

Printing Individual Student Authorization Tickets Using Avery Wizard

You may use any program you have to create tickets. The videos demonstrate this process using the Avery Wizard software for labels, which may be downloaded at the link below.

- http://www.avery.com/avery/en_us/Templates-&-Software/Software/Avery-Wizard-for-Microsoft-Office.htm
- You need not print the tickets on actual labels – but may select the label template for the size ticket you wish to create, print on standard paper, and cut to size. (Examples: Address labels: Product # 5259 (14 per page), #45008 (21 per page), #45007 (24 per page)).

Click **Free Download** on the Avery Wizard Screen. You will be asked to register, then it will begin to download. Click **Save to Desktop or Run**. During the installation process, be sure that Excel and Word are closed.

The screenshot shows the Avery website interface for the Avery Wizard for Microsoft Office software. The page features the Avery logo, a search bar, and navigation tabs for Products, Templates & Software, Projects & Ideas, and Help Center. The main content area includes a description of the software, a 'Free Download' button, and a 'Add Summer Fun Designs' button. Below these are several colorful design templates. The page also displays system requirements for both the Avery Wizard software and the Summer Fun Designs. A sidebar on the right shows a rating of 4.3 out of 5 stars, a 'Read Reviews (320)' link, and a 'Write a Review' link. A 'G+A' section indicates there are 617 questions and 501 answers for this product. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Office and Avery Wizard.

Avery Wizard for Microsoft® Office

This software provides simple step-by-step instructions to format and print Avery labels, business cards, dividers, name badges and more. Works within Microsoft® Word for Windows, making Word even easier to use. You can easily import lists from Microsoft® Excel® and other database programs for mail merge in minutes, or just type in the addresses you need. Use professionally pre-designed templates to get you started with your design, or choose a blank template to create your own design. Easily add your own graphics or logo to all your Avery projects.

Free Download | **Add Summer Fun Designs**

Avery Wizard System Requirements:

- Microsoft® Windows® 7, Vista®, XP or 2000
- Microsoft® Office 2010, 2007, 2003, XP or 2000 (not compatible with Microsoft® Office Starter 2010)
- Internet Explorer® 6.0 or later
- 165MB available disk space

Avery Summer Fun Designs System Requirements:

- Avery Wizard Software Version 3.1 or 4.0

If your system doesn't meet the requirements above, you can also find templates

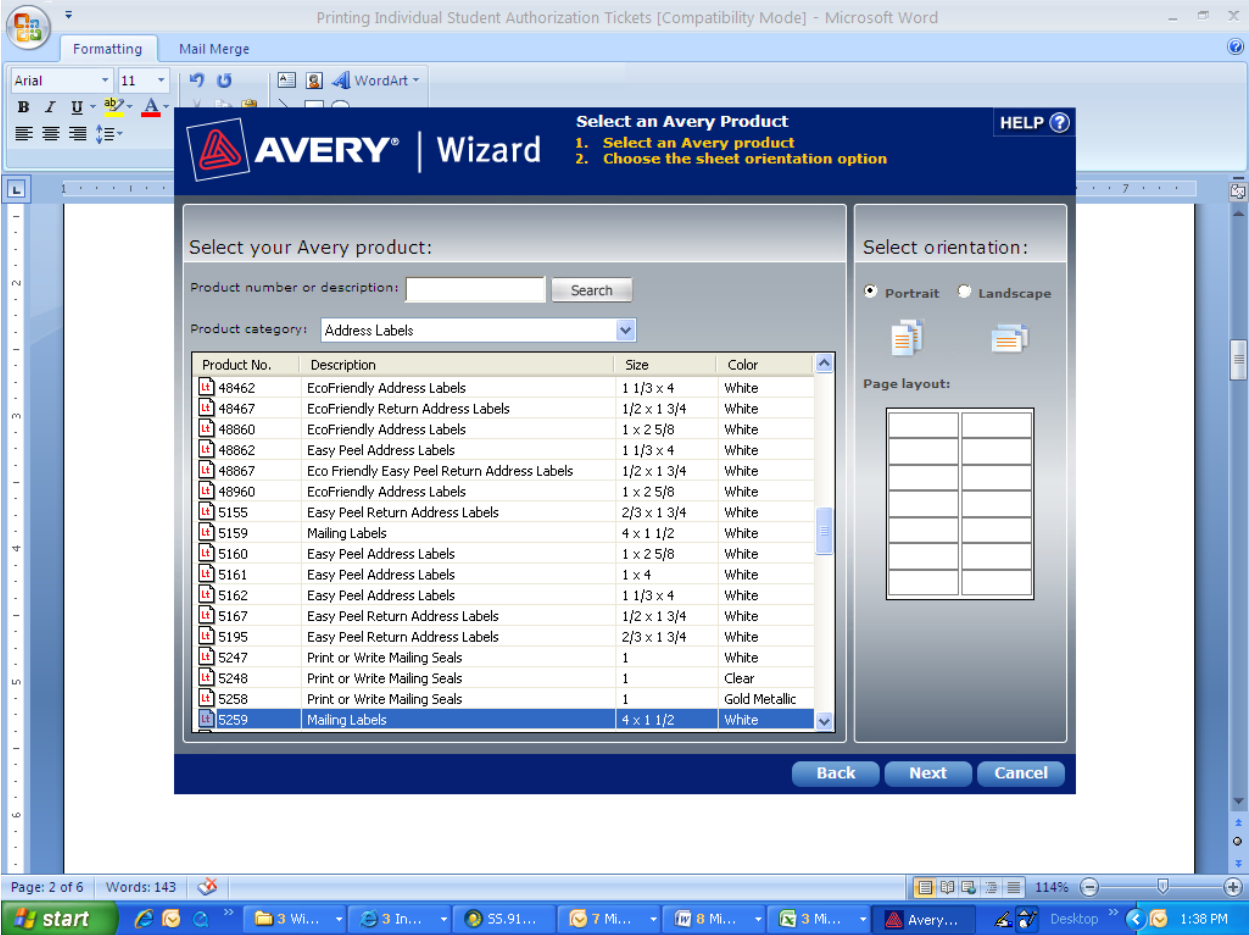
Rating: ★★★★★
4.3 out of 5
Read Reviews (320)
Write a Review

There are 617 Questions and 501 Answers for this.

When the Avery Wizard screen appears, click **Next**.



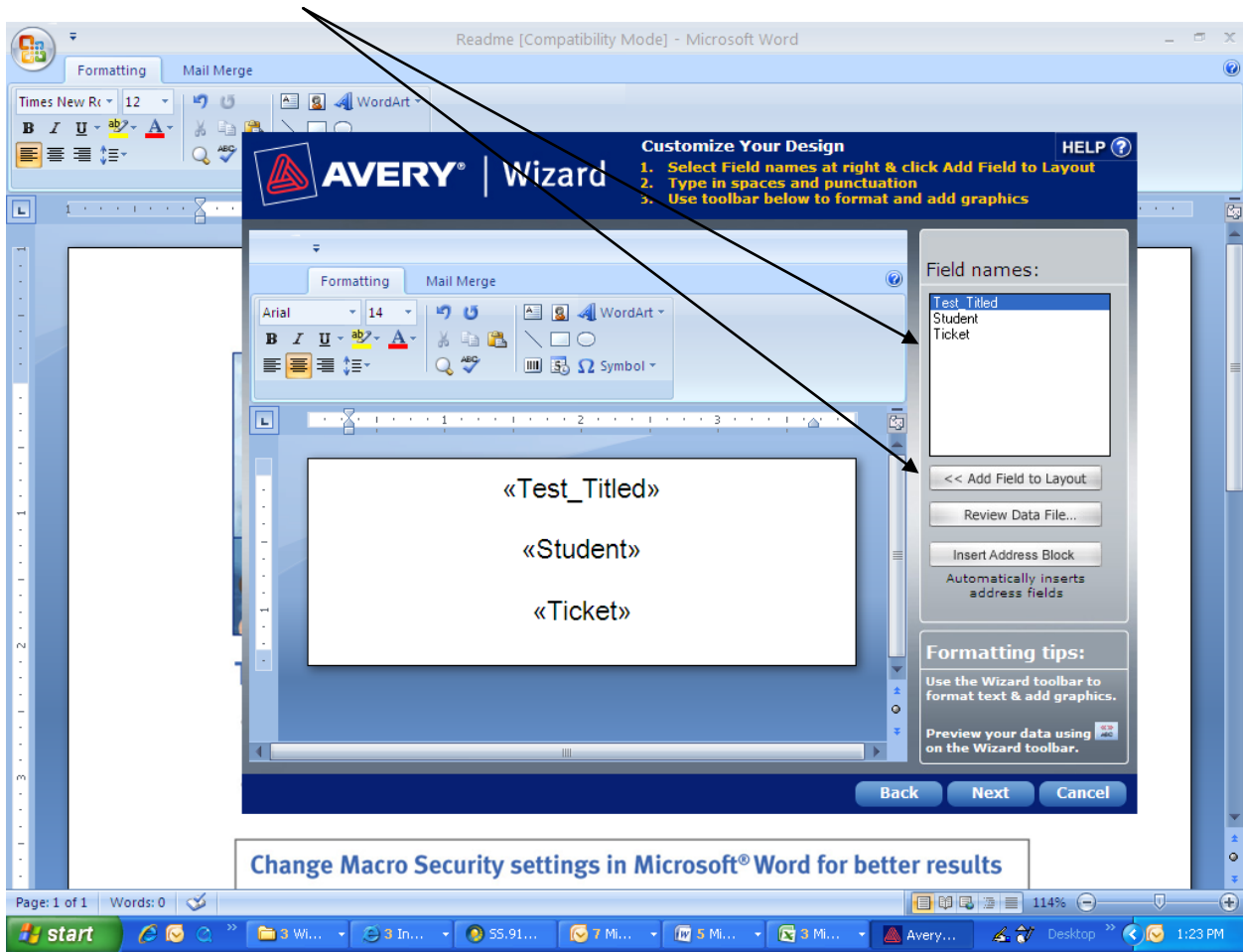
Choose **Address Labels**. (Examples: Address labels: Product # 5259 (14 per page), #45008 (21 per page), #45007 (24 per page)).



Select a plain design and click **Next**.

The screenshot shows the Avery Wizard interface within a Microsoft Excel window. The window title is "Baseline2012AlgebraI-August2012 [Compatibility Mode] - Microsoft Excel". The Excel ribbon includes "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", "View", and "Add-Ins". The Avery Wizard window is overlaid on the spreadsheet, which has a grid with columns A-J and rows 1-30. The wizard's title bar says "Avery Wizard" and "Menu Commands". The main content area is titled "Select a Design to Customize" and includes a "HELP ?" button. Below the title, it says "1. Select a design from the choices below". There are six design options displayed, each showing a preview of a label with fields for "Name", "Address", and "City, State Zip Code". The designs vary in background color and decorative elements. At the bottom of the wizard, there are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted in blue. The Windows taskbar at the bottom shows the "start" button, several open applications, and the system tray with the time "1:41 PM".

Select Field names at the right and click **Add Field to Layout**, when complete click **Next**.



Click **Finish**.



Your tickets may now be printed on plain paper and cut for distribution.

