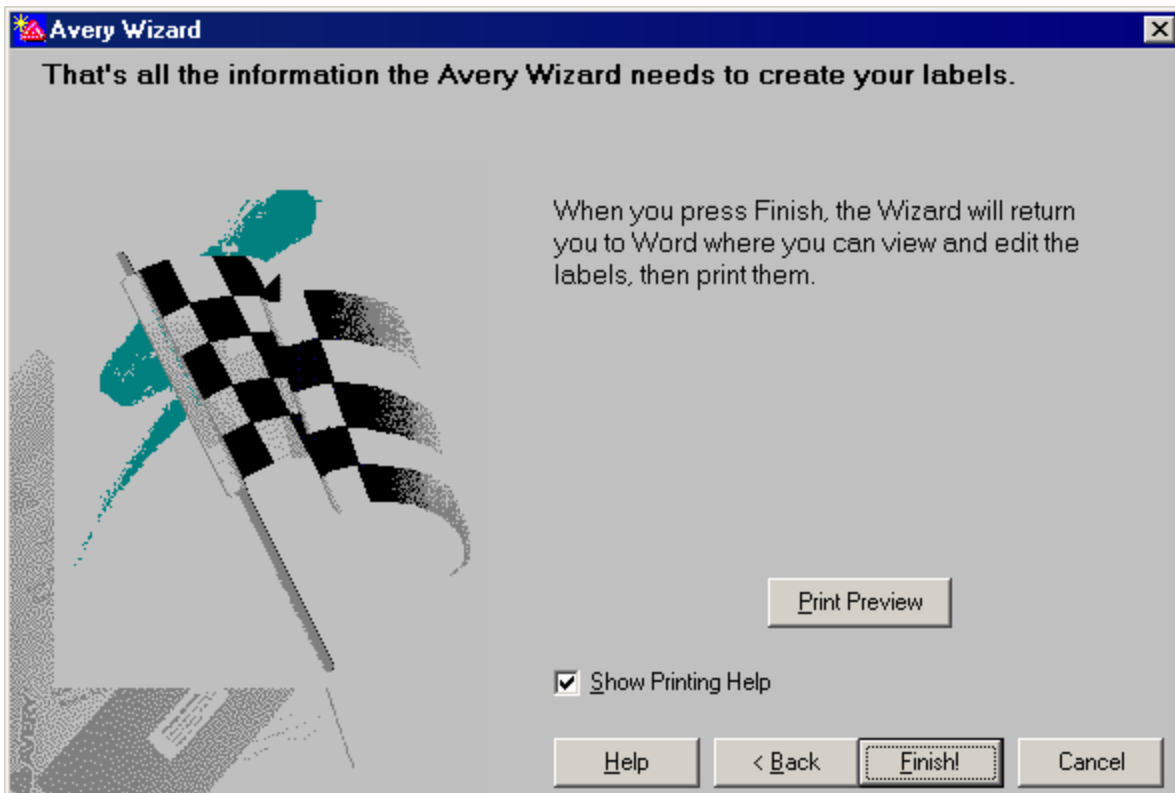
Create your label from the fields on the left. You can add spaces and other text by typing in the space on the right. To sort or filter the labels, click the "Sort/Filter" button.



Labels sorted first by CITY then by Company Name. Create your own sorting and filtering by selecting from the dropdown list. Click OK then Next to continue.



Add color and other text formatting options from this screen. Click next to continue.



To preview your setup click on the "Print Preview" button or the "Finish" button to continue. That is all there is to creating labels using the Avery Label Wizard.