Avery® Templates for Google Docs
Frequently Asked Questions

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General Information

Q. What is Google Docs?

A. Google Docs is a free web-based word processor, spreadsheet, and presentation application that allows you to create and edit documents from anywhere and collaborate with multiple people at the same time. Importing existing documents is easy, or you can create new ones from scratch. All you need is a web browser. You always control who has access, whether it's just yourself, your team, or your whole organization. Because your documents are stored securely online, they're accessible from anywhere, even from your mobile phone. Find out more at: docs.google.com

Q. What are Avery Templates for Google Docs?

A. To help you quickly personalize and use an Avery product with Google Docs, pre-designed templates have been created with a professional look that can easily be personalized by replacing graphics and text as desired.

Q. Where can I find Avery Templates for Google Docs?

A. Visit the Google Docs Template Gallery at: docs.google.com/templates

Q. What is an A4 document?

A. While the standard paper size in North America is 8.5" x 11", in Europe, Asia and many other regions of the world, the standard size is a bit longer and thinner and is referred to as A4 paper. Select the template carefully using your Avery product package so you customize the correct layout for the product.

Q. How do I find out if there is an Avery Template for Google Docs for my Avery product?

A. Find Avery templates in the Google Docs template gallery at http://docs.google.com/templates?q=avery&sort=hottest and see if a template is available for your specific product number. There are limited product numbers available, but templates will be added on a regular basis.

Editing Text

Q. How do I edit an Avery Template for Google Docs?

A. Avery Templates for Google Docs are different than other templates, but the techniques for working with them are easy to learn and use. The cursor is very important in editing – be sure you know where it is before you begin editing. Also, be careful not to move the boxes or the layout will not be accurate. The **Undo** button can be very helpful when you are learning to use this application.

To get started, double click the box that you want to edit. Double click again to select the word you want to replace (or triple click to select the line you want to replace). Just type the text in when the box is selected.

You can also click to place the cursor in the area you want to edit and type the new text. Then delete the placeholder text.

Tip: You can use the **Find and Replace** command to replace text in all the boxes at once.

After you've replaced the text, you can adjust font size and type or add lines by pressing **Enter.** Then add a space using the space bar. Be sure that all the text stays inside the lines and doesn't spill over into the next box.

Be Careful: Do not use copy and paste to replace the entire contents of the cards or labels – the layout will not stay accurate and printing will be misaligned.

Q. How do I keep my e-mail and web addresses from being links?

A. After typing them in, Google Docs will automatically format them. Just use the **Undo** button to take away the formatting.

Working with Images

Q. What kind of images can I use?

A. Jpeg, gif, and png images work best with Google Docs.

Q. How do I insert an image?

A. Position the cursor so it is aligned to the left of the first word on the line where you want the top of your image to appear. Then select **Insert** > **Image** > **Browse** to upload your file. Be sure the image is not too large (less than 50 KB). Right click the image and select **Change image**. Select the alignment you prefer and click the checkbox **Wrap text around image**. The layout should return to normal.

Q. How do I resize an image?

A. You can resize the image by dragging the small box in the corner of the image outline.

Q. What do I do if I make a mistake?

A. You can use the **Undo** button if you have an immediate correction. Google Docs allows you to see previous versions of your document. Select **Tools** > **Revision history** to go back to a previous version you liked.

Q. How can I be sure the printing will be aligned properly?

A. Always print to a piece of plain paper first and hold it behind your Avery product to be sure the alignment is correct.

Q. What browser should I use?

A. Avery Templates for Google Docs work best in Internet Explorer 7 or later and Firefox 2 or later.

If you need further assistance, click here to send us a message
http://www.avery.com/contact/tech_support.jsp or call Avery Software Support at (888) 835-8379.