








1

Using Label Expert 5.0 使用艾利™ 標籤專家 5.0 列印軟體

- Click the Label Expert  icon on desk top
- Select  /  / 

- 於桌面按標籤專家  按鈕
- 選擇  /  / 

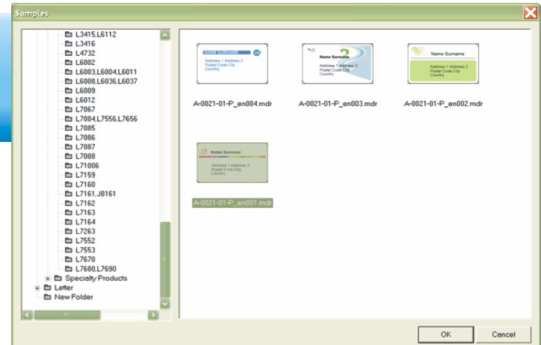


2A

Select a Pre-designed Template 選擇預設模板

- Select A4 or Letter size
- Select the type of template you are looking for (Cards, eMedia, Filing, Labels or Specialty Products)
- Within the template selection listing, click on the correct software code
- All pre-designed label templates will appear on the right, select the one you like and click on the button
- * *Tips : Software code is listed on all Avery packages*

- 選擇A4或信紙尺寸
- 選擇所需的產品分類檔案 (卡類、資料媒體、文件夾分類、標籤或特別用途產品)
- 於產品分類檔案內，選擇正確的軟體編號
- 所有預設模板將出現於右邊，請選擇所喜愛的模板及按

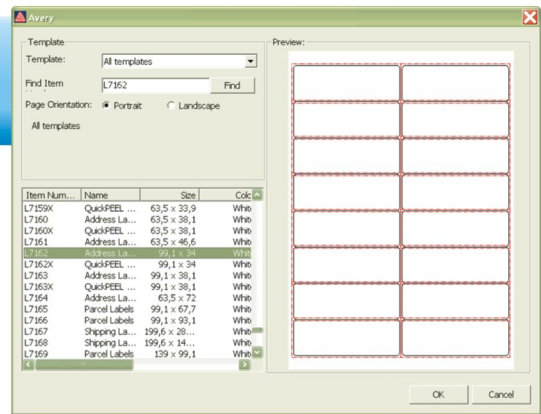


* 小秘訣：可參考產品包裝上軟體編號

2B

Select a Blank Template 選擇空白模板

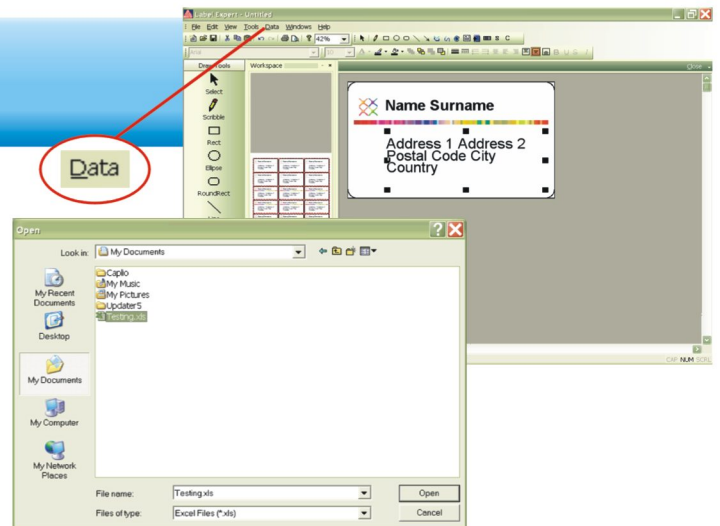
- Find a template from pull down menu or type in the software code
- Select the template and click on the button
 - * *Tips : Software code is listed on all Avery packages*
- 用滑鼠向下瀏覽標籤格式或輸入所需要的軟體編號
- 選擇所需標籤格式及按
- * *小秘訣 : 可參考產品包裝上軟體編號*



3

Import your Data 匯入資料

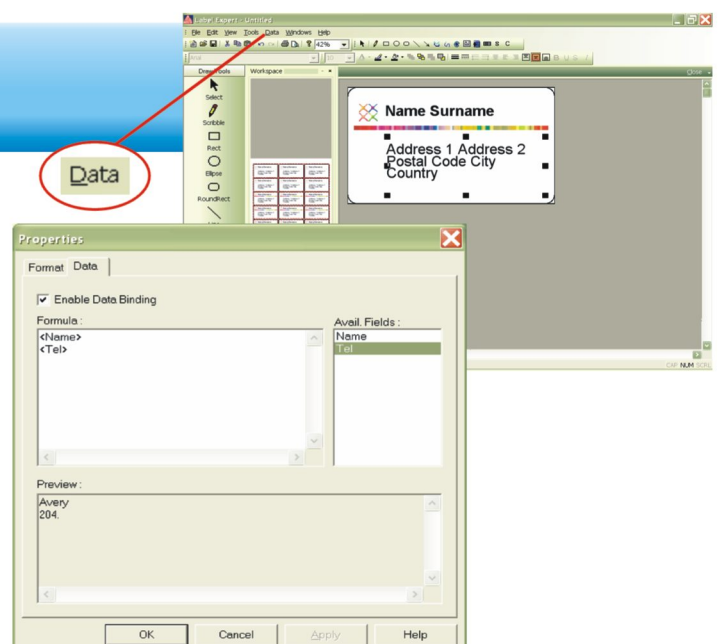
- Select "Data" from your tool bar, and then click on "Import"
- Select the file you wish to use and click on the button
 - 於工具欄選擇 "資料" 及按 "導入"
 - 選擇所需文件資料庫及按



4


Merging your Data 郵件資料合併

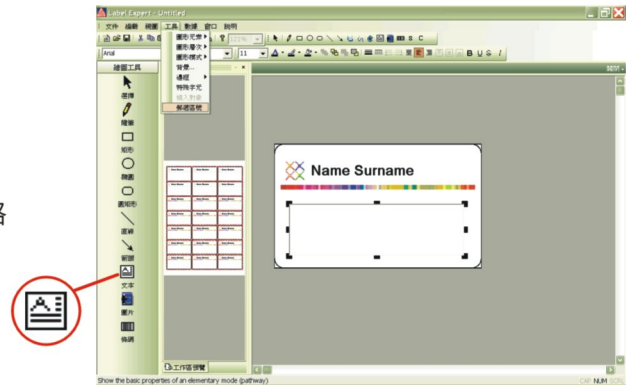
- Select "Data" from the tool bar, and then click on "Mail Merge"
- Double click the field you would like to add to label
- Data will appear on the label preview window
- Repeat action for additional entries
 - * *Tips : Use the space bar for inserting spaces and return key for starting a new line*
- 於工具欄選擇 "資料" 及按 "郵件合併"
- 快按滑鼠兩下加入所需的合併欄位於標籤格式上
- 所需資料將出現於標籤預覽視窗
- 加入更多合併欄位，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

Find a Taiwan Zip Code (only available in Traditional Chinese version) 搜尋台灣郵遞區號 (只適用於繁體中文版)

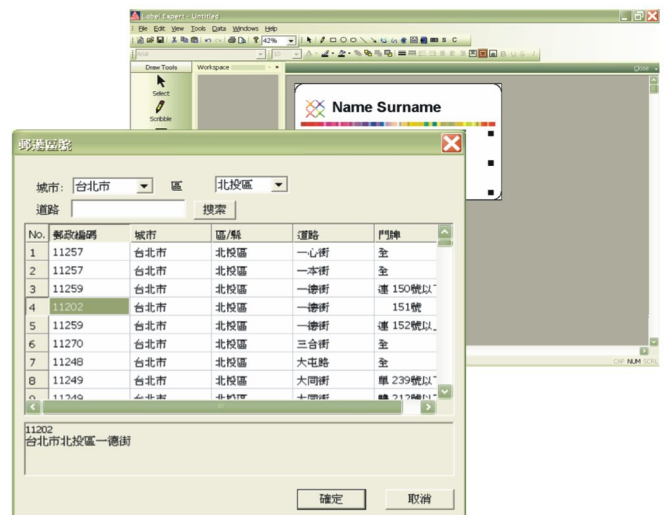
- Select "Text"  icon from the left hand side. Then click on the preview box to create a text box
- Select "Tool" from the tool bar and choose "郵遞區號"
- 於左邊選擇 "文本" , 鍵入標籤預覽視窗及設計文字方格
- 於工具欄選擇 "工具" 及 "郵遞區號"



6

Insert a Taiwan Zip Code (only available in Traditional Chinese version) 輸入台灣郵遞區號 (只適用於繁體中文版)

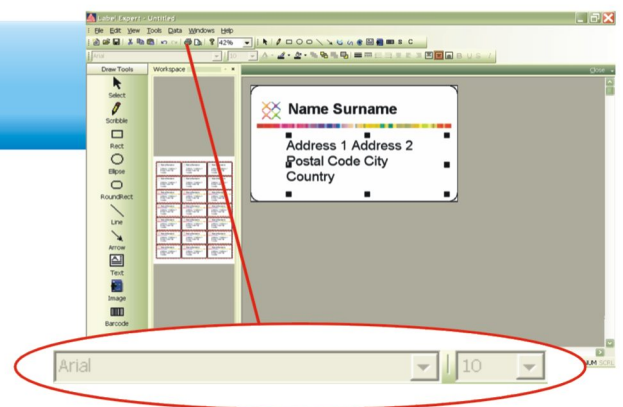
- You can search by "City" or "District" or type in the exact road address
- Select the zip code you are looking for and click on the button
- The zip code will now shown on the label preview box
- 你可選擇 "城市"、"區域" 或輸入道路名稱
- 按 選取所需郵遞區號
- 郵遞區號將出現於標籤預覽視窗



7

Customize your Fonts 修改字型及大小

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



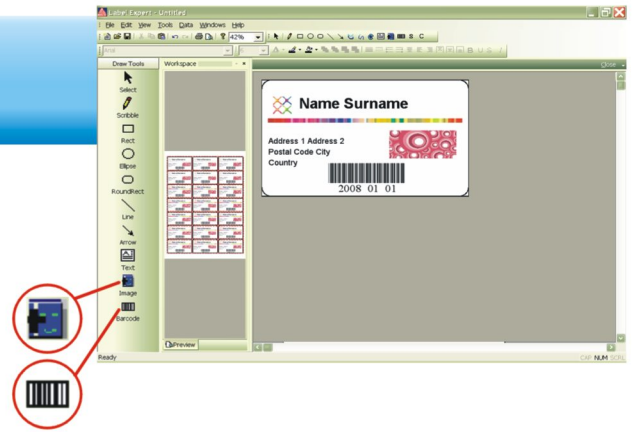
- 選取所需修改的文字
- 利用工具欄修改字型及大小
- * 小秘訣：請勿將文字放大和標籤一樣大小

8

Inserting a Graphic or Barcode

插入圖像或條碼

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



9

Printing your Labels

列印標籤

- To preview your labels, simply click on the "Preview"  icon
- To print your labels, simply click on the "Print"  icon
- 預覽列印, 請按 "預覽" 
- 選擇 "列印"  打印標籤

