

Working with Envelopes

This document illustrates how to work with envelopes and build awareness of some special issues related to printing envelopes.

Things to Consider

Computer-printed envelopes can be used to help you convey a professional image with your correspondences. Word offers two ways to create envelopes:

- *Creating an envelope for each address*
This may be helpful when you want to print envelopes for mailing but the names are not already typed into Microsoft Word.
- *Creating custom envelopes using Mail Merge*
This allows you to print unique envelopes based on a mailing list. This is especially helpful if you already have the names in a Microsoft Word data file.

Purchasing Your Envelopes

Envelopes are available in a variety of sizes. The most popular size for business correspondence is the Number 10 envelope (4 1/8 X 9 1/2). Word also supports several other envelope sizes and lets you specify an envelope size.

Tips for Printing Your Envelopes


Generally, envelopes are inserted into your printer using the manual feed. However, refer to your printer documentation, if available, for specific instructions. Instructions or guidelines may also appear on the printer itself.

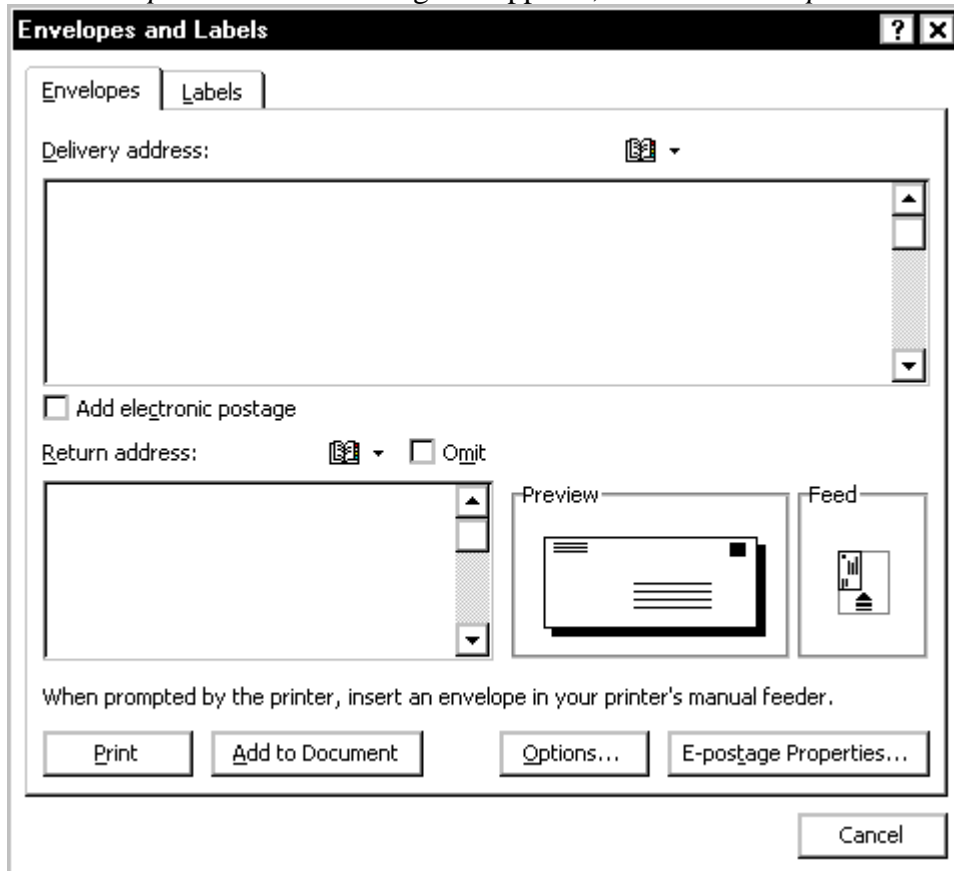
Selecting Envelope Size

The *Envelopes and Labels* dialog box is a large part of creating envelopes and will be used often. If you wish, a button can be added to your toolbar, allowing faster access to the *Envelopes and Labels* dialog box. For instructions on how to add the button to your toolbar, refer to Customizing the Quick Access Toolbar.

Pre-defined Envelope Sizes

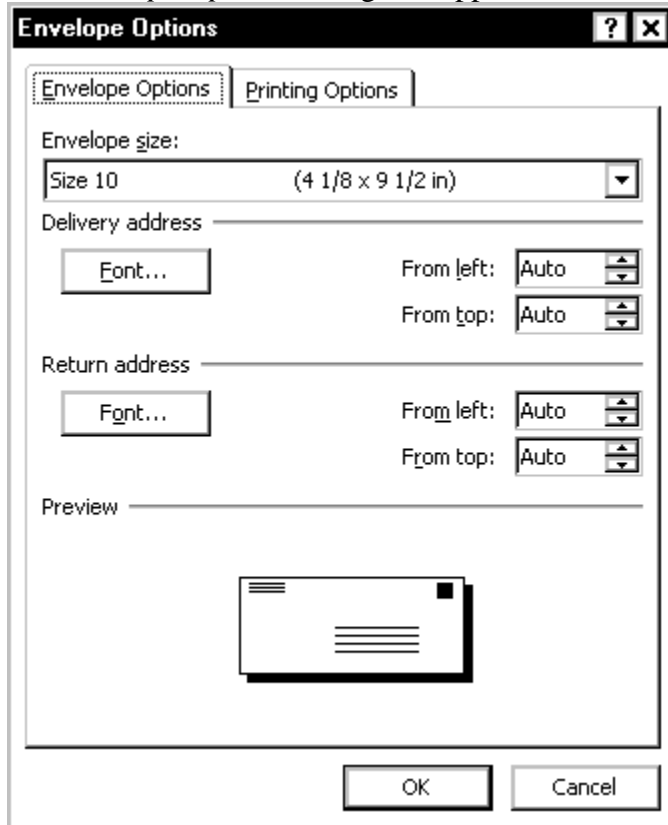
Word offers many pre-defined envelope sizes for you to choose. A frequent choice is the Number 10 envelope (4 1/8 X 9 1/2), which is the standard business size. When creating envelopes, always verify, from the *Envelopes and Labels* dialog box, that the correct envelope size is selected.

1. From the *Mailings* tab, in the *Create* group, click **ENVELOPES** . The *Envelopes and Labels* dialog box appears, with the *Envelopes* tab selected.



2. Click **OPTIONS...**

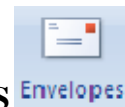
The *Envelope Options* dialog box appears.



3. From the *Envelope size*, pull-down list, select the correct size for the envelope you will be using
NOTE: If the size you will be using is not listed, refer to Custom Envelope Sizes.
4. Click **OK**
You return to the *Envelopes and Labels* dialog box.
5. Continue with Generating Envelopes

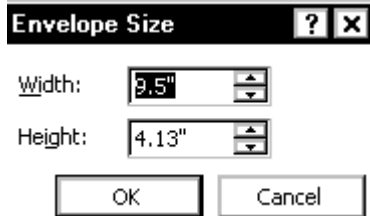
Custom Envelope Sizes

If Word does not provide the envelope size you need, you can specify a custom envelope size.



1. From the *Mailings* tab, in the *Create* group, click **ENVELOPES**
The *Envelopes and Labels* dialog box appears, with the *Envelopes* tab selected.
2. Click **OPTIONS...**

3. From the *Envelope size* pull-down list, select **Custom size...**
The *Envelope size* dialog box appears.

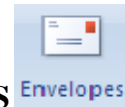


4. In the *Width* text box, type, or use the nudge buttons, for the desired dimension
5. In the *Height* text box, type, or use the nudge buttons, for the desired dimension
6. Click **OK**
This returns you to the *Envelope Options* dialog box.
7. Click **OK**
This returns you to the *Envelopes and Labels* dialog box.
8. Continue with Generating Envelopes

Generating Envelopes

The *Envelopes and Labels* feature can be used to easily generate envelopes. With the *Envelopes and Labels* feature, you can specify the size of the envelope, the return address (if any), and the address for the recipient. The formatting of the envelope can be adjusted in the *Envelope Options* dialog box. For instruction on formatting envelopes, refer to Using Envelope Options.

Generating a Single Envelope: Directly to the Printer

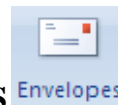


1. From the *Mailings* tab, in the *Create* group, click **ENVELOPES**
The *Envelopes and Labels* dialog box appears, with the *Envelopes* tab selected.
NOTE: If the envelope that you are using is not selected, refer to Selecting Envelope Size.
2. In the *Delivery address* scroll box, type the address for the person the envelope will be going to
3. In the *Return address* scroll box, type or verify the return address
If it is not correct, make the appropriate changes.
NOTE: You will have the option to save your current return address as the default return address upon printing or adding the address to your document.
4. OPTIONAL: If you do not want a return address, select **Omit**
5. Insert your envelope into the printer based on your printer's requirements
6. Click **PRINT**
NOTE: Depending on your printer, you may be prompted to manually feed the envelope.

Generating a Single Envelope: As Part of a Word Document

1. Open the Word document that will contain the envelope
2. If the address is already typed, select the information

3. From the *Mailings* command tab, in the *Create* group, click **ENVELOPES**



The *Envelopes and Labels* dialog box appears, with the *Envelopes* tab selected.

NOTE: If the envelope size that you are using is not selected, refer to *Selecting Envelope Size*.

4. Verify that the correct addresses appear in the *Delivery address* and *Return address* scroll boxes
5. Click **ADD TO DOCUMENT**
Your envelope appears on the screen. It is now a separate section at the beginning of the document from which it was created.
6. To print,

- a. Place your insertion point within the envelope



- b. From the OFFICE BUTTON, click **PRINT**

The *Print* dialog box appears.

- c. To print only your envelope, in the *Print* dialog box, from the *Page Range* options, select *Current page*

NOTE: The default setting in *Page Range* option is *All* and will print both your envelope and the document associated with it.

- d. Insert your envelope into the printer based on your printer's requirements
- e. Click **OK**

Creating Envelopes Using Mail Merge

Another way to generate envelopes using Microsoft Word is by using mail merge. Mail merge allows you to set up one mailing envelope (your starting document). Using data from a table or external database, you can print one envelope with different information for each record in the database or table. For information on setting up and performing mail merges, refer to *Mail Merge: Creating Merged Envelopes*.

Additional Options

Microsoft Word offers additional options for working with envelopes. To access this information, refer to *Additional Options for Creating Envelopes*.