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.