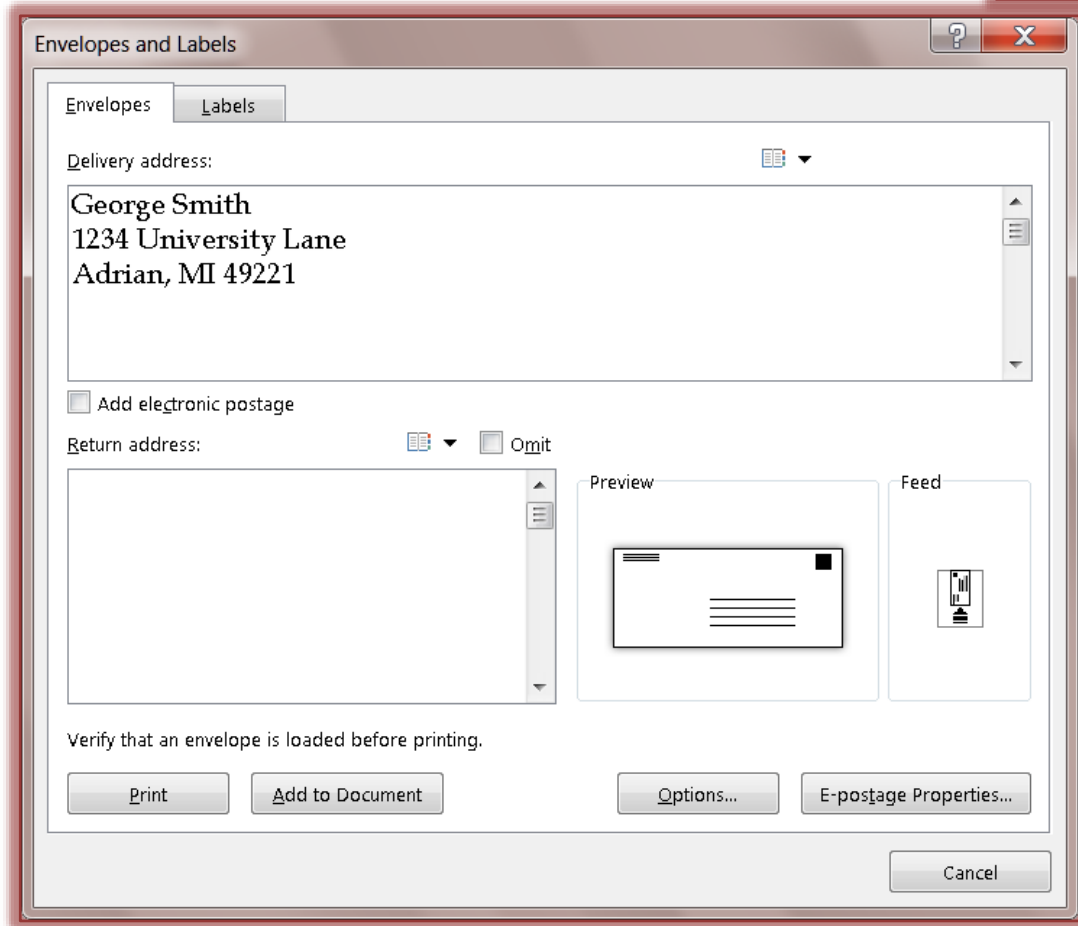
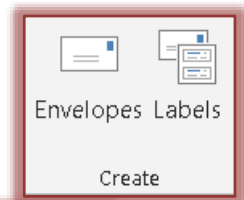


ENVELOPES AND LABELS - SINGLE

- 🖨 This process is used to create individual envelopes when a Mail Merge is not being used.
- 🖨 It is also used to create individual labels or a sheet of labels of all the same type.

CREATE INDIVIDUAL ENVELOPE

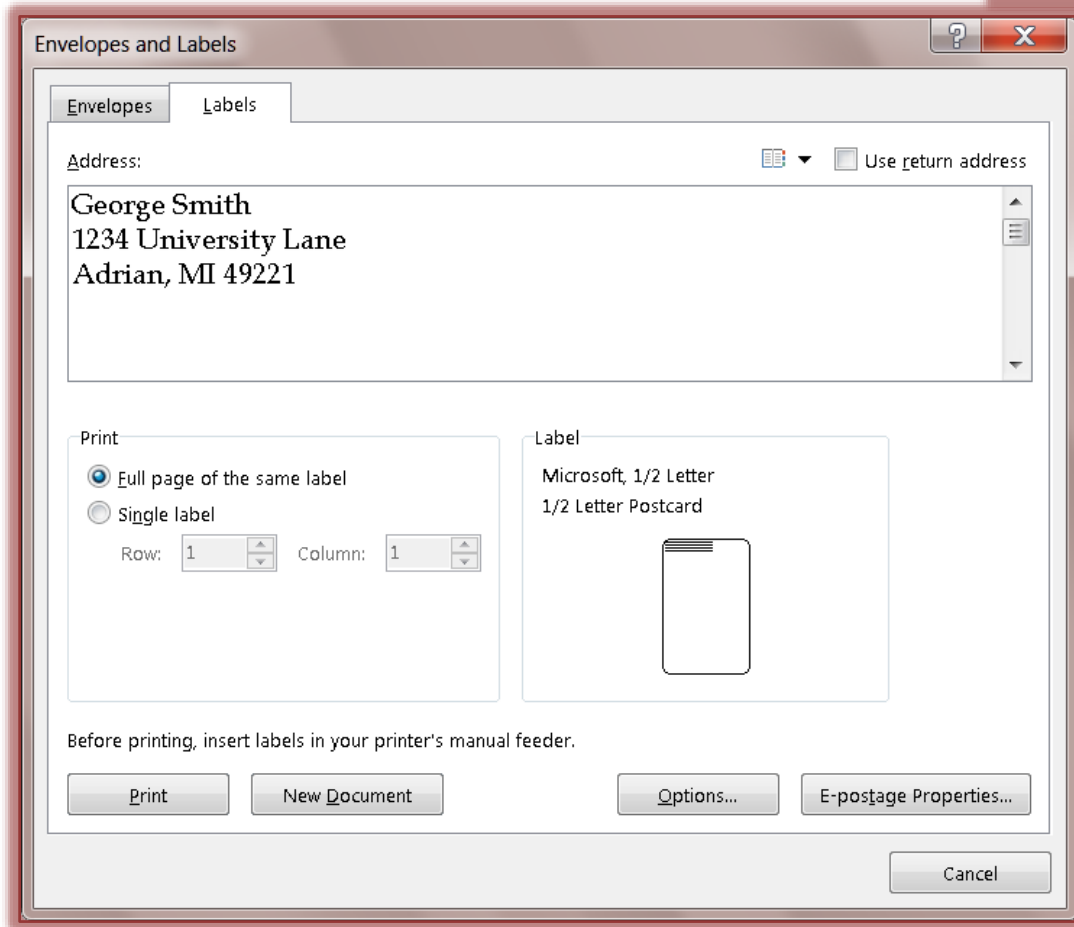
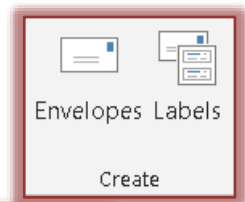
- 🖨 Click the **Mailings Tab**.
- 🖨 In the **Create Group**, click the **Envelope** button.
- 🖨 The **Envelopes and Labels** dialog box will appear (see illustration below).



- 🖨 The **Envelopes** tab will be selected.
 - ★ If a **Delivery Address** is keyed into the letter, the dialog box will insert that address into the **Address** box.
 - ★ Click the **Add electronic postage** check box, if desired.
 - ★ Input a **Return Address** into the appropriate box, if necessary.
 - ★ If an address is already in the **Return Address** box, then click the **Omit** button if it is not to be printed on the envelope.
 - ★ Click the **Print** button to send the envelope directly to the printer.
 - ★ Click the **Add to Document** button, to add the envelope to the Word document.
 - ★ To change the size or font for the envelope, click the **Options** button.
 - ★ Click the **Cancel** button to exit the dialog box without saving the envelope.

CREATE SINGLE LABEL OR SINGLE SHEET OF LABELS

- Click the **Mailings Tab**.
- In the **Create Group**, click the **Labels** button.
- The **Envelopes and Labels** dialog box will display with the **Labels** tab selected (see illustration below).



- If an address is already in the document, it will display in the **Address** box.
- If there isn't an address, input one into the **Address** box. Make sure you use the proper **Address Format**.
- If the **Return Address** that was input into the **Envelope** window is to be used for the **Labels**, click the **Use Return Address** check box.
- Choose one of the options below:
 - ★ **Print a Full Page of the Same Label** - Prints a whole page with the labels all the same.
 - ★ **Single Label** - Prints a single label in the location specified in the rows and columns boxes.
- To send the label or labels directly to the printer, click the **Print** button.
- To send the label or labels to a new document, click the **New Document** button.
- Click the **Options** button to change the format of the label.
- Click **Cancel** to exit from the box without saving the labels.