

# NEW: Mail Merge function in Avery Design & Print Online

Ever put off completing a task because you can't remember how the process works? Mail merge is just one of those things that you either love doing or dread! But with the new Avery Design & Print Online you can design your mail merge online and print in just a few simple steps!

The new launch also offers you now loads more features, all of them aiming to save you time with your printing projects while getting professional results every single time!

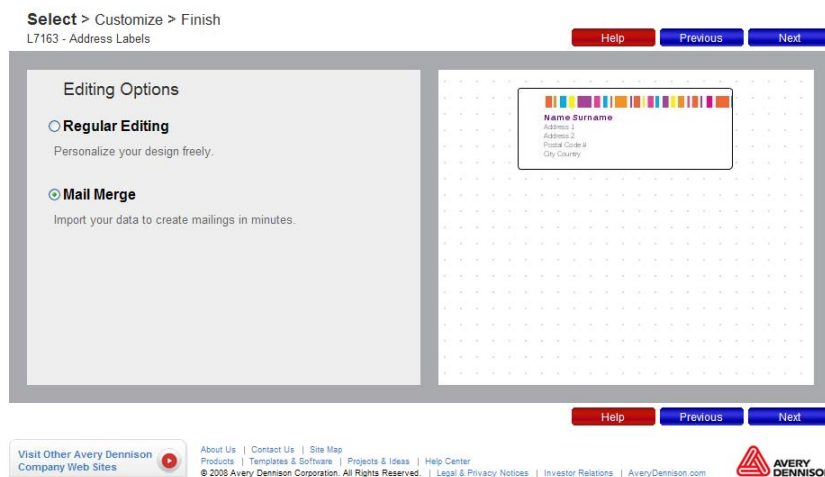
The most important changes:

- **Easy Mail Merge Functionality**
- **More Editing Options for ease of use**

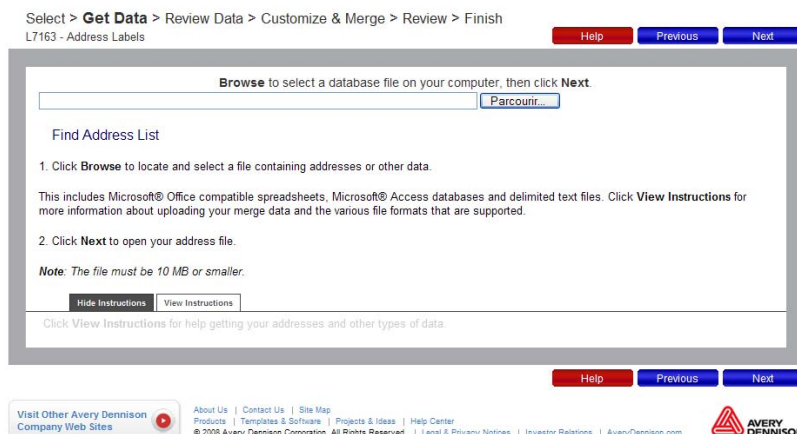
## 1.) Easy Mail Merge Functionality

You can now turn your mailing lists into labels in just a few simple steps.

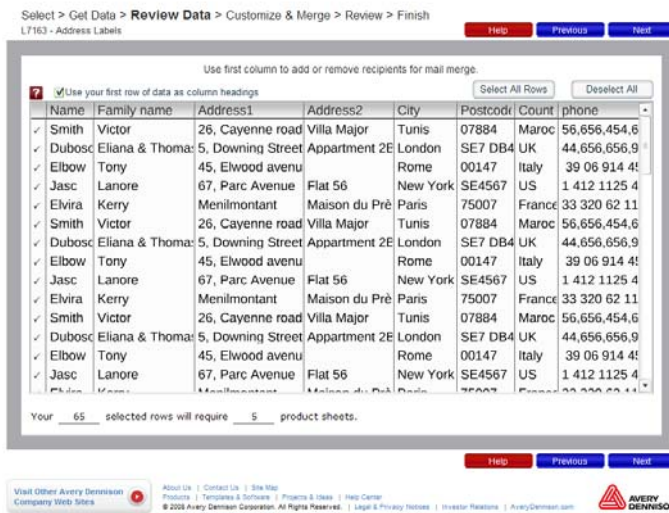
Step 1: Choose "Mail Merge" after you select the pre-designed template you want to use.



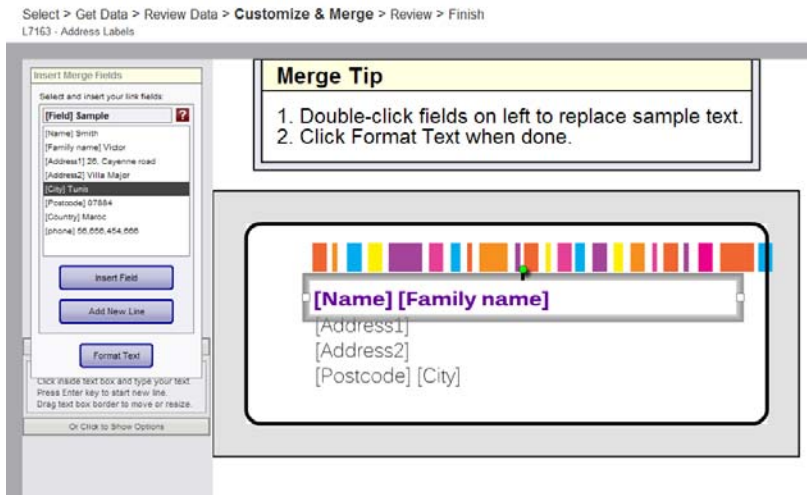
Step 2: Select your address list from Excel or other programs.



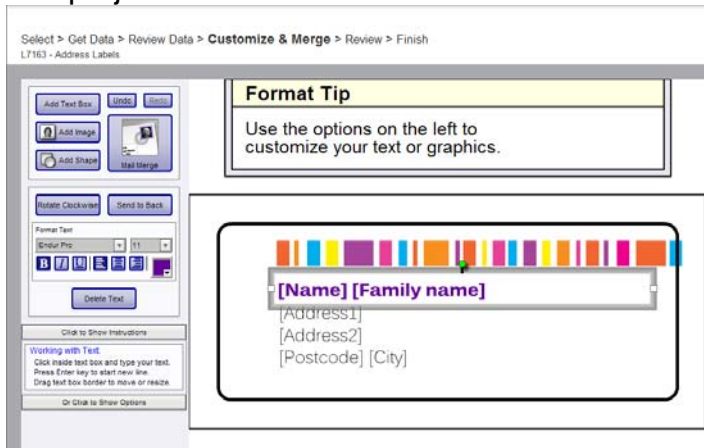
### Step 3: Review your imported data.



### Step 4: Click the Mail Merge button to start inserting your data onto your project.



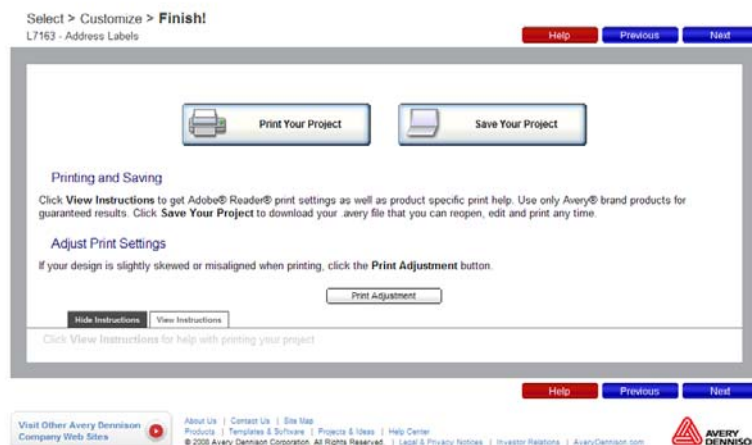
### Step 5: Arrange your data fields on your project. Click Format Text when done to change your font style, or click Next to review your merged data on your project sheet.



## Step 6: Review your mail merge on the preview screen and select the merge direction (Fill Across or Down) for QuickPEEL™ products.



## Step 7: Print and save your project.



## 2.) More Editing Options for ease of use

New features offered to you include:

- New fonts (now you have a total of 21 fonts to choose from)
- Automatic zoom (this is set automatically for products with more than 7 panels on a sheet in order to make it easier to customize small labels and cards)
- Fixed background (the background will fit totally the template and will be fixed, which makes the designing of full bleed products easier)
- Progress bar (so that you know where you are when loading a project or an image)

Watch a [demo of Design & Print Online](#) for more details on how this fantastic, simple to use free tool can save you time in the office!