



Print Envelopes Using Microsoft Word Mail Merge

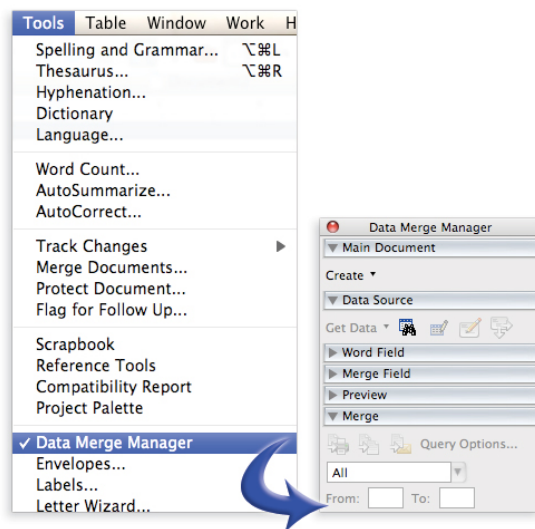
Microsoft Word for Mac 2004

Start Mail Merge

Open Word with a new blank document.

Click **Tools > Data Merge Manager**.

The *Data Merge Manger* interface opens, guiding you through the rest of the process in 6 steps.

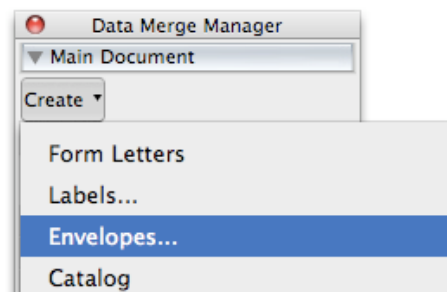


1. Select a Document Type & Set Up Document

In Step 1 of the Data Merge Manager interface (*Main Document*) click

Create > Envelopes.

The *Envelope* interface will appear. Within this interface, there are 3 sections you will use to set up your envelope mail merge document.



1. Printing Options
2. Delivery Address
3. Return Address

1. Printing Options

In this section, you will set up the dimensions of your envelope.

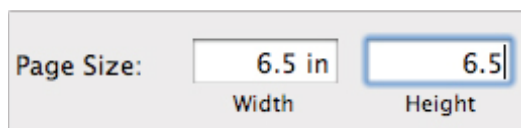
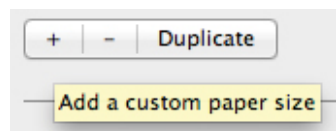
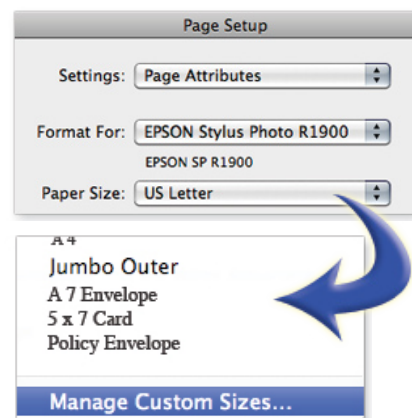
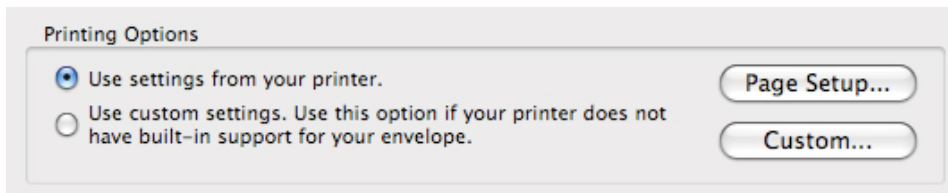
In this example, 6.5 x 6.5 inches.

To set dimensions, click **Page Setup**.

Upon doing so, a new window will appear.

In the **Paper Size** drop down menu, select **Manage Custom Sizes** to bring up a list of standard paper sizes.

If the dimensions of your envelope are not already listed, add a new custom paper size, then type in your custom envelope dimensions.



2. Delivery Address

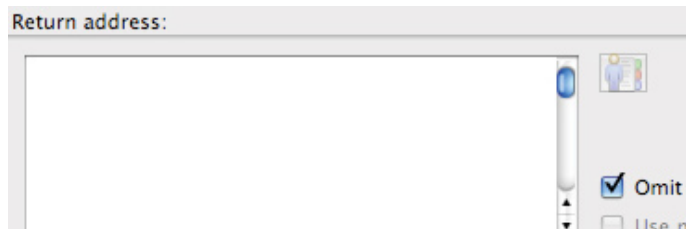
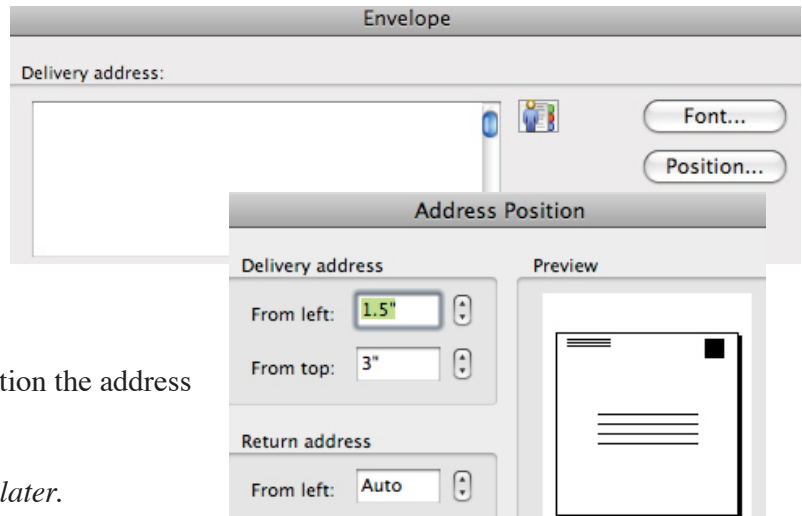
In this section, you can change the font & position of your addresses.

You will only use the *Position* option here, as we have found it is more convenient to change font after your envelope template is set up.

To do so, click **Position**.

In the window that opens, use the arrows to position the address text box roughly where you want it to be.

You will fine tune the position of your addresses later.



3. Return Address

In this section, just check off the *Omit* box.

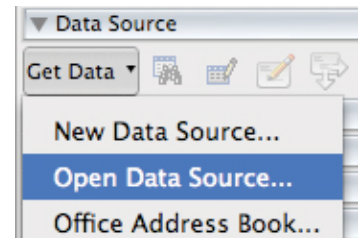
Return addresses will be printed on envelope back flaps before or after the mail merge process, and covered in a different tutorial guide.

2. Choose & Open Data Source (Your Pre-Made Database Name/Address File)

In this step, you will select the list of names and addresses you have previously created in a database program like Excel.

Click **Get Data > Open Data Source**, then select the database file you've prepared.

The names of the columns you have created in your database will populate below.

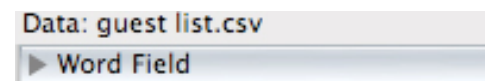


3. Filter Recipients with Word Field (If Necessary)

Step 3, *Word Field*, provides options for filtering recipients in your database.

This will only be used if you wish to omit/change some names that are in your database file, or if you wish to reprint a few addresses from your merged document later on.

If your address list is fine as is, proceed to step 4.

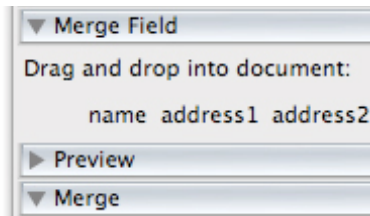


4. Insert Merge Fields into Address Block & Format Envelope Text

Drag your merge fields from the *Merge Fields* section into the address block.

The address block is a placeholder for the names and addresses that you insert into the template, outlined by a black text box in your document.

«name»
«address1»
«address2»



Next, format your envelope.

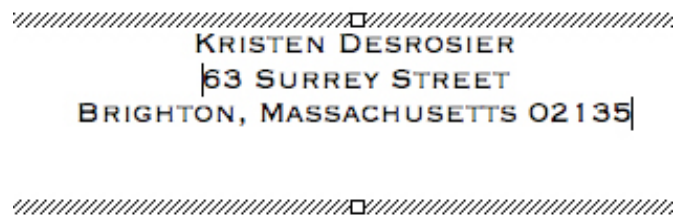
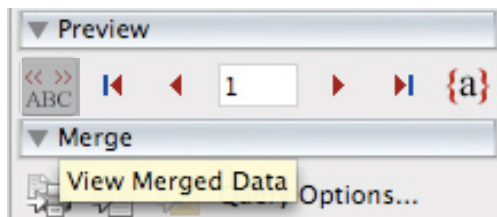
Center the text box by clicking on the corners and dragging until the edges align with the edges of the document.

Change font, size, and color by highlighting the text and using the formatting tool bar or by clicking **Format > Font**.

5. Preview Results & Make Minor Adjustments

Click the **View Merged Data** button. Immediately, the address block changes to actual recipient information.

To preview all addresses, use the arrows.



Take the time to scroll through the recipients to verify that all of the names and addresses fit nicely on the template. At this time, you can also highlight the text and make font adjustments, if necessary.

Once you're satisfied, move on to step 6.

6. Complete the Merge Test Print, Then Really Print!

You've reached the final Mail Merge step. This is the appropriate time to print one envelope as a test.

To Test Print One: Click **Merge to Printer > Current Record**

This prints just the record on the screen, not the entire recipients list.

Your printer driver will then pop up, where you can communicate to the printer that you are printing on a 6.5" square envelope.

Every printer's software will vary, so just poke around and try to find paper size and type.

To Print All Envelopes: Click **Merge to Printer > All**

After the test, if the address is properly positioned, print the entire list.

We suggest that you load approximately 20 envelopes into your printer at a time. After a batch of 20, the printer will pause so you can load more.

