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).

![Envelopes and Labels dialog box](image)

- 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.