

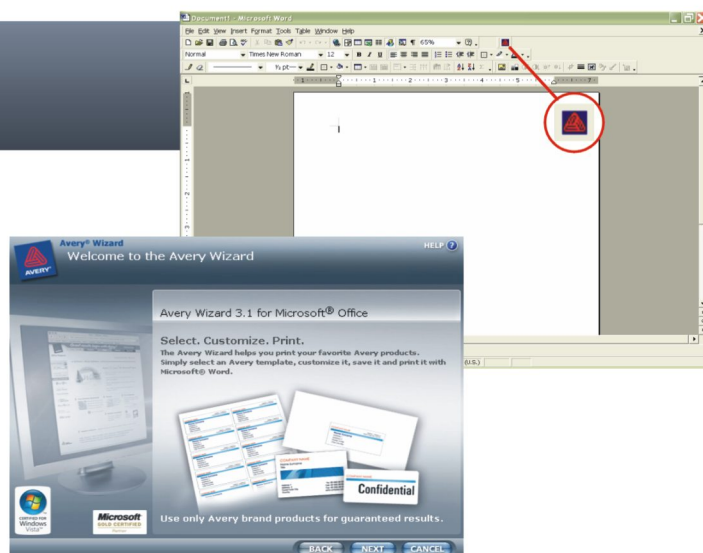
NEW Avery® Wizard 3.1 for Microsoft® Office

全新 艾利™ 列印小精靈 3.1 軟體為 Microsoft® Office 專用

1

Using Avery® Wizard 3.1 使用艾利™ 列印小精靈 3.1 列印軟體

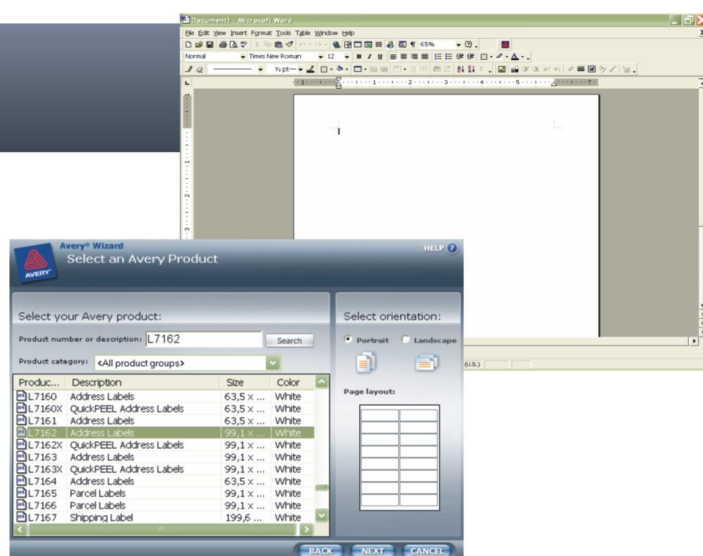
- Open Microsoft® Office program and click on the Wizard icon .
- Avery Wizard will appear in just a second.
- Click on the **NEXT** button
- 開啟 Microsoft® Office 及按小精靈按鈕 .
- 小精靈軟體將出現於視窗
- 按 **下一步**



2

Select a Label Template 選擇標籤模板

- Find the label template by scrolling down the list or simply type in the software code
- Select your template and click on the **NEXT** button
- * *Tips: Software code is listed on all Avery packages*
- 用滑鼠向下瀏覽標籤型號或輸入所需要的軟體編號
- 選擇所需標籤格式及按 **下一步**
- * 小秘訣：可參考產品包裝軟體編號



3

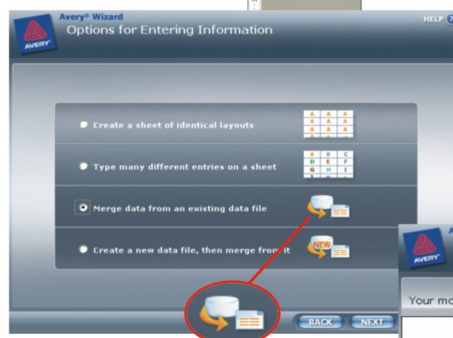
Import your Data 匯入資料

- Select "Merge data from an existing data file"

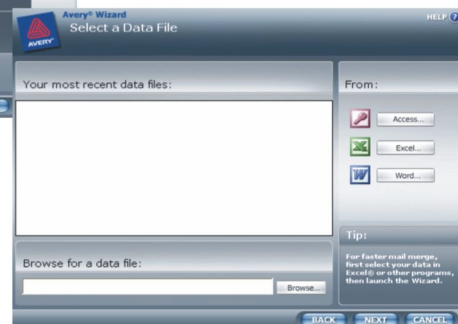


NEXT

- Select the type of file, which your data has been stored. For example, if the data was stored on an Excel® file, select  Excel...
- All of the most recent data files will appear, select the file you wish to use and click on the NEXT button



- 選擇 "從有的資料檔合併資料"  及按 下一步
- 選擇已儲蓄的資料檔案種類, 例如: 資料檔案已儲蓄為 Excel®, 請選擇  Excel...
- 最近使用的資料檔案將顯示於 "最近的資料檔案" 內, 可選擇所需資料檔案及按 下一步



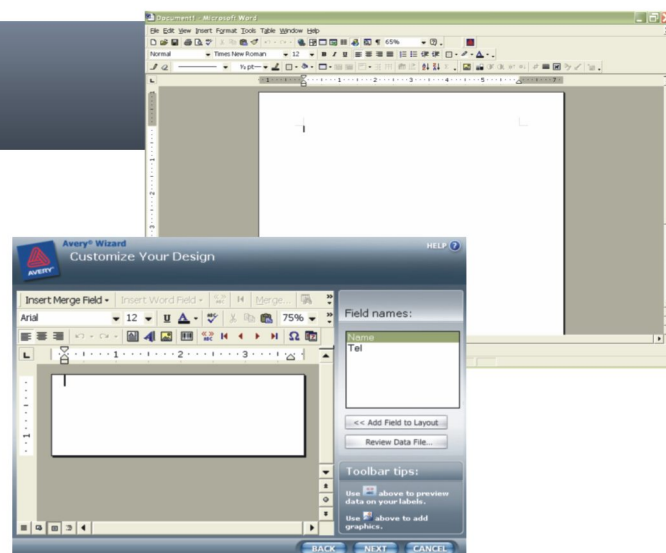
4

Merge your Data 郵件資料合併

- Select data on the right hand side and click on the << Add Field to Layout button
- Data will appear on the label preview window
- Repeat action for additional data entries
 - * Tips : Use the space bar for inserting spaces and return key for starting a new line

- 於右邊, 選擇合併欄位及按 <<新增欄位至版面配置 插入標籤
- 合併資料將出現於標籤上
- 插入更多資料, 請重覆上述步驟

* 小秘訣: 利用空白鍵及退回鍵輸入空位及開始新一行



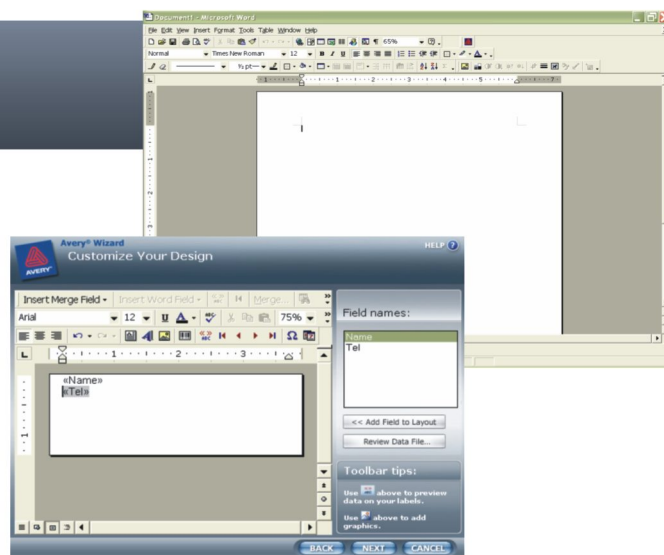
5

Customize your Fonts 自訂字型及大小

- Highlight the text you wish to change from the preview box
- Customize both font type and font sizes by using the toolbar located on the top of the preview box
 - * *Tips : When changing font sizes, make sure they fit within the label preview box*

- 選取所需修改的文字
- 利用工具欄修改字型及大小

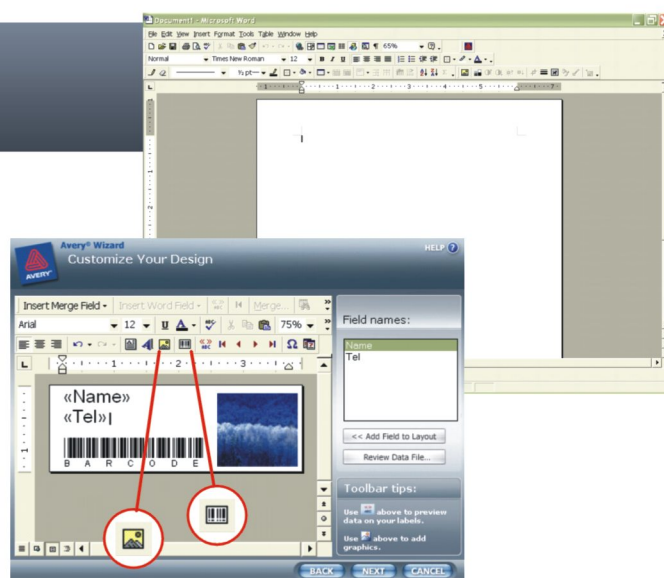
* 小秘訣：請勿將文字放大和標籤一樣大小



6

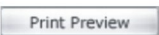
Insert Graphic or Barcode 插入圖像或條碼

- To insert graphic, picture, or clip art, click on the "Insert Clip Art" 
- To insert barcode, click on the "Insert Barcode" 
- 按 "插入圖像"  輸入相片及美工圖案設計標籤
- 按 "插入條碼"  來自製條碼標籤



7

Print your Labels 列印標籤

- To preview your labels on Microsoft® Word, click on the 
- To print your labels, select the "Print" 
- 於 Microsoft® Word 預覽列印, 請按 
- 選擇 "列印"  打印標籤

