



Our post cards are the exact same size as Avery® Postcards #8577* and #8387.* You may use Avery® layout #3263* to create your template or use our easy to follow instructions below. To obtain a copy of the Avery® template go to www.avery.com.

Microsoft® Word

Word 6.0, Word for Windows 95 (ver. 7.0), Word 97 (ver. 8.0), or Word 6.0 for Macintosh

1. From the **Tools** menu, select **Envelopes and Labels**.
2. If not already selected, click on the Labels tab and choose **Options**.
3. Highlight the Avery product you are using and click **OK**.
4. a.) For single cards or a full sheet with the same information, type in the text, and click **New Document**.
b.) To create a blank sheet or type your information directly on each card, click **New Document** and type in the text.
c.) To use a merge file to create a post card mailing, select **Mail Merge** from the **Tools** menu.
5. Print as usual.

WordPerfect® for Windows

Version 6.0, 6.1, 7.0 or 8.0 for Windows

1. Choose **Labels** from **Layout** menu (ver. 6.0) or **Format** menu (ver. 6.1/7.0/8.0).
2. Scroll down and highlight the Avery product you are using. Then click **Select**.
3. Type your information or merge fields. Press **Ctrl-Enter** to go to the next card.
4. Print as a **Full Document**.

Note: If you wish to use a merge file, consult your manual for instructions.

Version 5.2

1. Select **Play** from the **Macro** menu.
2. Highlight **LABELS.WCM** and click **Play**.
3. Choose **Ink Jet** and click **OK**.
4. Select and install the card size you wish to print.
5. Choose **Continuous** for printing from the paper tray or **Manual** to feed sheets manually.
6. To insert the card format into your current document, click **Yes**.
7. Click **OK** at the final dialog box and type your information or merge fields.
8. Print as a **Full Document**.

Note: If you wish to use a merge file, consult your manual for instructions.

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