

Avery[®] Blank Templates for Microsoft[®] Word

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General Information

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: How do I find out if a blank template is available for my product?

A: To find a blank template for your product, first check the Avery preset templates in your Microsoft® Word program. From the Microsoft Word menu, select **Tools > Letters and Mailings > Envelopes and Labels** or **Tools > Envelopes and Labels**. On the **Labels** tab, click **Options**. Select **Avery standard for Label products** and search for your Avery product.

If your product was not included in Microsoft Word, go to our Blank Template Library at: avery.com/library. Under the section **Two ways to find Blank Templates**, select **View By Product** or **View By Product Number** and search for your product.

Q: Do Avery blank templates for Microsoft Word support A4 sizes?

A: We have templates for Microsoft Word in A4 sizes available from our web sites in regions that use A4 paper. Visit Avery Dennison [international web sites](#) for A4 templates.

Design Questions

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: How do I insert a photo in 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**. Locate your photo and click **Insert**. Before making any adjustments, click the photo, select **Format > Picture** and follow these instructions for your version of Microsoft Word:

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**.

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 the arrow keys.

Q: I am using a product that supports printing to the edge. How do I ensure that the photo will cover the entire product and print to the edge?

A: Avery blank templates for Microsoft Word show the actual product layout. If printing to the edge of the product, you should extend the photo at least an 1/8" beyond the edge of the cell.

Q: I am trying to apply a style to the text in a cell in an Avery blank template for Microsoft Word. When I use the style and press **Enter** the formatting returns to the **Normal** style. How do I prevent this?

A: To prevent an applied style from returning to the **Normal** style, a temporary quick fix would be to put in a soft return, **Shift + Enter**. To permanently fix or modify the style, do the following:

Word 2002/XP - Select **Format > Styles and Formatting**. Right click the style to be modified in the Task Pane. Select **Modify (Style)**. For the **Properties** option: **Style for following paragraph**, click the drop down list arrow and select the desired style format to be activated after pressing **Enter**. Click **OK**.

Word 2000 and 97– Select **Format > Style**. Select the style to be modified and click **Modify**. For the option: **Style for the following paragraph**, click the drop down list arrow and select the desired style format to be activated after pressing **Enter**. Click **OK**.

If you need further assistance, please call Avery Technical Support at (888) 835-8379.

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