



Print Envelopes Using Microsoft Word Mail Merge

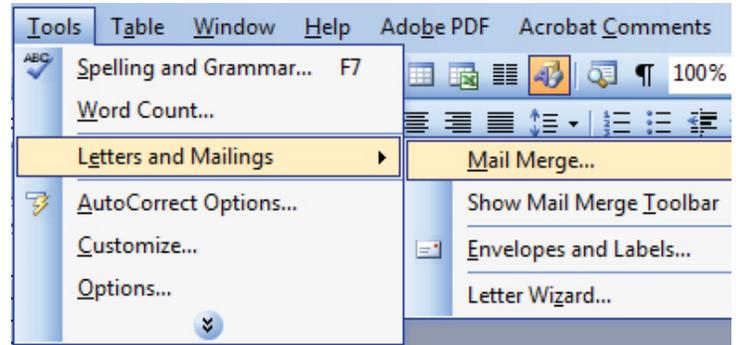
Microsoft Word for Windows 2003

Start Mail Merge

Open Word with a new blank document.

Click **Tools > Letters and Mailings > Mail Merge**.

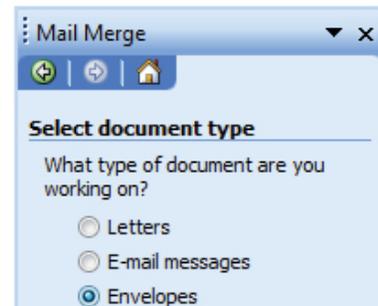
The *Mail Merge* workflow interface opens, guiding you through the rest of the process in 6 steps.



1. Select a Document Type

Next you're asked, *What type of document are you working on?*

Select **Envelopes**, then continue by clicking **Next**.



2. Change Document Layout

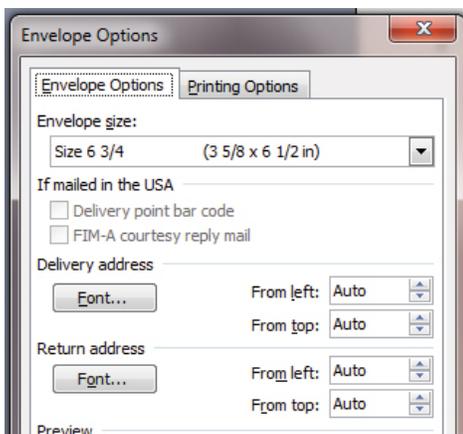
Step 2 asks, *How do you want to set up your envelopes?*

Choose **Change Document Layout**. Under that, click **Envelope Options**.

Change document layout

Click Envelope options to choose an envelope size.

[Envelope options...](#)



A new window will open where you can choose from a list of common envelope sizes.

If the dimensions of your envelope are not listed, scroll down and click **Custom**.

Type in the dimensions in inches. Click **OK** twice.

Click **Next** and proceed to step 3.

3. Select Recipients

There are two ways to enter your list of recipients:

1. Selecting a list of names and addresses you've already created in a database program like Excel
2. Typing in all your recipients' names & addresses individually within Mail Merge.

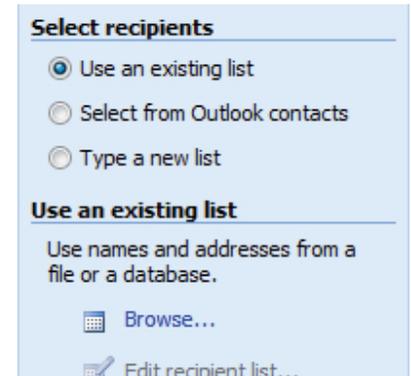
1. Selecting a Prepared Database Name & Address List

Under **Select Recipients**, click **Use an Existing List**.

Click **Browse**, navigate to the database file, and double click on it. Based on how the database file was set up, choose the appropriate options on the **Select Table** box and click **OK**.

A new window, **Mail Merge Recipients**, appears where you can verify the formatting and remove certain recipients.

Click **OK** to move on. Then click **Next**.



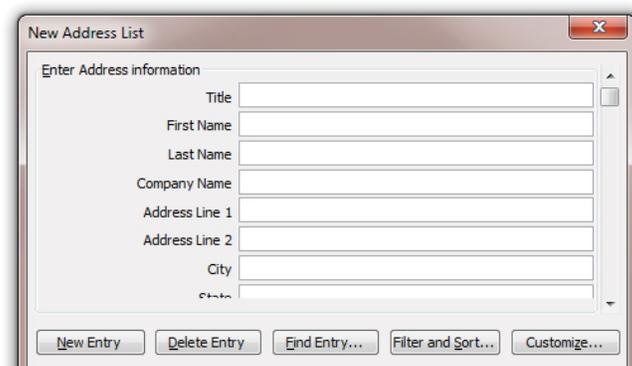
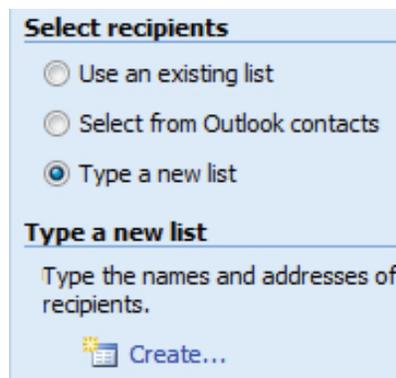
2. Typing in Recipient Names & Addresses

Under **Select Recipients**, click **Type a New List** then **Create**.

A **New Address List** window opens where you'll type your recipients' information, one recipient at a time. Enter the information exactly as you'd like it to appear on your envelopes.

Continue to create new entries for as many recipients as needed. When all the recipients are entered, click **Close**. You're prompted to save your recipients list so type a file name and click **Save**.

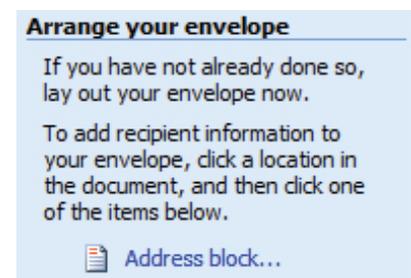
Once the recipients list is in order, click **Next** to move on.



4. Arrange Your Envelope

In Step 4, you'll lay out the recipient information on the envelope template.

Under **Arrange Your Envelopes**, click **Address Block**.





The **Insert Address Block** window will open where you can tweak the way the information will be presented.

Click **OK** to move on.

The Address Block has been placed on the document template.

Click **Next** to move on to step 5.

5. Preview Your Envelope

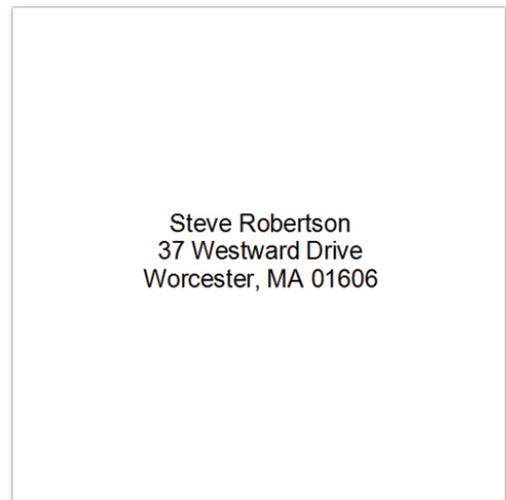
Immediately, the address block changes to actual recipient information.

This is the opportunity to convey the mood of the event on your envelope, which is the first correspondence your guests will receive about the event.

Change the font, font size, and the vertical placement on the template. Finish by centering the address.

Take the time to scroll through the recipients to verify that all of the names and addresses fit nicely on the template.

Once you're satisfied, move on to step 6 by clicking **Next**.



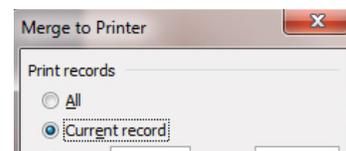
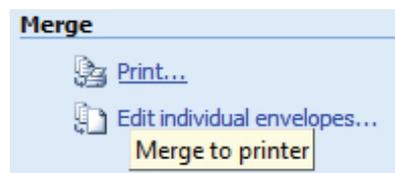
6. Complete the Merge & Print

Click **Print**. A **Merge to Printer** window appears.

This is the appropriate time to print one envelope as a test.

Click **Current Record**.

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



Click **OK**. A print window appears. Select your printer from the drop down list, then click **Properties**.

This brings up your printer's driver where you can communicate to the printer that you are printing on a custom sized envelope. Every printer's software will vary, so poke around and try to find paper size, then the area to enter custom dimensions.

After printing the test, if the recipient's address is properly positioned, click **All** to print the entire list.