Avery® DesignPro®
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General Information

Q: What is DesignPro software?

A: DesignPro is an easy to use, creative software for designing and printing Avery products. DesignPro includes over 2000 templates for Avery laser and ink jet products, more than any other software program. With DesignPro, you can design and print everything from address labels and dividers to CD/DVD labels, office cards and more.

Q: What are the features of DesignPro?

A: DesignPro offers the following features:

- Easy step-by-step guide for all projects.
- Import your own graphics or logo, or pick from the large clip art gallery provided.
- Advanced features such as curved text, rotation of graphics, photo effects and more.
- Barcoding capabilities and sequential numbering.
- Pre-designed Avery templates for quick customization.
- Supports all Avery products.

Q: What are the system requirements for DesignPro?

A: Go to avery.com/designpro to download and install the most current version of DesignPro.

The following is required to run DesignPro:

- Microsoft® Windows 7, Vista™, Windows XP® (Service Pack 2), Windows 2000®, Windows Me®, Windows NT® 4.0 with Service Pack 6a or later, Windows 98® with Y2K update 2 or later
- Internet Explorer 4.01 with Service Pack 2 or later
- PC with Intel® Pentium® or equivalent processor or faster
- 128 MB of RAM or higher
- 200 MB minimum available hard-disk space (800 MB recommended)
- 800 x 600 minimum screen resolution, 16-bit color or better
- 8x speed CD-ROM drive
- Internet access required to update templates and clip art from the Avery Web site. User is responsible for all Internet access fees and phone charges.

Q. Is DesignPro compatible with Windows 7 32-bit and 64-bit?

A: Avery DesignPro 5.5 is compatible with Windows 7 32-bit and 64-bit. Download this version of Avery DesignPro from avery.com/designpro.

Make sure your Windows 7 system is current with all Windows updates installed. Should you experience a compatibility issue, then changing the compatibility settings for the Avery DesignPro software may be helpful to resolve the issue. Follow these steps to change the compatibility settings:

1. Click on **Start**, right click **the DesignPro 5** menu item, and then click **Properties**.

2. Select the **Compatibility** tab.

3. Click the button **Change settings for all users**. The **Compatibility** dialog box appears.
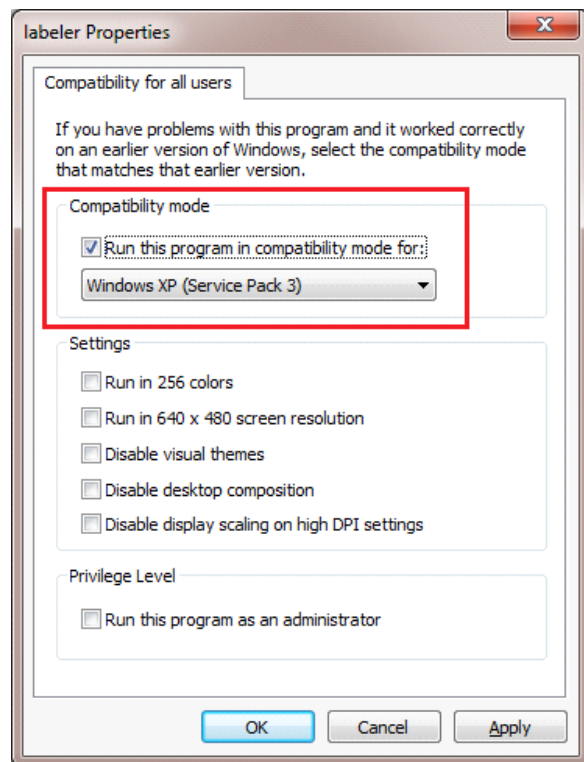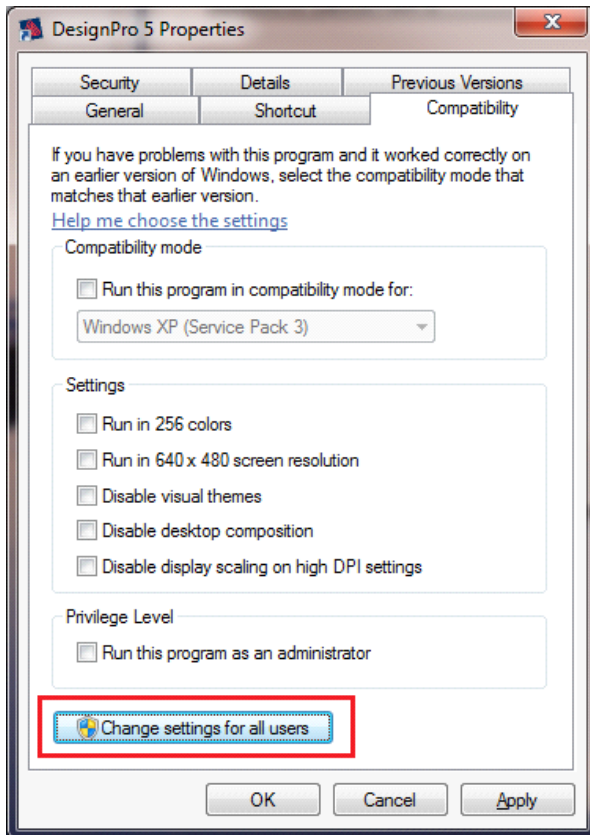
4. Click the checkbox **Run this program in compatibility mode for** and select **Windows XP (Service Pack 2)** or **Windows XP (Service Pack 3)**.

5. Click the checkbox **Run the program as an administrator**.

6. Click **OK** twice to close both dialog boxes.

Q: I want to install DesignPro. Do I need to remove a previously installed version of DesignPro from the computer?

A: All previous versions of DesignPro 2000 (ver. 3.x) must be removed from the computer for a successful installation of DesignPro 5.5. Select **Help** > **About** from the DesignPro menu to locate the version information.

Q: I have DesignPro 5.0 installed. Do I have to remove it to install DesignPro 5.5?

A: Here are some guidelines for installing.

Note: *Select* **Help** > **About** *from the DesignPro menu to locate the version information.*

If you have the following installed:

- **DesignPro 5.0 Deluxe (including all 5.x versions)** – Installing DesignPro 5.5 updates your system with the new 5.5 Limited program and additional new pre-designed templates. All the 5.0 pre-designed templates will remain.

- **DesignPro 5.0 Limited (including all 5.x versions)** – Installing DesignPro 5.5 updates your system with the new program version and additional new pre-designed templates.

- **DesignPro 5.5 –** It is not necessary to install the Sign Edition or the Media Edition of DesignPro. The current DesignPro 5.5Limited has all the Sign and Media content.

  Note: *You will get an error message if you proceed with the Sign or Media installation. You will then need to uninstall DesignPro 5.5 and re-install it to get a correct installation.*

Q: If I uninstall an older version of DesignPro and install a new version, will my old projects be removed?

A: All previously saved projects will remain.

Q: When I start DesignPro, I receive a message about calibrating my printer? What should I do?

A: The **Calibrate Printer** dialog box will appear the first time DesignPro is started. It is easy and important to calibrate your printer. Calibrating ensures that the design will align correctly on the Avery products. Do the following to calibrate your printer:

1. Click **Yes** to open the **Print Output Calibration** dialog box. (Or to open the **Print Output Calibration** dialog box from the **Design** screen, select **File** > **Calibrate Printer**.)

2. With the **Print Output Calibration** dialog box open, select your printer from the pull-down list box. If using more than one printer with DesignPro, you will need to calibrate each printer.

3. Click **Paper Size** and select **Letter**. (**A4** is the international standard.)

4. Select **Portrait** and click **Print Calibration Sheet**. Follow the instructions on the printed sheet and type the calibration values in the fields provided.

5. Select **Landscape** and click **Print Calibration Sheet**. Follow the instructions and type the calibration values.

Note: Not all printers will require adjustment. If your printer aligns correctly, simply leave the calibration set to the default settings. If no settings are changed, "the printer has not been calibrated" may still appear in the dialog box and you may receive a message about calibrating your printer when using DesignPro. Click ***Cancel*** *if this message appears.*

6. Click **OK** when finished. The selected printer has been calibrated.

Master and Product Tabs

Q.   What is the difference between a Master tab and a product tab?

A.   When you open a project, the **Tab Bar** below the work area contains a **Master** tab and one or more product tabs (**Label 1**, or **Tab 1** through **Tab 5**, for example), depending on the template selected. The **Tab Bar** also contains navigation and command buttons.

To use the Master tab

The **Master** tab represents a master label or product panel (label, card, divider tab) and is bright red when active. The **Master** tab cannot be deleted or moved. Use the **Master** tab to create identical labels or product panels or to create labels or product panels with shared information, such as a company logo.

Click the **Master** tab to activate it. Text, shapes, or images (objects) placed on the **Master** tab are shared objects and appear on all tabs. These objects can only be selected and edited from the **Master** tab. Right-click the **Master** tab to rename it or add a new product tab. **Master** tab objects are placed behind product tab objects in your design. Certain objects, such as **Serial Number**, **Date and Time** stamp, and database fields can only be inserted and edited on the **Master** tab.

To use the product tabs

The product tabs represent the individual labels or product panels on the sheet and are bright yellow when active. A product tab is created and numbered consecutively each time a tab is added to your project. The product tabs represent the individual panels (label, card, divider tab) on the sheet. You can add up to 1,000 tabs for each project.

Product tabs are renamed according to the type of template selected. Product tabs for a label template are named **Label 1**, **Label 2**, **Label 3**…; for a divider template they are named **Tab 1**, **Tab 2**, **Tab 3**… and so forth. Use the product tabs to create entirely different labels or panels, or to add label- or panel-unique information.

Click a product tab to activate it. Text, shapes or images (objects) placed on a product tab will appear on that tab only. Any objects previously placed on the **Master** tab are shared objects and will appear on all tabs. Right-click a product tab to add a new tab or to copy, delete, or rename the active tab. Move product tabs to change their order on the printed sheet. To do this, click the tab and drag it along the **Tab Bar** to the new location. A small arrow indicates the current insert position.

Graphic Questions

Q: What graphic file formats are supported by DesignPro?

A: You can use graphic images saved in the following file formats in DesignPro: BMP, WMF*, TIF*, JPG, PCX, EPS, PCD, TGA, WPG*, IMG*.

*Some limitations exist for this file format. For more details consult the **DesignPro Help** file.*

Q: How do I insert a graphic in DesignPro?

A: There are two ways to add images, logos and clipart to your design. The file must be in a format
supported by DesignPro (BMP, WMF*, TIF*, JPG, PCX, EPS, PCD, TGA, WPG*, IMG*). Open your
DesignPro project and follow these instructions:

*Some limitations exist for this file format. For more details consult the **DesignPro Help** file.*

- To select one of your own graphics, click the **Image From File** button on the **Vertical** toolbar.
This opens the **Insert Picture** dialog box. Locate and select your graphic file and click **Insert**.

- To select an image from the DesignPro **Clipart Gallery**, click the **Clipart Gallery** button on the
Vertical toolbar. Locate and select a file from the **Clipart Gallery** folders and click **OK**.

Q: How do I rotate a graphic in DesignPro?

A: To rotate a graphic, select the graphic and click the **Rotate** button on the **Advanced** toolbar or right-
click the graphic and select **Rotate**. Make your selection in the **Rotation** dialog box and click **OK**.

Q: I'm trying to rotate a graphic in DesignPro but am unable to select the **Rotate** command. Why is this?

A: If the **Rotate** command is not available after selecting a graphic object, the graphic file format does
not support rotation. This is a limitation of the file format and not a limitation of DesignPro. The .JPG
files (photo images) included with DesignPro can be rotated. However, the .WMF files included do not
support rotating.

Q: If a graphic image distorts in DesignPro and I'm unable to correct this by manually resizing the object,
what can I do to fix the distortion?

A: If a graphic image distorts and manually resizing the object does not correct the problem, revert the
image to the original proportions (aspect ratio) as follows:

1. Select the graphic object and right-click with the mouse.

2. Select **Properties** and click the **Size** tab.

3. Check **Relative to Original Size**.

4. Alter the values for **Width** and **Height** to the same percent value. For example: **Width**: **25** and
Height: **25**.

Q: Can I crop a graphic image in DesignPro after inserting it in my design?

A: DesignPro does not currently provide a tool for cropping images. You will need to crop the image in
an image-editing program first, and then insert the graphic into your DesignPro project.

Design Questions

Q: What is the best way to cover an entire label when designing a print-to-the-edge Avery product in
DesignPro?

A: If you are using a product that supports printing to the edge, do the following to ensure full coverage
of the label:

1. From the **Design** screen, select **Tools** > **Options** > **Objects** tab.

2. Enter a **Bleeding** value of at least **.125"** or .**25"**. An object will now overlap the label template by
the entered value when using the **Size to Template** or **Set as Background** commands. Which
setting works best will depend on the type of printer used, the Avery product selected, and the

space between labels. If there is more than **.5"** between the labels on the sheet, **.25"** is recommended to ensure full coverage of the label.

*Note: Check the **Maintain Object's Aspect Ratio when Sizing to Template** option to maintain the proportions of a graphic when using the **Size to Template** command. Slight adjustments may be needed as the graphic may or may not fill the template when maintaining proportions.*

3. Click **OK**.

4. Insert and select the graphic you want for the background image. If you want the same background to appear on all labels, insert the image on the **Master** tab.

5. Select **Layout** > **Size to Template** (or **Set as Background**). The image fills the label and overlaps the label template by the **Bleeding** value.

Q: What is the difference between the **Size to Template** and **Set as Background** commands in DesignPro?

A: The **Size to Template** and **Set as Background** commands will both change the selected object to the size of the label template.

*   **Size to Template** adjusts the size of an object to the size of the label template.

*   **Set as Background** converts an object into a background object and fits the object to the size of the template. Once a background object is created it can only be removed by deleting it (**Layout** > **Delete Background**). Each tab (**Master**/**Label**) can have only one background object. A previous background object will be replaced each time this command is used.

Q: Is there a way to limit the ink coverage on the non-printable areas for print-to-the-edge designs in DesignPro?

A: Yes. For print-to-the-edge products and designs, you may want to clip off the portion of the design that extends beyond the **.125"** or **.25"** normal bleed area to save ink. (For example, follow these steps to prevent printing the entire center hole of a CD/DVD label.)

1. Select **File** > **Print** and click **Options**.

2. In the **Print Options** dialog box, check the **Clipping** option and enter a value of at least **.125"** or .**25"** for the **Bleeding for Clipping** setting. The design will "clip" to the template and extend over the edge by the setting entered. Which setting works best will depend on the type of printer used, the Avery product selected, and the space between labels. If there is more than **.5"** between the labels on the sheet, **.25"** is recommended to ensure full coverage of the label.

3. Click **OK**. The ink will now only extend over the label by the **.125"** or .**25"** setting entered. Any ink beyond this setting will not print.

Database and Mail Merge Questions

Q: What data types does DesignPro support?

A: DesignPro supports the following dBASE III data types.

*   **Text**: dBASE data type **Character** for strings of fixed length (ASCII characters). The maximum field length is 255 characters.

*   **Number**: dBASE data type **Numeric** contains integers with the characters 0 to 9 and algebraic signs.

*   **Decimal**: dBASE data type **Numeric** contains floating point numbers (e.g. 42.12345). Permitted characters are algebraic signs, decimal delimiters and the characters 0 to 9. The maximum field

length is 255 characters. Up to 15 decimal places including decimal delimiters can be processed. The decimal delimiter must be entered in accordance with the system settings.

- **Date**: dBASE data type **Date**. The date is entered in accordance with the abbreviated format set in the system settings. Years entered as two digits are treated as full years. Years written as two digits from 30 upwards (inclusive) are prefixed with 19 (1930 – 1999); Values up to and including 29 are prefixed with 20 (2000 – 2029). An error message appears if an incorrect date is entered (for example, if the date does not exist).

Databases that contain other field data types can be used in DesignPro. However, only fields of the data types listed above can be inserted. If a data type is not supported, the field is not displayed in the **Edit Database** dialog box (**Database** > **Edit**).

Q: What databases can I use with DesignPro?

A: In DesignPro, you can create a new DesignPro database or open an existing one, convert and use a Microsoft Excel database or LabelPro database, or import a database created in another program. DesignPro creates database files in the dBASE III format (*.dbf) and can import dBASE III files created in other programs. The **Save As** feature in most database programs allows you to save your database file in dBASE III format. You can also use the ODBC feature in DesignPro to use database files in other formats, such as Microsoft Access, Paradox and .txt files.

Q   How do I import a Microsoft Excel file into DesignPro for a Mail Merge Project?

A: DesignPro will convert your Microsoft Excel file to dBASE III format. Follow these steps to create a dBASE file from your Microsoft Excel data file:

1.   Start DesignPro and select a project. Select the **Master** tab. Database fields can only be inserted on the **Master** tab

2.   Select **Database** > **Create from MS Excel…**.The **Select MS Excel File** dialog box appears.

3.   Browse your computer for your Excel file and click **Open**. A dBASE III file of your MS Excel data file will automatically be saved to your desktop. The **Database Options** dialog box appears.

4.   Select the **Insert Fields** button. The **Insert Fields** dialog box appears.

5.   Select a field to be inserted onto your Avery product and click **Insert**. Continue inserting the remaining fields as desired and adding lines and spaces where needed. Click **Close** when finished.

Q: How do I create a new database in DesignPro?

A: DesignPro creates databases in dBASE III format. Follow these steps to create a new database:

1. Start DesignPro and select a project. Select the **Master** tab. Database fields can only be inserted on the **Master** tab.

2. Select **Database** > **New**. The **Create New Database** dialog box appears.

3. Click **1. Set Database Name**. The **Save dBASE Database As** dialog box appears. Select or create the directory where the file is to be saved, name the file, and click **Save**.

4. Click **2. Enter Field Names and Parameters**. The **Create Database Fields** dialog box appears

5. Click **Insert Field**. The **Field Parameters** dialog box appears. Type the **Field Name**, **Field Length** and **Field Data Type**. (At least one field must be created to generate a database.)

   o **Field Name** - Type the name of the field to be added (name, address, etc.). The field name can be a maximum of 10 characters in length.

   o **Field Length** - Type the length of the field here. The maximum field length allowed is 255 characters. If you insert a date field, the field length is automatically set to 8.

   o **Field Data Type** - Select the field data type you want. DesignPro supports the following dBASE data types: **Text**, **Integer**, **Floating Point Number**, **Date**, and **Decimal Places**. For further information, refer to the **DesignPro Help** file.

6. Click **OK** when finished entering the **Field Parameters**. The new field is displayed in the list. Continue inserting and naming fields, as desired.

7. When all fields have been entered, click **OK**.

8. Click **3. Enter Data**. The **Edit Database** dialog box appears.

9. Type text in each text field. Use **Enter** or **Tab** to move to the next field. Click **New Record** to move to the next new record. The database entries are automatically saved each time you move between records.

10. Click **Close** when input is complete. The **Insert Field** dialog box appears. Select a field to be inserted onto your Avery product and click **Insert**. Continue inserting the remaining fields, as desired. Click **Close** when finished.

Q: How do I modify the field names of my DesignPro database once it's created?

A: DesignPro allows you to modify the parameters of a database field (name, type of field and length of a field) after the database has been created and linked to a project. To modify a database field:

1. Open the DesignPro project with the linked database.

2. Select **Database** > **Modify**.

3. Select the field you want to modify and click **Edit**.

4. Make the changes in the **Field Parameters** dialog box and click **OK**.

5. Edit additional fields or click **OK** to close the **Modify Database** dialog box.

6. Click **Yes** when the following message appears: **WARNING: This command will permanently change the internal structure of the database. Do you want to continue anyway?** This is a reminder that you have changed the structure of the database.

Q: How do I add more fields to my DesignPro database once it's created?

A: To add new fields to a DesignPro database:

1. Open the DesignPro project with the linked database.
2. Select **Database** > **Modify**.
3. Select **Insert Field**. Add the new field and click **OK**.
4. Insert additional fields or click **OK** to close the **Modify Database** dialog box.
5. Click **Yes** when the following message appears: **WARNING: This command will permanently change the internal structure of the database. Do you want to continue anyway?** This message is a reminder that you have changed the structure of the database.

Q: How do I add or edit the information in my DesignPro database?

A: To add or edit information to an existing DesignPro database:

1. Open the DesignPro project with the linked database.
2. Select **Database** > **Edit**.
3. The **Edit Database** dialog box will appear. Use the arrows to scroll through and select a record or click **Find** to search for a specific record. Add or edit information for the active record, as desired.
4. Click **Close** when finished.

Q: How do I open a dBASE III database in DesignPro?

A: To open an existing dBASE III database created by DesignPro or another application, follow these steps:

1. Start DesignPro and select a project. Select the **Master** tab. Database fields can only be inserted on the **Master** tab.
2. Select **Database** > **Open** from the menu and click **Open a dBASE III database**.
3. Locate and select the dBASE III (*.dbf) file on your computer and click **Open**.
4. If the database was opened successfully, you will be returned to the **Design** screen. Even though there is no change to the screen, the database is now linked to your project and the database commands will be available.
5. Select **Database** > **Insert Field** to begin inserting fields on the **Master** tab.

Q: What is ODBC and when do I use the "**Open an External Database via ODBC**" feature in DesignPro?

A: ODBC stands for "open database connectivity" and is a tool that interprets data sources from various programs into a standard format. Many database programs provide an ODBC driver which translates their file data into this standard format. The ODBC feature in DesignPro allows you to access these drivers and link databases created in formats other than dBASE III to a DesignPro project (FoxPro, Microsoft Access, .txt, etc.). If linking a database through ODBC, field content can be edited in DesignPro, but the database structure (adding fields) cannot be modified.

Bar Code and Serial Numbers

Q: What types of bar codes can I create in DesignPro?

A: The bar code tool in DesignPro can create the following types of bar codes: EAN 8, EAN 13, EAN 128, Code 128 (Type A, B, C), Code 39, 2/5 Standard, 2/5 Interleaved, Codabar, UPC-A, UPC-E and Postnet.

Q: I use the same type of bar code all the time. Is there a way to select this bar code type as the default in DesignPro?

A: Yes. To change the default bar code type in DesignPro, follow these steps:

1. Select **Tools** > **Options** from the menu and click the **General** tab.
2. Click the **Edit** button next to **Bar Code Type**. The **Bar Code** dialog box appears.
3. Change the **Type** and adjust the settings as desired. Click **OK** when finished.
4. Click **OK** again to close the **Options** dialog box. This change will apply the next time you use the **Bar Code** tool. It will not apply to existing bar code objects.

Q: How do I create a bar code in DesignPro?

A: To create identical bar codes on all labels, the bar code should be inserted on the **Master** tab. To create a bar code, follow these steps:

1. Select **Insert** > **Bar Code** from the menu or click the **Bar Code** button on the **Vertical** toolbar.
2. Place the cursor where you want the bar code to begin. Click and drag to draw a rectangle and release the mouse.
3. Click inside the object to type your bar code information.
4. To change the bar code type and settings, right-click the bar code object and select **Barcode Parameters**.
5. The **Bar Code** dialog box appears. Change the settings as desired. Click **Help** for additional information.
6. When satisfied with the settings, click **OK** to close the **Bar Code** dialog box.

Q: How do I create a serial number in DesignPro?

A: To create and print a consecutive series of numbers (or letters) in DesignPro, follow these steps:

1. Select the **Master** tab. Serial numbers can only be inserted on the **Master** tab.
2. Select **Insert** > **Serial Number** from the menu or click the **Insert Serial Number** button on the **Vertical** toolbar.
3. The **Serial Number** dialog box appears. Select the **Serial Number Type** and enter the desired settings.
4. When all settings have been entered, click **Insert**. The serial number field is inserted.

Q: How do I create a serial number bar code in DesignPro?

A: To generate a bar code using a serial number, follow these steps:

1. Select the **Master** tab. Serial numbers can only be inserted on the **Master** tab.
2. First create the bar code object. Select **Insert** > **Bar Code** from the menu or click the **Bar Code** button on the **Vertical** toolbar.

3. Place the cursor where you want the bar code to begin. Click and drag to draw a rectangle and release the mouse.

4. Click in the bar code object and select **Insert** > **Serial Number** from the menu or click the **Insert Serial Number** button on the **Vertical** toolbar.

5. The **Serial Number** dialog box appears. Select the **Serial Number Type** and enter the desired settings.

6. When all settings have been entered, click **Insert**. The serial number field has been entered in the bar code object.

Printing in DesignPro

Q. Can I print on both sides of a product in DesignPro?

A. Yes. You can print two-sided products such as cards, 2 sided business cards, postcards, brochures, and mailers. When designing two-sided projects, the design for side one must be on one tab and the design for side two of the product must be on another tab. Do not use the **Master** tab when creating two-sided products unless you want identical information on both sides. Refer to the DesignPro User Guide for step by step instructions.

Note: Before printing, review any special instructions included in the Avery product package, such as dry time. Also, review your printer literature to determine how to reinsert a sheet for two-sided printing. Test print on a plain sheet of paper first.

Q. How is the Avery Easy Peel feature for labels accessed in DesignPro?

A. In the **Print Options** dialog box, under **Fill Order**, select **Easy Peel** if you are using Avery Easy Peel labels. Avery Easy Peel labels allow you to peel your labels from the sheet more quickly. The sheet separates into columns, exposing the label edge for easy lifting.

Creating a Sign Design

Avery DesignPro includes formatting and printing features specially designed for Avery sign projects which make creating and constructing signs and banners easy.

Q. Can I create a sign in DesignPro?

A. Yes. Do the following to create a sign in DesignPro.

1. Select **File** > **New** > **Pre-Designed Template**.

2. In the **Select a Pre-Designed Template** dialog box, select the **Signs and Banners** folder, and then locate and select a **White Poster Board** product. Click **OK**.

3. To replace an image, click the image to select it.

4. Double-click the image and the **Replace Image** dialog box appears or right-click the image and select the **Replace Image** command.

5. Highlight the text you want to replace and type the new text.

6. Use the same method to replace and format the remaining text.

Q: Can I create a custom size sign in Avery DesignPro?

A: To create a custom size sign:

1. Select **Design From Scratch** from the Avery DesignPro **Welcome** screen. OR **File** > **New** > **Project from Scratch** from the menu bar.

2. Select **Custom**. Change the number of horizontal or vertical tiles. *Note: The maximum size is 6 tiles by 6 tiles.*

3. Click **OK**.

Sign Kit Components

Q: I prefer to use a different backing material. Are the sheets sold separately?

A: Yes. Avery Sign Sheets are now available on avery.com. With Avery Sign Sheets, you can make any combination of posters, banners, display boards or ground stakes, using your own backing. Like all Sign Kits products, Sign Sheet packs include PC and Mac compatible software with more than 50 pre-designed Avery templates, thousands of clip art images and dozens of font styles. Sign Sheet packs do not include sign backing. Two types are available: Paper Sign Sheets or Durable Sign Sheets. Paper Sign Sheets are designed for indoor use on poster board, foam core board and display boards. Durable Sign Sheets are designed to be used with poster board, plastic corrugate and Avery Sign Kit backings.

Q: The package states that the signs should be considered temporary. How long do the signs last?

A: Avery signs are not intended for long term or permanent use. Placement of the signs and weather conditions will impact how long a sign will last. A sign placed indoors and away from direct sunlight could last for months. A sign placed outdoors will experience much harsher treatment and should not be intended for more than 1 week's use.

Q: Do I have to use the weather resistant sleeve?

A: If you are going to use the sign indoors, the weather resistant sleeve is not necessary. For outdoor use, use the weather resistant sleeve to protect against mild weather conditions. Note that the sleeve will not protect the sign if the sleeve is torn or improperly used.

- For the banner, make sure that the sleeve opening is on the bottom.

- For the ground stake, slide the sleeve over the sign so that the opening is on the bottom, then slide the metal stake into the backing.

- For the outdoor poster, make sure the sleeve opening is on the top, with the adhesive flap facing the back of the sign. Remove adhesive strip, and then fold over securely.

Permanent and Specialty Size Signs

Q: These Sign Kits are great for temporary signage, but I need to have a custom-sized permanent sign created. Can Avery help?

A: The Avery Graphics Division supplies sign shops around the country with materials to create highly durable, virtually permanent signs. To get more information, visit the Avery Graphics Division website.

Yellow Signs

Q: I want to create a yellow sign but many of the graphics in the software have a white background or outline. What do I do?

A: Although the graphic will show white portions on the screen, it will not be visible when you print on the yellow sheets. Remember your printer doesn't actually print white, so anything on your design that looks white will be yellow on the finished sign.

Q: When printing on yellow sheets how do I know what the colors will look like?

A: Printing on yellow will impact your colors to a degree. Black and yellow are the best combinations for readability and attention getting. To test out any specific graphics or colors, you can use one of the extra sheets provided and do a test print for best results. For example, pink on your screen will become dark red when printed on yellow sheets.

Printing a Sign

Q: Can I print a sign design on a larger or smaller sized sign?

A: You can easily change the size of your project without having to create a new project.

1. Select **File** > **Print** from the menu bar.

2. Click **Size Options**. Make the desired changes to change the size of the current sign.

Note: Only the default print size of the selected template is saved with a project. Changes to the print size must be made each time you print, if desired.

Q: Can I see how the graphics and text will print on each individual sheet?

A: Select **File** > **Print Preview** to view the individual sheets as they compose the entire sign.

Q: How do I print individual sheets of my sign project?

A: Select **File** > **Print**. Under **Print Selection**, click the individual sheet to be printed. Press **CTRL** while clicking to select additional sheets to be printed.

Q: My printer cannot print to the edge. How can I get full coverage on the sign sheets?

A: The adhesive sheets are designed to compensate for printer margins. The actual portion of the sheet that is applied to create a sign is smaller than the full size of the sheet. Because these margins are die cut in the sheets, you do not have to trim the sheets to get print to the edge.

Sign Kit Assembly

Q: The package says **no cutting or pasting**. How is that possible?

A: Each Avery Sign Kit includes specially designed adhesive sheets that are die cut. This unique feature eliminates any cutting or pasting on your part. You merely use the included software to design your sign, print on the included sheets and then follow the simple assembly instructions.

Step-by-step assembly instructions are available from the DesignPro Help menu and are printed on the reverse side of each sign sheet. Click here to view a demo on how to assemble.

Q: How does the sign fit together correctly if it's made up of multiple sheets?

A: The Avery DesignPro software is designed to take your design and split it to print on the appropriate number of adhesive sign sheets (i.e. 4 for a poster or ground stake, 8 for a banner). When the split is done, the software automatically includes a small amount of overlap from one sheet to the other. This means you can get a virtually seamless look when you assemble your sign.

To see how the graphics and text will print on each individual sheet, select **File** > **Print Preview** from the menu bar to view the individual sheets as they compose the entire sign.

Q: What if I make a mistake when I'm assembling the sign?

A: Avery Sign Sheets are repositionable so even if you make a mistake, you can lift the sheets and place them again and again until they are lined up perfectly. Also, Avery sign sheets have two areas of backing. Be sure you leave the center area intact until you are sure you have the sheet in the correct spot on the sign. That way it will be easier to position each sheet into perfect placement.

If you need to reprint a sheet or sheets, select **File** > **Print** from the menu bar. Under **Print Selection**, click the individual sheet to be printed. Press **CTRL** while clicking to select additional sheets to be printed.

Q: What if I can't get my sign to line up perfectly or the graphics don't look crisp?

A: Remember that most signs will be viewed from a distance, so slight mis-alignments, low quality graphics and minor imperfections will be less noticeable when viewed from afar. Images will appear sharper, and sheet overlaps will become virtually invisible.

Q: I have no design ability or creativity. Can I still get professional looking signs?

A: The included Avery DesignPro software contains dozens of pre-designed signs for a variety of uses. You can use one of these signs as is or simply make minor changes to create your own custom version. Once you begin to work with the software and see the designs, you may be surprised how creative you are!

Need Help? We have all the answers to your product and template questions.

avery.com   800-GO-AVERY(800-462-8379)