

Looking to express yourself professionally?



Avery® DIY Business Stationery

It's never been easier to impress your clients thanks to Avery DIY business stationery products. Easy to design and print, they give you the smooth finish of a print shop every time. The clean, smooth edges produce a professional finish while the double-sided printability allows for plenty of information. And best of all, you save money by only printing the number of cards you need.

So get the professional touch today with Avery DIY business stationery.



Folded Business Cards

Print information on 4 sides of the product. Add a map with directions or use the space to promote your latest specials/offers!



Compliments Cards

Match the design of your business cards with your compliments cards for a more professional image.



Postcards

Perfect for direct marketing and promoting your business.

Step-by-Step Guide

Avery shows you how!

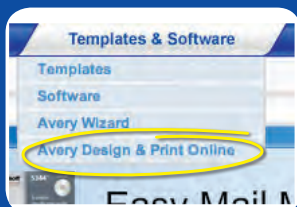
Create and print in Avery® Design & Print Online

Check out our full range of Step-by-Step Guides on our web site!

Avery® Design & Print Online is a web-based application that enables you to quickly create and print on Avery products, without needing to download software. It's available at www.averyproducts.com.au or www.avery.co.nz.

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- Visit www.averyproducts.com.au or www.avery.co.nz
- Place your mouse on the **Templates & Software** button on the navigation bar at the top of your screen
- From the drop down list that appears, select **Avery Design & Print Online**



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- On the **Avery Design & Print Online** screen, select **Create a New Project**



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- On the **Select** screen, either enter your software code in the **Find Product Number or Description** field, or navigate using the **Select Category** area
- Click **Next**



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- On the **Select** screen, you will see the available blank and pre-designed templates. Click on the template you wish to use.
- The **Editing Options** screen will open. Click on **Regular Editing**. Select the number of product sheets to edit.
- Click **Next**



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TO USE AUTO COPY

Auto Copy (copies down the page) ?

- The **Auto Copy (copies down the page)** function is found at the bottom of the left hand side tools area
- To insert an image or text on every panel on your sheet, ensure you have the card or label in the uppermost left hand corner selected and the **Auto Copy** box ticked. Insert the text, images, formatting etc you would like on every card or label. *Use this to create a sheet of business cards, where all information is the same on each card.*
- To insert something on a selection of panels, select the first panel on which you would like it to appear and ensure the **Auto Copy** box ticked. Insert the text, images, formatting etc you would like on all remaining panels. *Use this to create a sheet of pricing labels, where half has one price and the other half has another price.*
- If you would like only some elements on all panels, then ensure the **Auto Copy** box is ticked and add the common elements first. Then untick the box and add the unique parts to each label. *Use this to create Christmas gift tags where you use the same image on each tag, then separately add a name to each tag.*

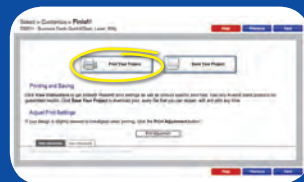
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- In the tools area, click on **Add Text** to add text
- In the tools area, click on **Add Image** to add an image
- In the tools area, click on **Add Shape** to add a shape
- When you have finished designing your page, click **Next** to commence the printing process. You will require Adobe® Reader 5 or later



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- On the **Finish** screen, click on **Print Your Project**
- An Adobe Reader PDF version of your project will open
- Print from Adobe Reader as normal. Ensure **Page Scaling** is set to **None**, and your page settings are set to A4.
- You can save your document in the Adobe PDF format for future printing



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- If you would like to save your document for future editing in Avery Design & Print Online, click on **Save Your Project** and you will be prompted to save it in a compatible format

