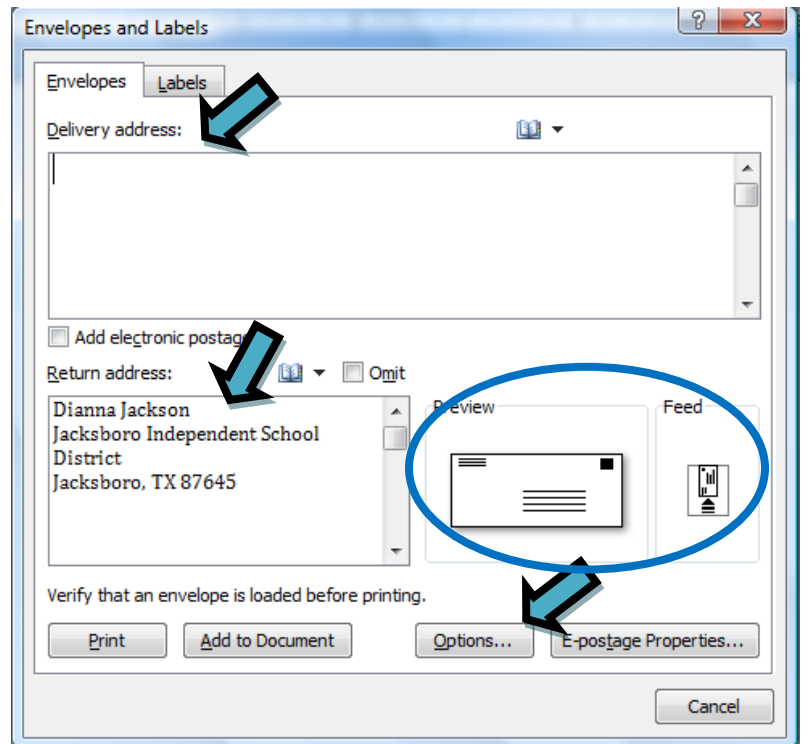
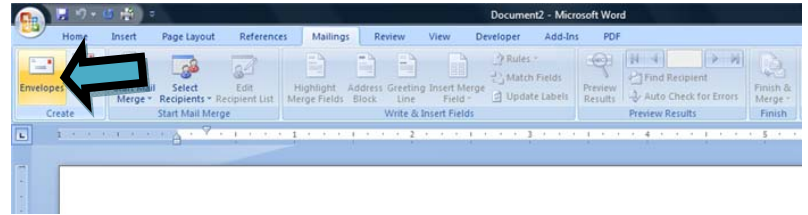


PRINTING ENVELOPES

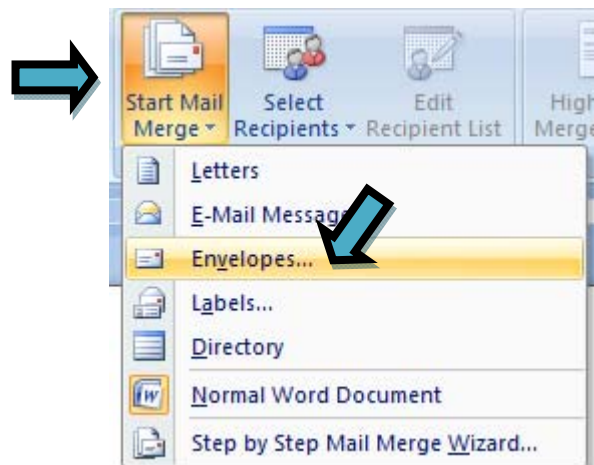
Single Envelopes

1. Open new Word Document
2. On the Mailing tab click Envelopes.
3. Enter the Delivery Address
4. Enter the Return Address or Click the Contact icon to get it from your Outlook Contacts
5. The preview of the current envelope shows with an icon on how to load the envelope into the printer.
6. Click the Options button to change envelope style and size.
7. Click Print OR Add to Document to see the envelope on your screen.
8. Click the Office Button and Print.

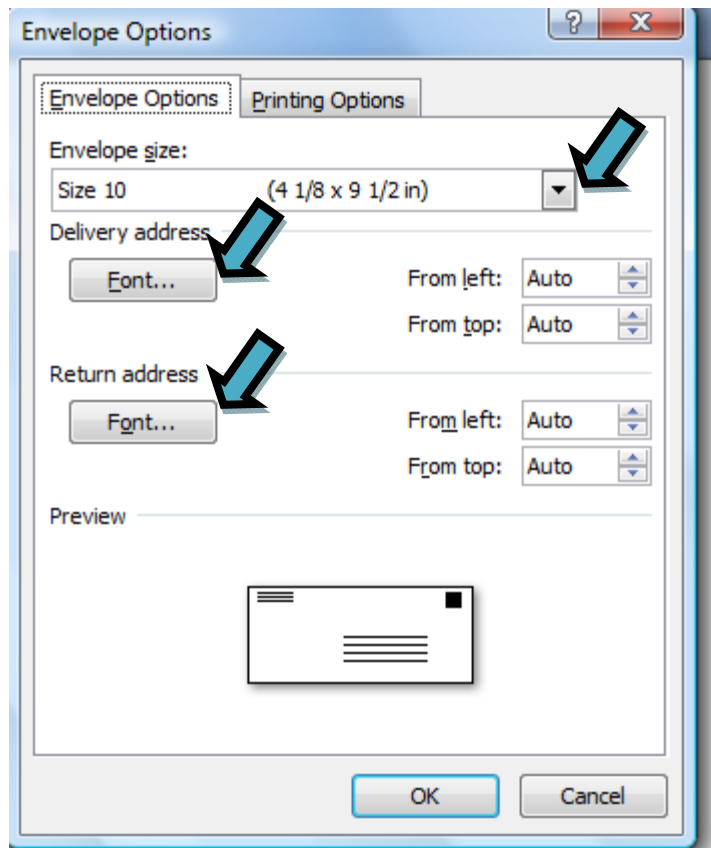


Multiple Envelopes

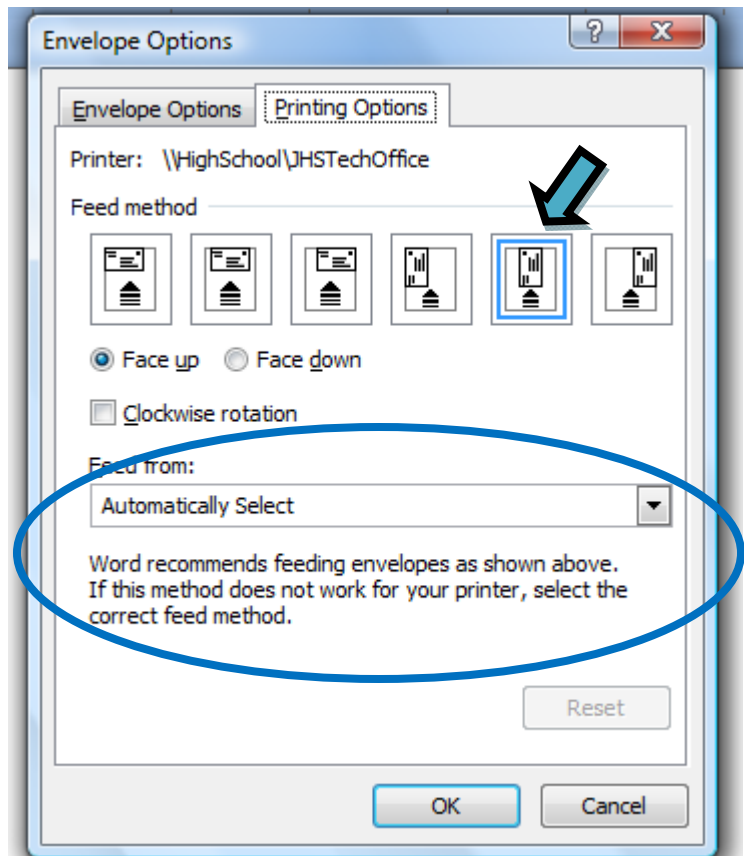
1. Open New Word Document.
2. On the Mailings tab click Mail Merge / Envelopes.



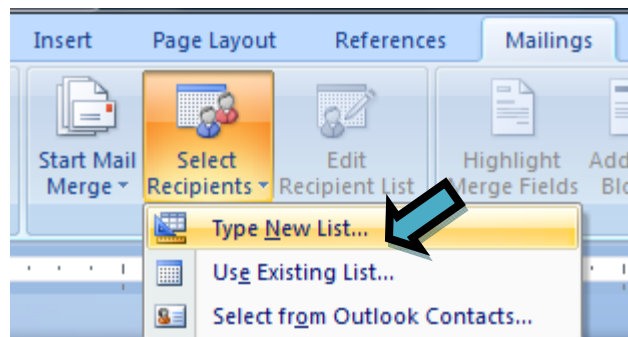
3. The Envelope Options window opens. Select the Envelope size using the drop down arrow.
4. Change the Font by clicking the Delivery Address Font button and the Return Address Font Button.



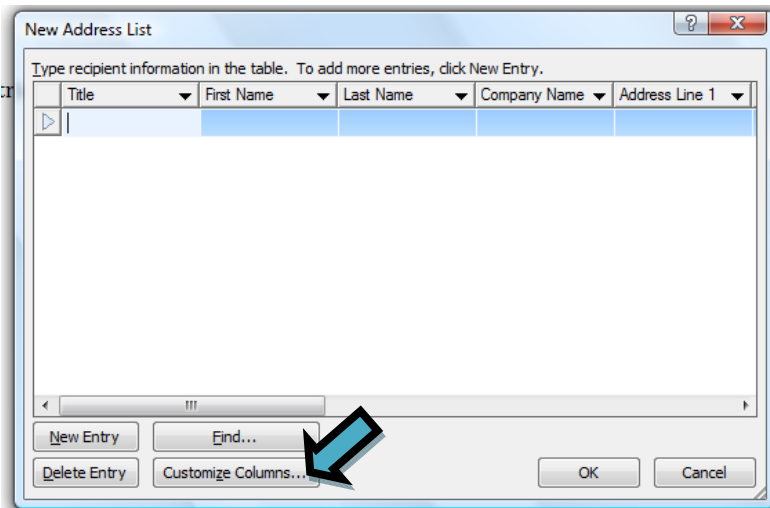
5. Click the Printing Options tab and select the feed method for your printer.
6. Click the OK button.
7. The document now shows the envelope.



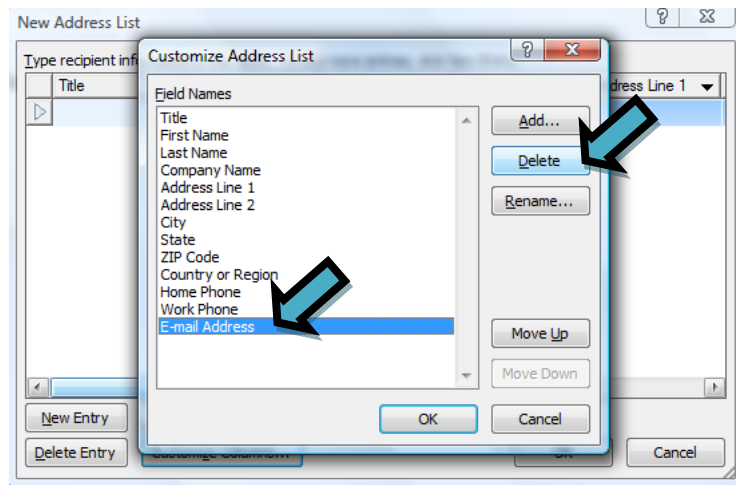
8. Click Select Recipients.
9. Select either Type New List, Use Existing List, or Select from Outlook Contacts.



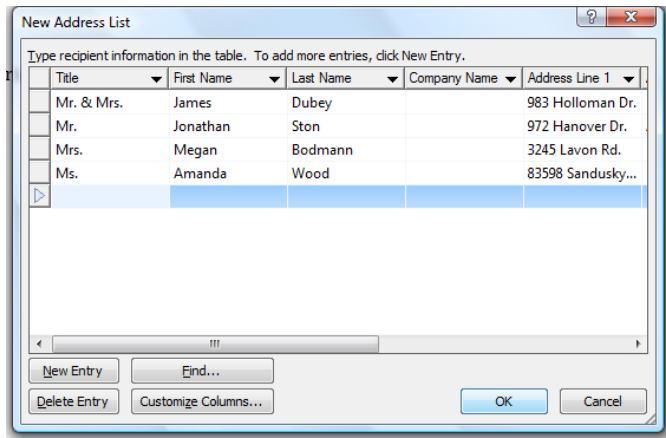
10. Click Type New List
11. The New Address List window opens.
12. Click customize Columns



13. Delete the unwanted columns from the Address List.



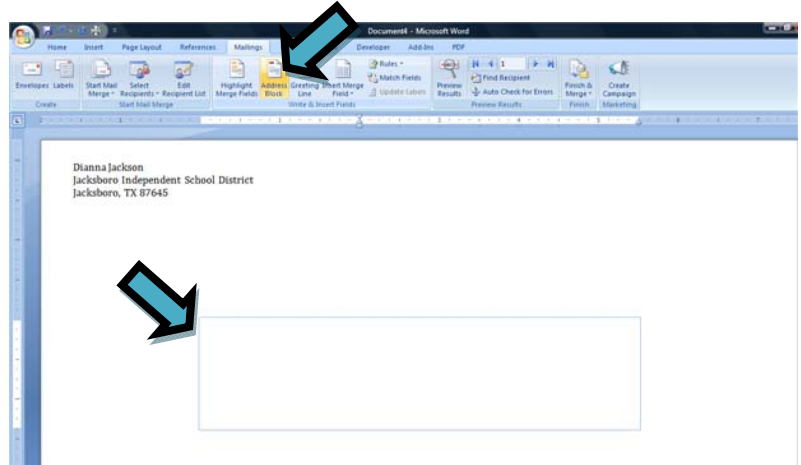
- Enter the information, pressing the tab key to move to the next field. At the end of a line, the tab key will start a new line. Click the OK button when finished.



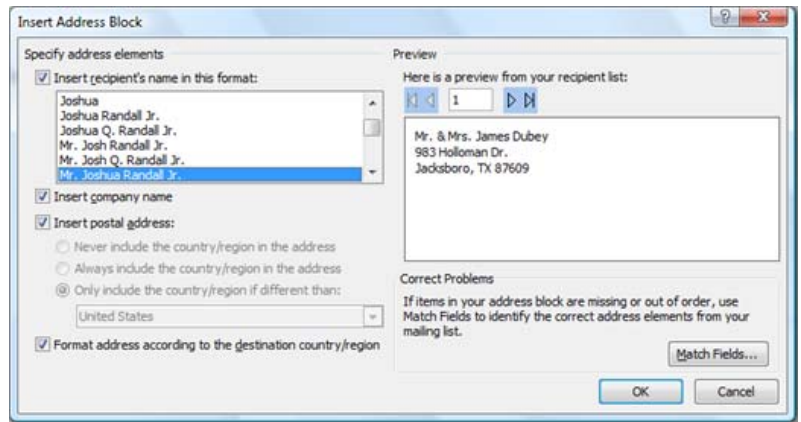
- The envelope is now on your screen.

Click in the lower center of the envelope. A blue dashed box appears.

- Click the Address Block

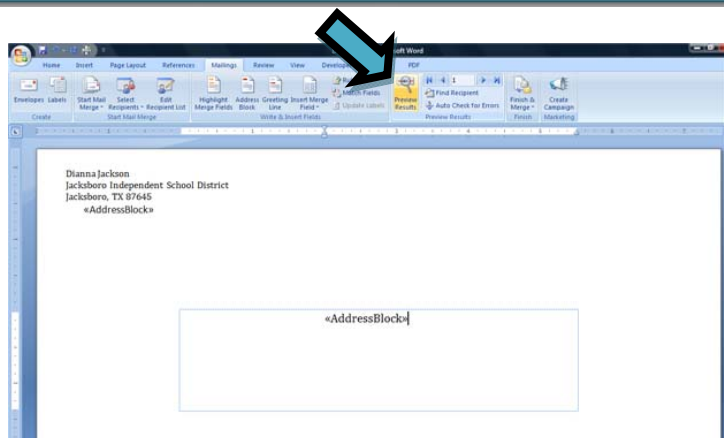


- Select the style and click the OK button.



- The envelope now shows the merged field of "Address Block."

- Click the Preview Results button.



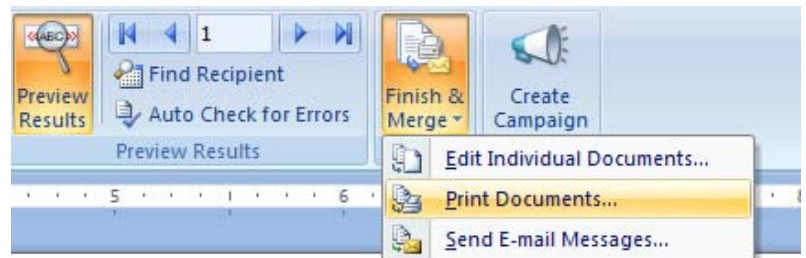
20. The merged information now shows. Use the left and right arrows to scroll through the merged names on the envelope.



Dianna Jackson
Jacksboro Independent School District
Jacksboro, TX 87645

Mr. & Mrs. James Dubey
983 Holloman Dr.
Jacksboro, TX 87609

21. Click Finish & Merge / Print Documents to print the envelopes.



If you prefer you can use the Step by Step Merge Wizard to guide you.

