

Hillingdon U3A Computer Group

LABEL PRINTING

Avery Design & Print

(Introduction)

Christmas is close and it is time to
send your Christmas cards.

This can be a major job, but with a
little bit of planning you can save the
time you would spend addressing all
the envelopes.

1) You need a computer and a printer.

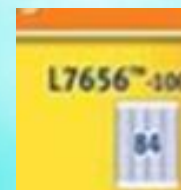


2) You need Address Labels

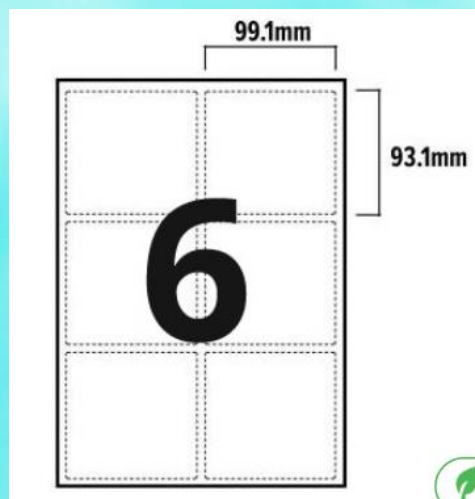
Avery are the main producers of Labels and have been producing label stationery for over 80 years. They have a range of **900 labels** in varying shapes and sizes.

These can be bought on A4 sheets.

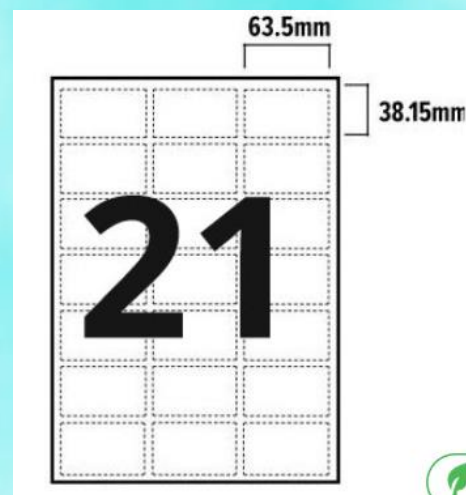
Avery allocate a unique code which defines the dimensions and number of labels on a sheet.



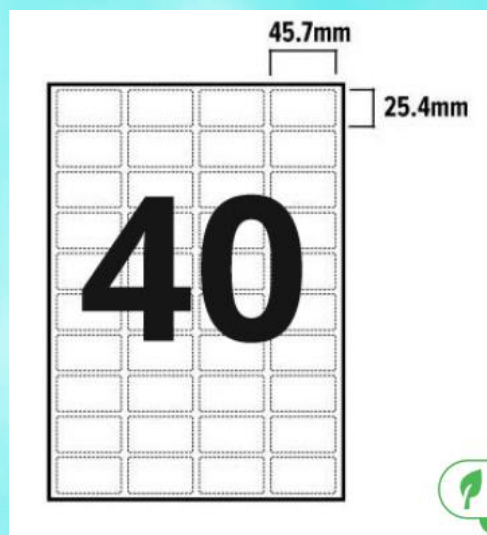
L7166



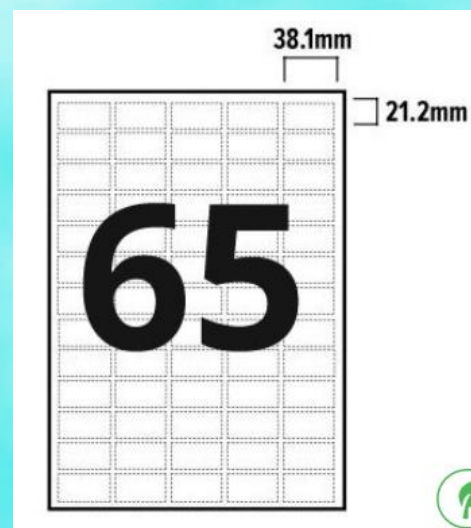
L7160



L7654



L7651



3) You need a list of the Names & Addresses

The easiest way to create this file is by using a spreadsheet application such as MS Excel or the free LibreOffice Calc.

Format Painter									
Clipboard		Font		Alignment		Number		Styles	
	A	B	C	D	E	F	G	H	I
1	first_name	last_name	address	city	county	postal	phone1		
2	Aleshia	Tomkiewicz	14 Taylor St	St. Stephens Ward	Kent	CT2 7PP	01835-703597		
3	Evan	Zigomalas	5 Binney St	Abbey Ward	Buckinghamshire	HP11 2AX	01937-864715		
4	France	Andrade	8 Moor Place	East Southbourne and Tuckton W	Bournemouth	BH6 3BE	01347-368222		
5	Ulysses	Mcwalters	505 Exeter Rd	Hawerby cum Beesby	Lincolnshire	DN36 5RP	01912-771311		
6	Tyisha	Veness	5396 Forth Street	Greets Green and Lyng Ward	West Midlands	B70 9DT	01547-429341		
7	Eric	Rampy	9472 Lind St	Desborough	Northamptonshire	NN14 2GH	01969-886290		
8	Marg	Grasmick	7457 Cowl St #70	Bargate Ward	Southampton	SO14 3TY	01865-582516		
9	Laquita	Hisaw	20 Gloucester Pl #96	Chirton Ward	Tyne & Wear	NE29 7AD	01746-394243		
10	Lura	Manzella	929 Augustine St	Staple Hill Ward	South Gloucestershire	BS16 4LL	01907-538509		
11	Yvette	Klapec	45 Bradfield St #166	Parwich	Derbyshire	DE6 1QN	01903-649460		
12	Fernanda	Writer	620 Northampton St	Wilmington	Kent	DA2 7PP	01630-202053		
13	Charlesetta	Erm	5 Hygeia St	Loundsley Green Ward	Derbyshire	S40 4LY	01276-816806		
14	Corrinne	Jaret	2150 Morley St	Dee Ward	Dumfries and Galloway	DG8 7DE	01625-932209		
15	Niesha	Bruch	24 Bolton St	Broxburn, Uphall and Winchburg	West Lothian	EH52 5TL	01874-856950		
16	Rueben	Gastellum	4 Forrest St	Weston-Super-Mare	North Somerset	BS23 3HG	01976-755279		
17	Michell	Throssell	89 Noon St	Carbrooke	Norfolk	IP25 6JQ	01967-580851		

If you do not want to use spreadsheet software then you can still use a text editing application such as Microsoft NOTEPAD.

Just create the file in CSV format by splitting the lines of address with a comma “,”.

File Edit Format View Help

first_name,last_name,address,city,county,postal,phone1,email

Aleshia,Tomkiewicz,14 Taylor St,St. Stephens Ward,Kent,CT2 7PP,01835-703597,atomkiewicz@hotmail.com

Evan,Zigomalas,5 Binney St,Abbey Ward,Buckinghamshire,HP11 2AX,01937-864715,evan.zigomalas@gmail.com

France,Andrade,8 Moor Place,East Southbourne and Tuckton W,Bournemouth,BH6 3BE,01347-368222,france.andrade@hotmail.com

Ulysses,Mcwalters,505 Exeter Rd,Hawerby cum Beesby,Lincolnshire,DN36 5RP,01912-771311,ulysses@hotmail.com

Tyisha,Veness,5396 Forth Street,Greets Green and Lyng Ward,West Midlands,B70 9DT,01547-429341,tyisha.veness@hotmail.com

Eric,Rampy,9472 Lind St,Desborough,Northamptonshire,NN14 2GH,01969-886290,erampy@rampy.co.uk

Marg,Grasmick,7457 Cowl St #70,Bargate Ward,Southampton,SO14 3TY,01865-582516,marg@hotmail.com

Laquita,Hisaw,20 Gloucester Pl #96,Chirton Ward,Tyne & Wear,NE29 7AD,01746-394243,laquita@yahoo.com

Lura,Manzella,929 Augustine St,Staple Hill Ward,South Gloucestershire,BS16 4LL,01907-538509,lura@hotmail.com

Yvette,Klapec,45 Bradfield St #166,Parwich,Derbyshire,DE6 1QN,01903-649460,yvette.klapec@klapec.co.uk

Fernanda,Writer,620 Northampton St,Wilmington,Kent,DA2 7PP,01630-202053,fernanda@writer.co.uk

Charlesetta,Erm,5 Hygeia St,Loundsley Green Ward,Derbyshire,S40 4LY,01276-816806,charlesetta_erm@gmail.com

Corrinne,Jaret,2150 Morley St,Dee Ward,Dumfries and Galloway,DG8 7DE,01625-932209,corrinne_jaret@gmail.com

Niesha,Bruch,24 Bolton St,"Broxburn, Uphall and Winchburg",West Lothian,EH52 5TL,01874-856950,niesha.bruch@yahoo.com

Rueben,Gastellum,4 Forrest St,Weston-Super-Mare,North Somerset,BS23 3HG,01976-755279,rueben_gastellum@gastellum.co.uk

Michell,Throssell,89 Noon St,Carbrooke,Norfolk,IP25 6JQ,01967-580851,mthrossell@throssell.co.uk

Edgar,Kanne,99 Guthrie St,New Milton,Hampshire,BH25 5DF,01326-532337,edgar.kanne@yahoo.com

Dewitt,Julio,7 Richmond St,Parkham,Devon,EX39 5DL,01253-528327,dewitt.julio@hotmail.com

4) You need Label Printing Software

In the past you may have used a Mail Merge, but Avery have free software that has much more flexibility and is easy to use.

Avery Design & Print

Avery Design & Print

Initially this software was only available to download, but from 2019 Avery state that the software is only available to use online via its website.

<https://www.avery.co.uk/labels>

To use the application you will need to create an account



Ready to print?

Click here to open Design & Print and enter your Avery product's software code to get started.

[Start Design & Print](#)



Need some inspiration?

Why not have a look at one of our template design galleries to select a pre-design to customise

[Design inspiration](#)

Sign up to the Avery newsletter for creative labelling ideas, software tips, competitions and more

Service Center

[Need help?](#)

Customer Service

[FAQs](#)

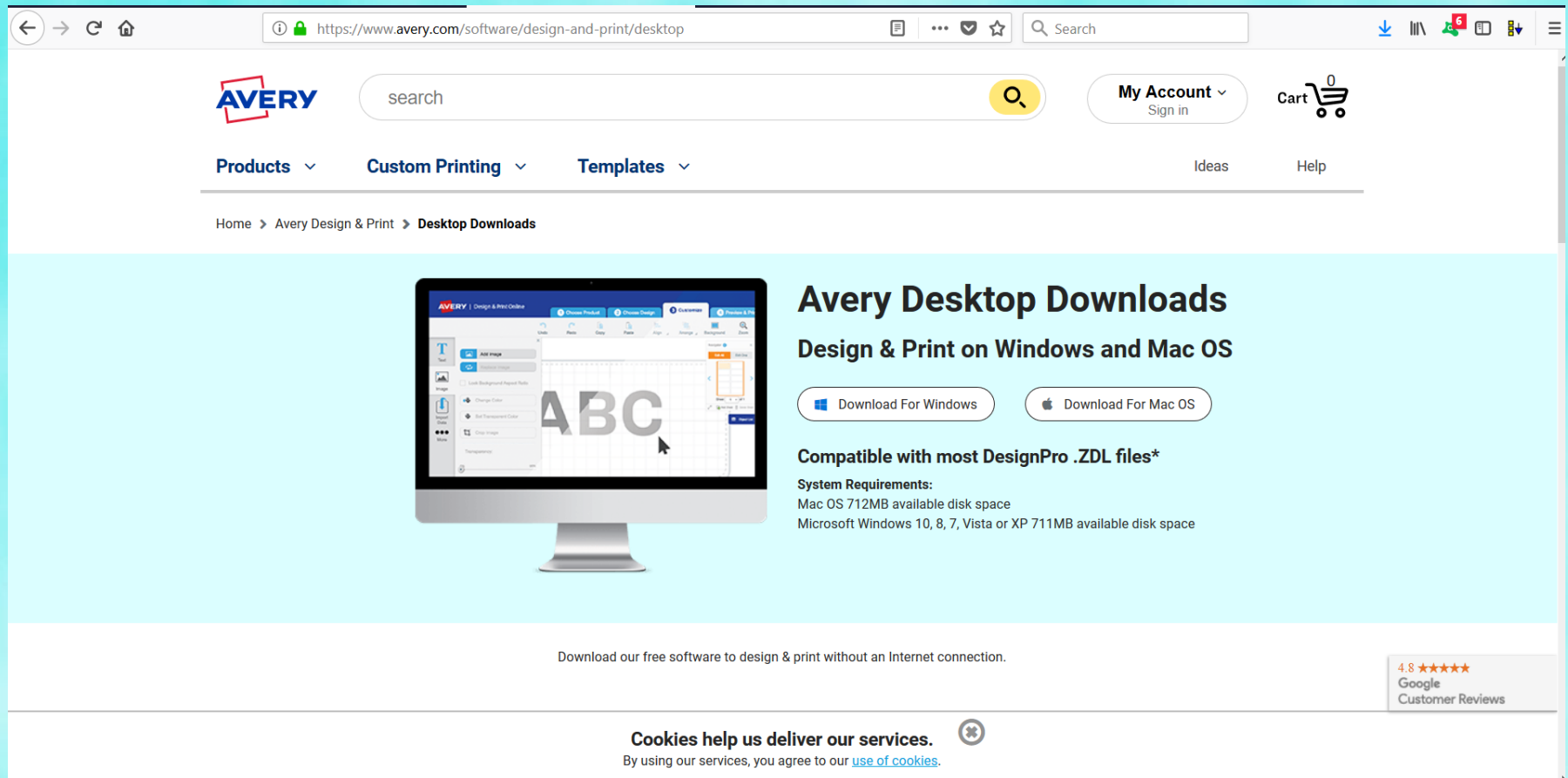
About us

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Top Products

[Address & Parcel Labels](#)

However it does appear that you can still download it at:
<https://www.avery.com/software/design-and-print/desktop>



The screenshot shows the Avery Design & Print Desktop Downloads page. The browser address bar displays the URL <https://www.avery.com/software/design-and-print/desktop>. The page header includes the Avery logo, a search bar, and links for "My Account" (Sign in) and a shopping cart (0 items). Navigation links for "Products", "Custom Printing", and "Templates" are visible, along with "Ideas" and "Help". The breadcrumb trail reads: Home > Avery Design & Print > Desktop Downloads.

The main content area features a large image of a computer monitor displaying the Avery Design & Print software interface, which shows a design template with the letters "ABC". To the right of the image, the heading "Avery Desktop Downloads" is followed by the subheading "Design & Print on Windows and Mac OS". Below this, there are two buttons: "Download For Windows" and "Download For Mac OS".

Below the buttons, the text "Compatible with most DesignPro .ZDL files*" is displayed. Underneath, the "System Requirements:" are listed: "Mac OS 712MB available disk space" and "Microsoft Windows 10, 8, 7, Vista or XP 711MB available disk space".

At the bottom of the main content area, a message states: "Download our free software to design & print without an Internet connection." In the bottom right corner, there is a Google Customer Reviews rating of 4.8 stars.

The footer contains a cookie notice: "Cookies help us deliver our services. By using our services, you agree to our [use of cookies](#)." A small gear icon is next to the notice.

In this presentation I will be using the downloaded version of the software and using Avery label code L7160.



DEMONSTRATION

Design&Print

AVERY | Design & Print

Please Sign In to retrieve projects saved online. Need an account? Sign Up for free!

Home > 1 Select Product > 2 Select Design > 3 Customise > 4 Preview & Print

Start a New Project Open a Saved Project Check For Updates Not Signed In

Quick Search: Enter Your Avery Software Code GO

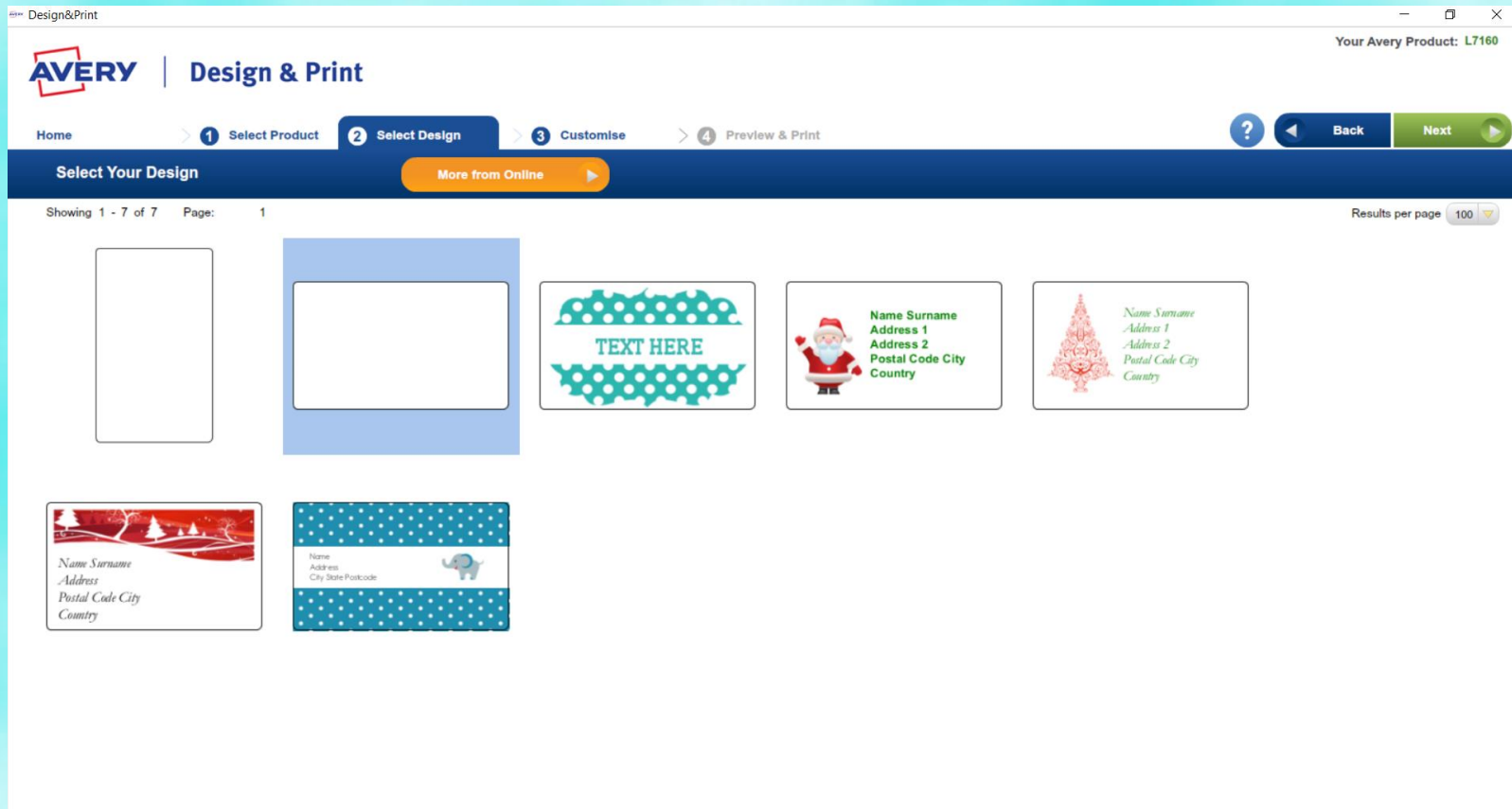
To start a new project, type your product number above or choose a category below.

- Create Your Own
- Indexing & Dividers
- Labels & Inserts for Media
- Labels for Letters & Envelopes
- Labels for Organising & Filing
- School Products
- More

Use only Avery products for guaranteed results

At the initial screen enter the code of the labels being used (L7160) and click “GO”

You are then presented with a selection of different label designs.



Select the one you require and it will highlight and then click the “Next” button



Design & Print

Your Avery Product: L7160

[Home](#) > **1 Select Product** > **2 Select Design** > **3 Customise** > **4 Preview & Print**[Back](#)[Preview & Print](#)

Sheet Navigator



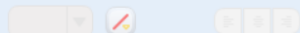
Text



Easy Text Fill

T Add Text Box

ABC Add Circular Text



Ω Symbol

B I U

☐ Show Text Box Outlines

Transparency: 5% 100%

Images



Shapes



QR and Barcodes



Serial Numbers



Import Data (Mail Merge)



Arrange, Rotate, Align, ...

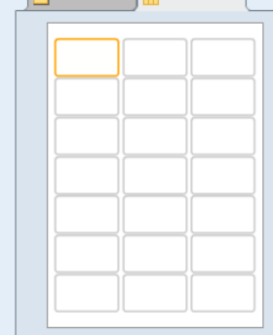


View Options



Edit One

Edit All



Sheet

1

[Add Sheet](#)

Object List

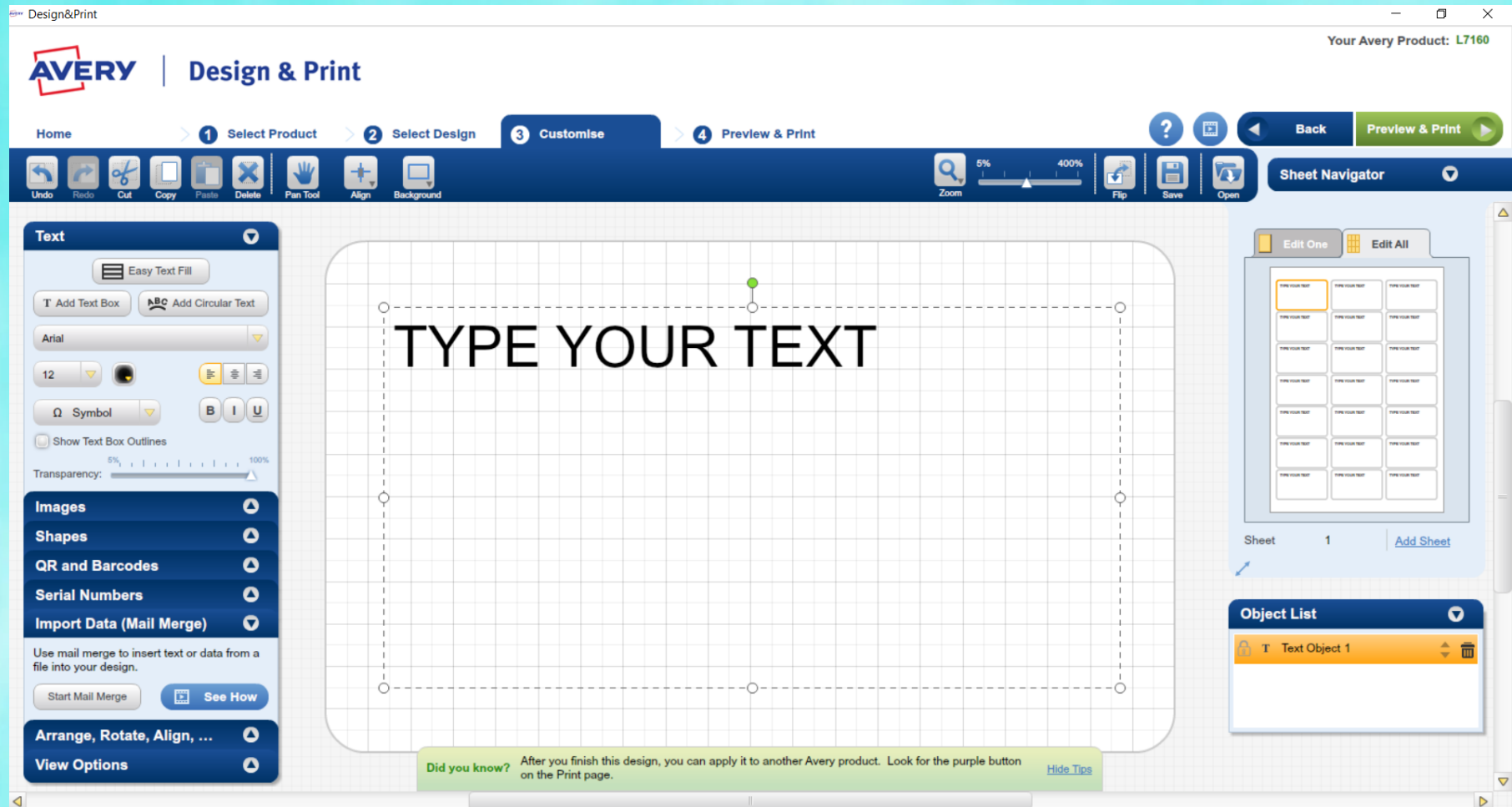


Did you know?

After you finish this design, you can apply it to another Avery product. Look for the purple button on the Print page.

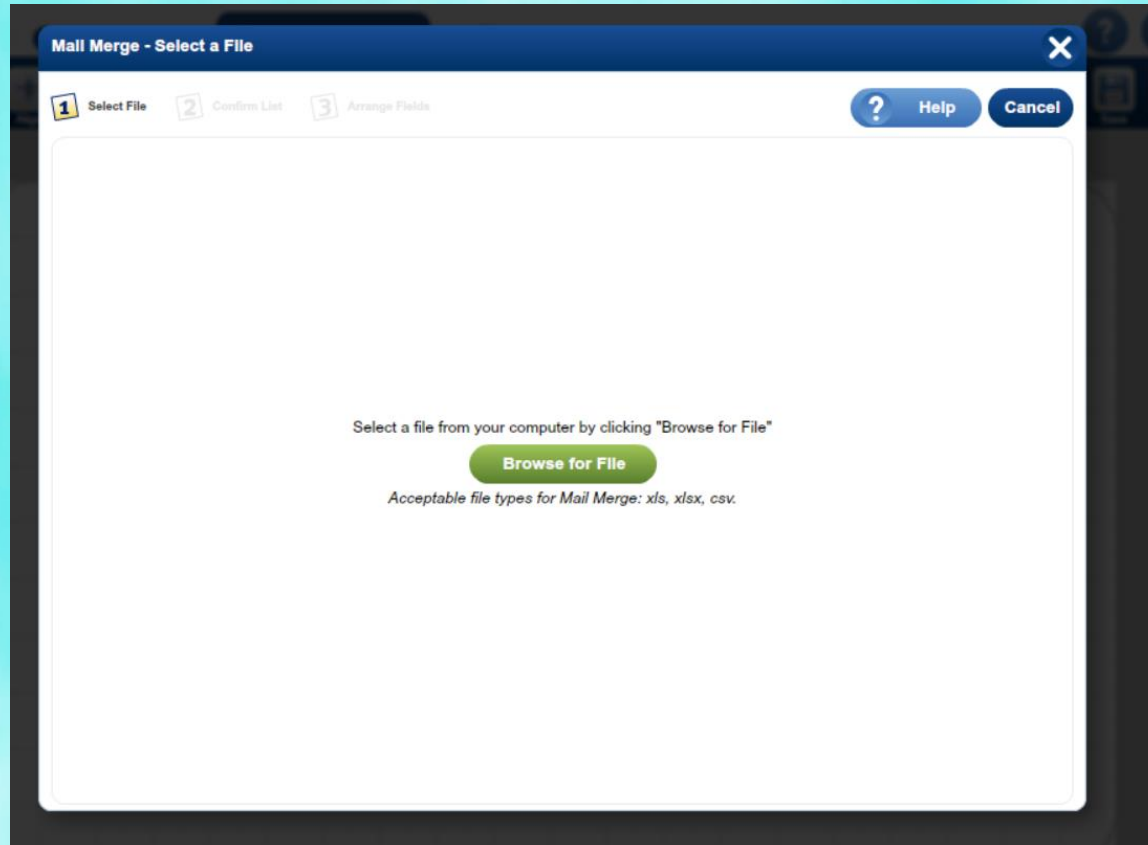
[Hide Tips](#)

We now need to create a box to print the address details in.
Click on “Add Text Box” and format the size of the box on the label.

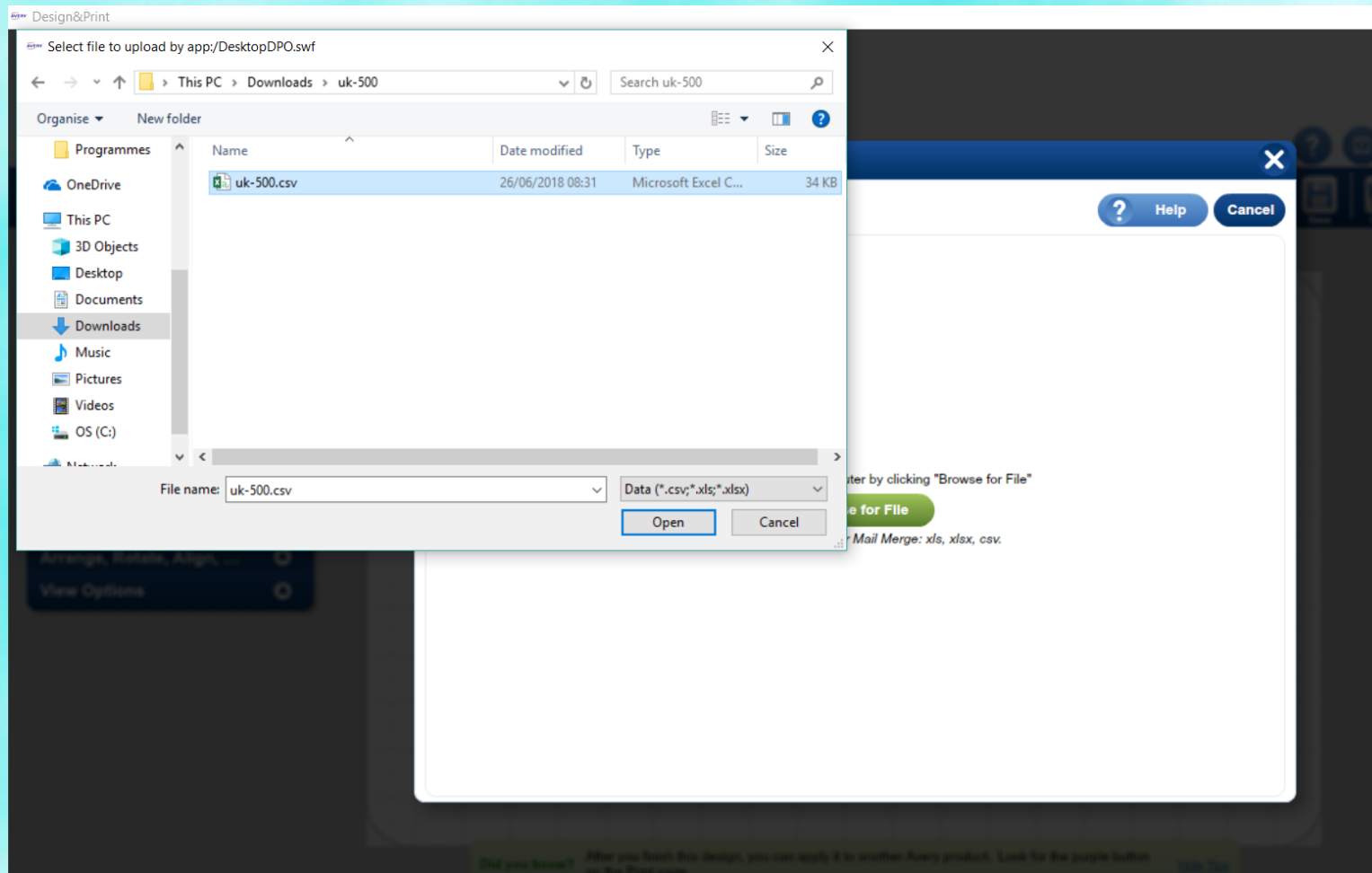


Now to add the address detail.

Click on “Import Data (Mail Merge)” and then “Start Mail Merge”



Click on “Browse for File” to select your file with the required addresses.



Once selected, click the “Open” button

Mall Merge - Confirm List

1 Select File 2 Confirm List 3 Arrange Fields

? Help Cancel < Back Next >

Selected 501 out of 501
File: uk-500.csv

☒ Un-check this box if you don't want to print the first row.

Row #	Select All	☒	☒	☒	☒	☒	☒
1	☒	first_name	last_name	address	city	county	postal
2	☒	Aleshia	Tomkiewicz	14 Taylor St	St. Stephens W	Kent	CT2 7PP
3	☒	Evan	Zigomalas	5 Binney St	Abbey Ward	Buckinghamshir	HP11 2AX
4	☒	France	Andrade	8 Moor Place	East Southbourn	Bournemouth	BH6 3BE
5	☒	Ulysses	Mcwalters	505 Exeter Rd	Hawerby cum B	Lincolnshire	DN36 5RP
6	☒	Tyisha	Veness	5396 Forth Stree	Greets Green ar	West Midlands	B70 9DT
7	☒	Eric	Rampy	9472 Lind St	Desborough	Northamptonshi	NN14 2GH
8	☒	Marg	Grasmick	7457 Cowl St #7	Bargate Ward	Southampton	SO14 3TY
9	☒	Laquita	Hisaw	20 Gloucester Pl	Chilton Ward	Tyne & Wear	NE29 7AD
10	☒	Lura	Manzella	929 Augustine St	Staple Hill Ward	South Glouceste	BS16 4LL
11	☒	Yvette	Klapec	45 Bradfield St #	Parwich	Derbyshire	DE6 1QN
12	☒	Fernanda	Writer	620 Northampton	Wilmington	Kent	DA2 7PP
13	☒	Charlesetta	Erm	5 Hygeia St	Loundsley Gree	Derbyshire	S40 4LY
14	☒	Corrinne	Jaret	2150 Morley St	Dee Ward	Dumfries and G	DG8 7DE
15	☒	Niesha	Bruch	24 Bolton St	Broxburn, Uphal	West Lothian	EH52 5TL
16	☒	Rueben	Gastellum	4 Forrest St	Weston-Super-A	North Somerset	BS23 3HG

Untick the first entry, otherwise it will produce a label for your column headings and click “Next”

Mall Merge - Arrange Fields

1 Select File 2 Confirm List 3 Arrange Fields ? Help Cancel < Back Complete Merge

Drag field names from the available fields list to the Arrange Field area. Rearrange as needed. Placing field names below other arranged fields will create new lines.

Available fields:

- first_name
- last_name
- address
- city
- county
- postal
- phone1
- email

Arrange fields:

Drag & Drop!

Tip: Add commas, spaces and other text between fields here. They will appear on all labels. The data from these field names will appear on all labels. Standard text formatting will be applied.

The data from these field names will appear on all labels after completing the merge. Standard text formatting will be applied.

You now drag the required address data into the “Arrange fields” box

Mall Merge - Arrange Fields

1 Select File 2 Confirm List 3 Arrange Fields ? Help Cancel < Back Complete Merge

Drag field names from the available fields list to the Arrange Field area. Rearrange as needed. Placing field names below other arranged fields will create new lines.

Available fields:

- first_name
- last_name
- address
- city
- county
- postal
- phone1
- email

Arrange fields:

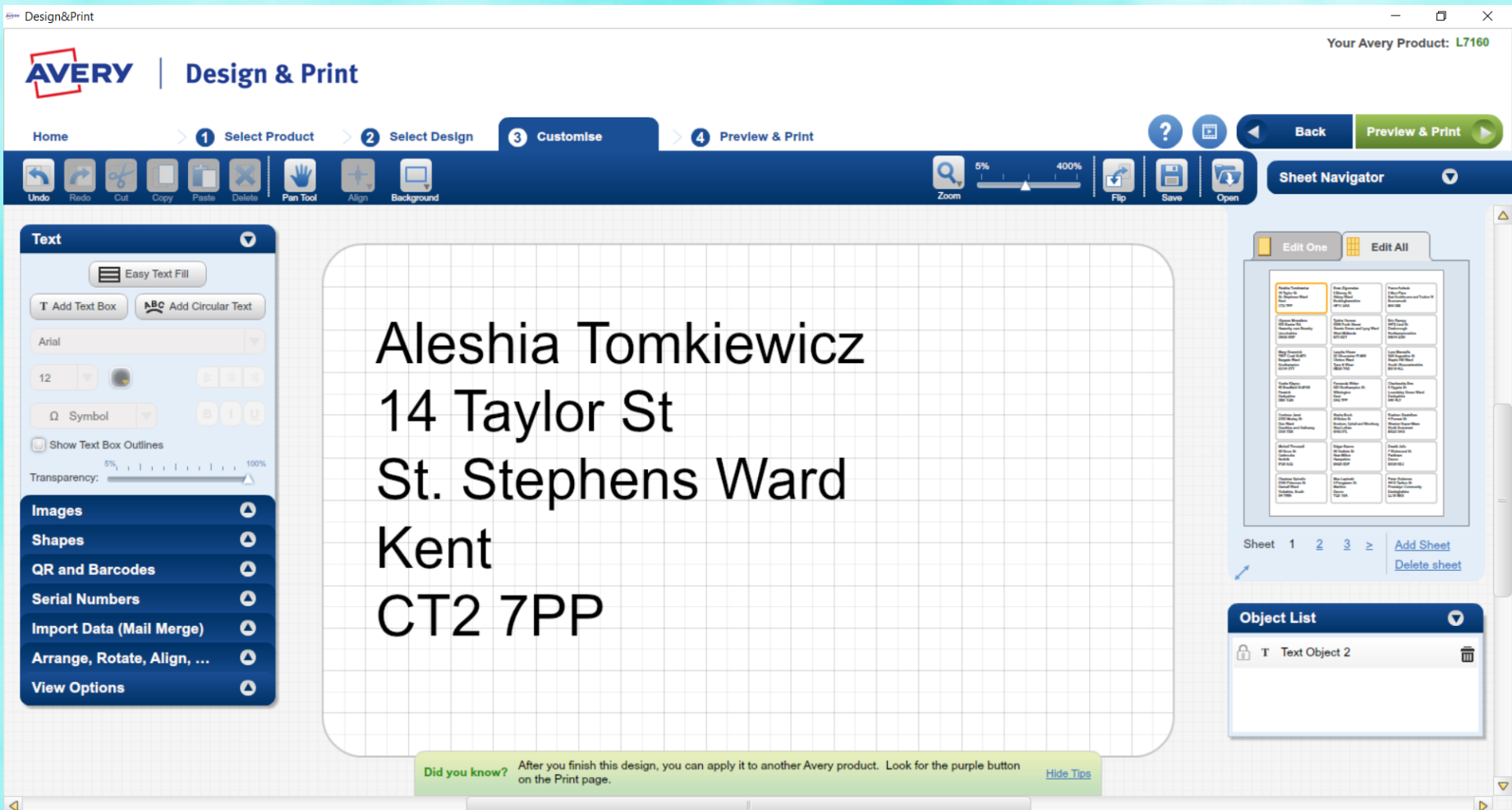
Drag & Drop!

Tip: Add commas, spaces and other text between fields here. They will appear on all labels. The data from these field names will appear on all labels. Standard text formatting will be applied.

first_name last_name
address
city
county
postal

The data from these field names will appear on all labels after completing the merge. Standard text formatting will be applied.

Now click “Complete Merge”



You can realign the address in the label if you want, but when ready click “Preview & Print”

Design&Print

Design & Print

Home

1 Select Product

2 Select Design

3 Customise

4 Preview & Print

Zoom

5% 400%

Save

?

Back

Print

Previewing Sheet

1 2 3 4 5 6 7 8 9 10 >

Show item numbers (will not print)

Alesha Tomkiewicz 14 Taylor St St. Stephens Ward Kent CT2 7PP	Evan Zigmantas 6 Binney St Abbey Ward Buckinghamshire HP11 2AX	France Andrade 8 Moor Place East Southouse and Tuckton W Bournemouth BH6 1BE
Ulysses Mrowalters 505 Exeter Rd Hawesbury cum Beesby Lincolnshire DN36 6RP	Tyisha Veness 5396 Furth Street Greets Green and Lyng Ward West Midlands B70 9CT	Eric Rampey 9472 Lind St Deeborough Northamptonshire NN14 2QH
Marg Gonsmick 7467 Crowl St #70 Bargate Ward Southampton SO14 3TY	Laquita Hisea 20 Gloucester Pl #96 Chilton Ward Tyme & Wear NE29 7AD	Lura Manzella 929 Augustine St Staple Hill Ward South Gloucestershire BS16 4LL
Yvette Klapac 45 Brookfield St #166 Farnwich Derbyshire DE8 1QN	Fernanda Witter 620 Northampton St Wilmington Kent DA2 7PP	Charisvetta Ehm 5 Hopley St Loundesley Green Ward Derbyshire S40 4LY
Connive Janet 2150 Morley St Doe Ward Dumfries and Galloway DG8 7DE	Niesha Bruhn 24 Bolton St Brinsburn, Uphall and Winthorpe West Lothian EH62 2TL	Rueben Gastellum 4 Forrest St Wellton-Sugar-More North Somerset BS23 3HG
Michelle Throssell 89 Nook St Cartrooke Norfolk IP26 6UQ	Edgar Karne 99 Gulline St New Milton Hampshire BH25 5DF	Dewitt Julia 7 Richmond St Pankham Devon EX39 8DU
Charlene Spinello 9166 Pittmore St Darnall Ward Yorksire, South S4 7WN	Mae Lapinski 9 Pengwern St Mardion Devon TQ3 1SA	Peter Outlames 4410 Tarrton St Prestatyn Community Denboshire LL19 9EG

Select Fill Direction

Changes the order of labels for printing

Fill Across

Fill Down

Select

Print all

Print from:

from 1 to 21

Custom selection

Printer Adjustment

New Feature:

Apply Design to Another Product

Put your label stationery in the printer and click the “Print” button