



# Formatting and Printing Tips

*Only Avery® Software Solutions gives you four easy ways to format color copier labels*

## Here are the four easy ways...

- 1 Avery Wizard™ Software for Microsoft® Word for Windows®** Now it is easier than ever to format Avery® products using Microsoft® Word 6.0, Word for Windows 95 (ver. 7.0) and Word 97, Word 98 or Word 2000 with Avery Wizard™ Software. You can rely on it for font and layout ideas, quick formatting of one label or an entire mailing list. To obtain a copy of Avery Wizard™, visit our Web site at [www.avery.com](http://www.avery.com).
- 2 Avery® LabelPro® Software** Avery® DesignPro® 2000 Software Avery® LabelPro® for Windows®, or Avery® DesignPro 2000 for Windows®, is the easiest way to create great looking labels and cards on your printer. These Avery software solutions include preset layouts for Avery® laser, ink jet and copier products; built-in clip art; and easy graphic importing. Download a trial version at [www.avery.com](http://www.avery.com)
- 3 Avery® PLUS for the Avery Wizard™ and Avery® Label Pro®** Now it is easier than ever to add new Avery® products to your existing Avery® LabelPro®, for Windows™, or Avery® DesignPro® 2000 for Windows®, download Avery® PLUS free from our Web site at [www.avery.com](http://www.avery.com).
- 4 Easy to use preset layouts** in Microsoft® Word, WordPerfect® and other popular software programs. The following formatting solutions are fast and are already in your existing software!

## Can't find the built-in Avery® Templates you're looking for?

Because this is a newer product, it may not be included in the preset layouts in your software programs. However, this booklet contains easy, step-by-step formatting and printing instructions to help you format your labels.

### Contacting Avery Dennison Software Technical Support

Avery Dennison Technical Support (972) 389-3699  
 Avery Dennison Technical Support by fax (972) 446-2717

## Canon

**Recommended Media:** High-Gloss Labels 1-up  
 High-Gloss Labels 4-up  
 High-Gloss Labels 6-up

**Paper Size:** Letter 8.5" x 11"

**Recommended for Use with:** CLC 700/800/900, CLC 1120/1150, CLC1000, CLC2400, CLC3100

**Acceptable Feeding areas:** Stack bypass only (manual feed tray), LTR direction only

**Reason for Usage:** High quality glossy pressure sensitive media offered in three Microsoft compatible templates to make any project look professionally finished. (Full bleed capable.)

**Suggestion during usage:** Canon has tested this paper in limited quantities and has found the results in normal office environments (25-70% humidity) to be reliable, but Glossy Paper is not specifically designed for use in electrophotographic devices and its performance in electrophotographic equipment is highly variable. Canon USA and their authorized dealers are not responsible for damage caused by misuse of this product.

**Directions:** DO NOT fan the sheets before loading them. Load labels in LTR direction. It is recommended to stack 10 sheets of labels or less at one time.

Store unused labels in their protective plastic bag.

**When making copies** - Select the paper location key on the copiers LCD and select the manual feed key. Within the manual feed key, select the Heavy Paper/Card Stock Mode.

**When Printing** - Select manual feed from the paper source location in the printer driver. When selecting media type, choose Heavy Paper setting manually from driver PPD selection.

**TIP:** For glossier finish select the Glossy mode function located in the one touch color area of the LCD. This mode can be also accessed when printing. Applicable only to CLC1000/2400/3100.

### Ordering Information: Brand name

#### Canon/Avery Graphics Co-branded:

Finish	High-Gloss - Color Copier Labels with Permanent Adhesive
Product code:	3521A014AA 1-up 3521A015AA 4-up 3521A016AA 6-up
Packaging	100 sheets per box / 10 boxes per master carton



# General Printing & Storage Tips

1. Practice first	Photocopy and use supplied template.
2. Loading and feeding labels	Refer to your copier's manual for loading and feeding recommendations. Many printers have special instructions for loading labels.
3. Do <b>NOT</b> feed labels through the copier more than once	Sheets of copier labels can only be passed through a copier once because the heat of the copier causes the adhesive to soften. If passed through the copier a second time, the adhesive could ooze and adhere to the inner workings of the copier causing the labels to jam or peel off.
4. Product compatibility with printer technology	Only labels designed for a color copier should be used with color copiers. Black & white laser, black & white copier and ink jet labels will not feed through consistently and may damage color copiers.
5. Copier cleaning	For trouble-free label printing, have your copier thoroughly cleaned on a regular basis.

## Canon Copiers

Copier	Tray Feed Rec'd	Settings Rec'd
Canon® CLC-700/800/900	Bypass tray	Thick Paper Setting
Canon® CLC-1120-/1150	Bypass tray	Thick Paper Setting
Canon® CLC-1000/2400/3100	Bypass tray	Thick Paper Setting

## Instructions

### QuarkXPress

Version 3.2, 3.3 or 4.0

- From the File menu, select New and Document  
Page Size: US Letter and Portrait  
Set Top Bottom, Right and Left Margins

Reference No.	6-up 8764	1-up 8765	4-up 8768
<b>Top</b>	.625 "	.25 "	.625 "
<b>Bottom</b>	.625 "	.25 "	.625 "
<b>Left</b>	.375 "	.25 "	.375 "
<b>Right</b>	.375 "	.25 "	.375 "

- Create Text or Picture Box

	6-up	1-up	4-up
<b>Wide</b>	3.75 "	8 "	3.75 "
<b>Height</b>	.3 "	10.5 "	4.75 "

- From the Item menu, select Step and Repeat (Command + Option + D)

	6-up	1-up	4-up
<b>Repeat Count</b>	1	N/A	1
<b>Height Offset</b>	.4 "	N/A	4 "
<b>Vertical Offset</b>	0 "	N/A	0 "

- Select all Text or Picture Boxes (Command + A)
- From the Item menu, select Step and Repeat (Command + Option + D)

	6-up	1-up	4-up
<b>Repeat Count</b>	2	N/A	1
<b>Height Offset</b>	0 "	N/A	.375 "
<b>Vertical Offset</b>	3.375 "	N/A	5 "

### Pagemaker

Version 6.0 or 6.5

**67364 6-up (5164 -reference only)**

- From the File menu, select New  
Page Size: Letter, Dimensions: 8.5" x 11", Orientation: Tall  
Set Left Right, Top and Bottom Margins

Reference No.	6-up 8764	1-up 8765	4-up 8768
<b>Top</b>	.625 "	.25 "	.625 "
<b>Bottom</b>	.625 "	.25 "	.625 "
<b>Left</b>	.375 "	.25 "	.375 "
<b>Right</b>	.375 "	.25 "	.375 "

- Create Text or Picture Object starting from upper left corner

	6-up	1-up	4-up
<b>Wide</b>	3.375 "	8 "	.375 "
<b>Height</b>	3 "	10.5 "	4.75 "

- From the Edit menu, select Copy (Command + C)
- From the Edit menu, select Paste Multiple

	6-up	1-up	4-up
<b>Repeat Count</b>	1	N/A	1
<b>Height Offset</b>	4 "	N/A	4 "
<b>Vertical Offset</b>	0 "	N/A	0 "

- Select all Text or Picture Objects (Command + A)
- From the Edit menu, select Copy
- From the Edit menu, select Paste Multiple

	6-up	1-up	4-up
<b>Repeat Count</b>	2	N/A	1
<b>Height Offset</b>	0 "	N/A	.375 "
<b>Vertical Offset</b>	3.375 "	N/A	5 "

## Microsoft® Word

Microsoft® Word 95 v 7.0 for Windows®, Microsoft® Word 97 for Windows®, Microsoft® Word 2000 for Windows®

1. From the **Tools** menu, select **Envelopes and Labels**.
2. If not already selected, click on the **Labels** tab and choose **Options**.
3. **Word 2000 and Word 97 users:** Click the **New Label** button; enter the following settings, then click okay.

**Word 95 users:** Select **Custom Laser** from the **Product Number List** and click **Details**. Enter the following settings, then click okay.

Label Name	6-up 8764	1-up 8765	4-up 8768
Top Margin	.625"	.25"	.625"
Side Margin	.375"	.25"	.375"
Vertical Pitch	3.375"	Skip	3.375"
Horizontal Pitch	4"	Skip	4"
Label Height	3"	10.5"	5"
Label Width	3.375"	8"	3.75"
Number Across	2	1	2
Number Down	3	1	2
Page Size	Letter (8.5 x 11")	Letter (8.5 x 11")	Letter (8.5 x 11")

4. Under **Printer Information** select **Laser** or **Laser and Ink Jet** if not already selected. The select the proper **Tray** setting and click **OK**.
5. a) For single labels or a full sheet with the same information, type your information in the address box and click **New Document**.  
 b) To create a blank sheet to type different information directly onto each label, click **New Document** and enter your text directly onto each label. Use the Tab key to move to the next label.  
 c) To use a merge file to create mailing labels, select **New Document**, then select **Mail Merge** from the **Tools** menu and follow the instructions in the dialog boxes. *For more information about using the merge function, consult your software's manual or Help file.*

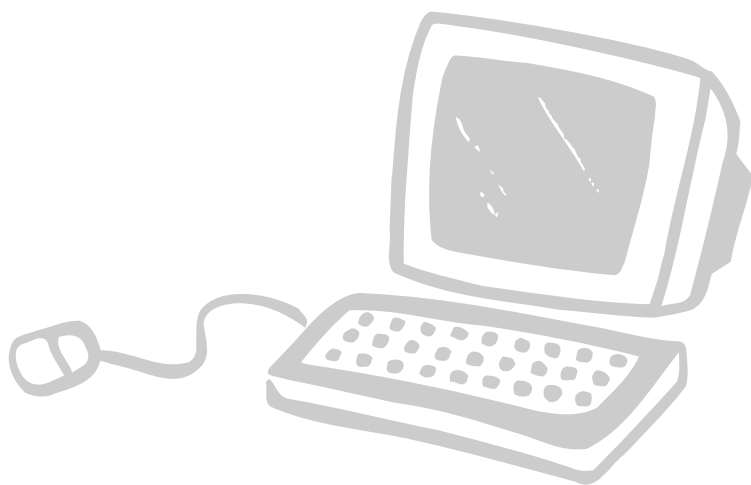
## WordPerfect® for Windows®

Corel® WordPerfect® for Windows® 7.0, Corel® WordPerfect® for Windows® 8.0, Corel Word Perfect® for Windows® 9.0/2000

1. Set up a label definition for Avery labels by completing the following steps.
2. Choose the Labels command on the Format menu.
3. **WordPerfect® 2000 and 8.0 users:** under **List Labels for**, select **Laser Printed**. **WordPerfect 7.0 users:** Under display, select **Laser**.

Label Description	6-up 8764	1-up 8765	4-up 8768
Label Type	Laser	Laser	Laser
Label Size			
Width	3.75"	8"	3.75"
Height	3"	10.55"	4.75"
Labels Per Page			
Columns	2	1	2
Rows	3	1	2
Top Left Labels			
Top Edge	.625"	.25"	.625"
Left Edge	.375"	.25"	.375"
Space Between			
Columns	.25"	0"	.25"
Rows	.375"	0"	.375"
Label Margins			
Top	0"	0"	0"
Bottom	0"	0"	0"
Left	0"	0"	0"
Right	0"	0"	0"

5. Click **OK**, and then Click the **Select** button
6. WordPerfect displays the top left label for you to create your design.
  - a) To create a full sheet of labels with the same information, design the first label. When you are satisfied with your design, copy and paste it into every other label. Press **CTRL-Enter** to move to the next label.
  - b) To type different information directly into each individual label, design the first label, then press **CTRL-Enter** to move to the next label..
  - c) To use a merge file to create mailing labels, select **Merge** from the **Tools** menu and follow the instructions in the dialog boxes. *For more information about using the merge function, consult your software's manual or Help file.*
7. You now have a new template saved in the Labels list. To access the template, choose **Labels** from the **Format** menu, then select the appropriate template from the list and click **Select**.



## Avery Graphics Customer Service We're here to help!

To find out more about Avery Graphics™ brand products and software solutions, visit our Web site at [www.averygraphics.com](http://www.averygraphics.com).

- Browse through the product catalog
- Find a supplier near you

Or call our AnswerLine at 800-443-9380 for fast, friendly answers to your technical questions.