

Creating Merged Envelopes

One popular use of the *Mail Merge* feature is to create envelopes. *Mail Merge* allows you to set up one mailing envelope, which is used as the starting document for the merge. Using data from a table or external database, you can print that one envelope with different information for each record in the database or table.

These instructions assume that you have an understanding of the Word *Mail Merge* process. If you would like more information, refer to *Mail Merge: An Overview*.

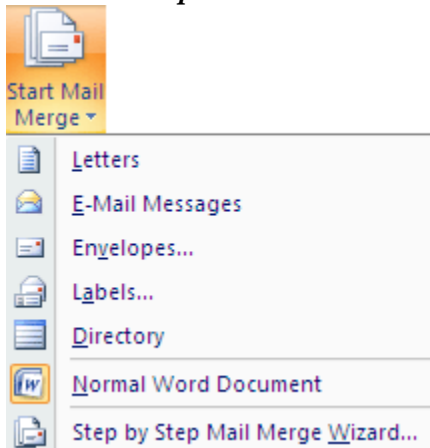
The process of creating mail merge envelopes is begun by setting up your starting document. When creating envelopes, you have many options. You can choose the envelope size, text font, positioning of the address, and much more to suit the needs of your particular project.

1. Open a blank Word document
2. From the **Mailings** tab, in the *Start Mail Merge* group, click **START MAIL MERGE**



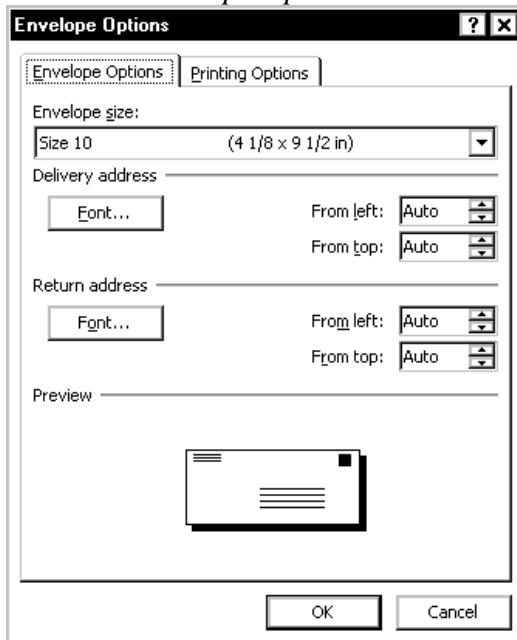
The *Start Mail Merge* sub-menu appears.

3. Select **Envelopes...**

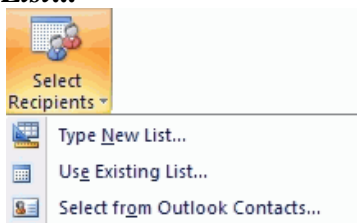


The *Envelope Options* dialog box appears.

4. Select the *Envelope Options* tab



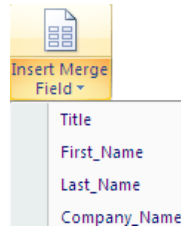
5. From the *Envelope size* pull-down list, select your envelope size
6. OPTIONAL: To format the typeface for the delivery address,
 - a. In the *Delivery address* section, click **FONT...**
The *Envelope Address* dialog box appears.
 - b. Make the desired formatting choices for the delivery address
 - c. Click **OK**
7. OPTIONAL: To format the typeface for the return address,
 - a. In the *Return address* section, click **FONT...**
The *Envelope Address* dialog box appears.
 - b. Make the desired formatting choices for the return address
 - c. Click **OK**
8. Click **OK**
Your document is formatted to the proper specifications.
9. In the *Start Mail Merge* group, click **SELECT RECIPIENTS** » select *Use Existing List...*



The *Select Data Source* dialog box appears.

10. From the *Look in* pull-down list, locate and select the file you will use for your list
11. Click **OPEN**
12. To select the recipient(s) you want to include in your mail merge,
 - a. In the *Start Mail Merge* group, click **EDIT RECIPIENT LIST**
 - b. Select the recipients
NOTE: A recipient is selected if the checkbox beside their entry is selected.

- c. Click **OK**
NOTE: To edit the recipient information, refer to Working with the Recipients List.
13. To insert merge fields,
- a. Position the insertion point at the proper place in your document
 - b. In the *Write & Insert Fields* group, click **INSERT MERGE FIELD** » select the desired field



14. When finished, click **PREVIEW RESULTS**
A preview of your first recipient's envelope appears.
NOTE: For more information on editing the recipient information, refer to Working with the Recipients List.
15. **OPTIONAL:** To preview your document with other recipients' information, in the *Preview Results* section, click the arrows
16. To print the envelopes,
- a. Under *Merge*, click **PRINT...**
The *Merge to Printer* dialog box appears.
 - b. To print envelopes for all of your records, select **All**
To print an envelope for only the record displayed, select **Current record**
To print envelopes for only certain records, enter a range in the text boxes
 - c. Click **OK**
The *Print* dialog box appears.
 - d. Make any necessary adjustments.
NOTE: For more information on printing, refer to Printing Options for Specific Pages.
 - e. Load the labels into the printer
 - f. Click **OK**

To make changes to the envelopes,

- g. Click **FINISH & MERGE** » select **Edit Individual Documents...**
The *Merge to New Document* dialog box appears.
- h. Make the appropriate selection
- i. Click **OK**
- j. Make the appropriate changes in the new document that appears
- k. Save the documents