

MAKE ADDRESS LABELS WITH FREE AVERY SOFTWARE

Beginners' Kaffe Klatch
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If you normally send out holiday cards to your friends, you may want to save the time that it would take to handwrite all those envelopes by creating a mailing label (with an appropriate holiday icon imbedded on each label) for each person on your mailing list. Granted, it will take a couple minutes to set up a database and up to 30-minutes or so to enter the names and addresses of friends and family, but once it is done, you can save it for use in the future. Updating your database list can be done in a manner of minutes. This process can be accomplished by using the **FREE** Dennison-Avery program that you can download and install to your computer from the Internet!

1. To begin, access the **Avery DesignPro Limited Edition** program by clicking on this hyperlink: <http://tinyurl.com/d4nrfmo>
2. At the DesignPro Limited Edition page that appears on the C/net Download.com site, click on **Download Now**.
3. On the mustard colored bar that appears at the bottom of the page, click on **RUN**.
4. On the next screen (User Account Control), click **Yes**.
5. On the next screen (listed as step 1 of 5), click **Next Step**.
6. On the next screen (step 2 of 5), click **Decline**. (You do not want Incredibar)
7. On the next screen (step 3 of 5), click the **custom setup** bullet AND deselect the Coupon Companion.
8. Software will download. This process will take a couple minutes.
9. On the next screen, click **Install now**.
10. On the next screen (step 4 of 5), deselect "I accept the ASK..." And click **next**.
11. On the next screen (step 5 of 5), click **next**.
12. On the next screen, click **yes**.
13. On the next three screens, click **next**.
14. Finally, click **Finish**.
15. You will now be able to access the program by going to **Start > All Programs >> Avery Dennison >>** and clicking on **DesignPro 5**.
16. When the program's first window appears, click on **Design from Scratch**.
17. On the next screen, under format, click **Address Labels**.
18. Under Find Item Number, type **8160**. Click **Find**, then **OK**.

19. A single blank label will appear.
20. From the Menu Bar, click **Database** and then click on **Create New**.
21. Click on **Set Database Name**.
22. Assign your new database a file name: *2012 Mailing List*, for example.
23. Save it to your Desktop so that you can retrieve it easily.
24. Click on **Enter Field Names and Parameters**.
25. In the Field Name, type **Addressee**, and then click **Add**.
26. In the Field Name, type **Street**, and then click **Add**.
27. In the Field Name, type **City and State**, and then click **Add**.
28. In the Field Name, type **Zip**, and then click **Add**.
29. Click **OK**.
30. Click on **Enter Data**. You are now ready to enter the names and addresses of your family and friends. (THE UNITED STATES POSTAL SERVICE STANDARD FORM IS TO HAVE MAILING ADDRESSES IN ALL CAPS; THEREFORE, YOU WILL WANT TO TURN ON YOUR **CAPS LOCK** KEY BEFORE PROCEEDING.
31. After you have entered the data into the *addressee* field, press the Tab key. This action will step you down to the next of the four fields. After entering the data in the fourth and final field, press the **New Record** button. This action will take you to a new record where you will enter the information for your next label.
32. When you have made all your entries for this session (more can be added later) click the **Close** button.
33. The **Insert Field** box will now appear with the first entry, **Addressee** highlighted.
34. Click on **Insert**, then **New Line**. Note that **Addressee** now appears on the label. (The label may be tucked behind the dialogue box that you are working on.)
35. The second entry, **Street**, will be highlighted.
36. Click on **Insert**, then **New Line**. Note that **Street** now appears as the second line of the label.
37. The third entry, **City & State**, will be highlighted.
38. Click on **Insert**, then **New Line**. Note that **City & State** now appears as the third line of the label.
39. The fourth entry, **Zip**, will be highlighted.
40. Click on **Insert**, then **New Line**. Note that **Zip** now appears as the fourth and final line of the label.
41. When all the field names have been inserted on the label, close the **Insert Field** dialogue box.

42. Now use your mouse to manipulate and enlarge the size of the text box. Any of the eight “handles” can be dragged to cause the text box to fill more of the label area.
43. By viewing the toolbar near the top of the window, note that the default font is **Arial 10 point**. You may wish to modify the font to **Times New Roman 11 point**.
44. Pull the text box to the right to make room for a graphic that will appear on each label.
45. Click on **Insert** on the Menu bar, then click **Clip Art Gallery**.
46. Click on the plus (+) sign to the left of **Sample Graphics**.
47. Click on the plus (+) sign to the left of **Holidays**.
48. Double-click on the graphic that represents the holiday of your choice.
49. The graphic will now appear on the master label. Carefully drag it to the position that you want it to appear on all your labels.
50. You can resize the graphic by left-clicking on it, causing “handles” to appear. You can stretch or shrink the graphic by manipulating the handles.
51. Check your work by going to **File** on the Menu Bar and selecting **Print Preview**.
52. Adjust the view to 200% for a better detailed look.
53. Click on **Close** and tweak your master label as necessary.
54. Now **Save** (File >> Save) your new file to the Desktop. (You can move it to another location later.)
55. Place one sheet of labels (face down with the top inserted first) in your printer tray. (With heavier stock paper that is used for labels, most printer manufacturers suggest printing only one page of labels at a time.)
56. Make sure you have set your printer’s properties to print in **normal** quality and to print in **color**.
57. Now **Print** (File >> Print) and make sure you print only one sheet at a time. (When printing the second sheet, you will need to direct your printer to print only page two, etc.)

To add or delete names to/from your database.

1. Open the Design Pro program from the Start Menu.
2. Click on the **Open Existing Project** orb.
3. Browse to and click on your **2012 Mailing List** document.
4. Click on the **Database** from the Menu Bar.
5. Click on **Edit Record**.

6. Click on **New Record** to add a record.
7. To remove a record, browse to the target record and click **Delete**

To print a full page of the same address (for creating a page of 30 return address labels:

1. Open Write.
2. Click on **File**, then **New**, then **Project from Scratch**.
3. In the Select Template box, select Avery 8160, then click OK.
4. Click **Insert**, then **Text**.
5. Use the “handles” to spread the text box out to a larger size. It can be refined after you get your four lines of your return address in the box.
6. Type your Name, Street Address, City & State, and Zip on four separate lines
ALL IN CAPS.
7. Click **Insert**, then **Clip Art Gallery**.
8. Select **File**, then **Print**.
9. Under Selection, click **Master**.
10. Under number of copies, click **Sheets**.
11. Click **Print Preview** to check the final product before printing.
12. Insert one page of labels face down on your printer’s paper feed tray and click the printer icon. Don’t print more than one sheet at a time.