

Print Envelopes Using Microsoft Word Mail Merge Microsoft Word for Windows 2007

Start Mail Merge

Open Word with a new blank document.

Click Mailings > Start Mail Merge > Step by Step Mail Merge Wizard .

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

Select a Document Type

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

Select Envelopes, then continue by clicking Next.



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

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

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O Use the current document				
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change document layout					
Click Envelope options to choose an envelope size.					
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Set Envelope Option					

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Envelope Options	Printing Options					
Envelope size:						
Size 10	(4 1/8 x 9 1/2 in)	-				
DL	(110 x 220 mm)	A				
E4	(220 x 310 mm)					
E5	(155 x 220 mm)					
E6	(110 x 155 mm)					
E65	(110 x 220 mm)					
Italian	(110 x 230 mm)					
M5	(155 x 223 mm)					
M65	(112 x 223 mm)					
Monarch	(3 7/8 x 7 1/2 in)	Ξ				
US Legal	(8 1/2 x 14 in)					
US Letter	(8 1/2 x 11 in)					
Custom size		T				

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.





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

Under Arrange Your Envelopes, click Address Block.

Arrange your envelope

If you have not already done so, lay out your envelope now.

To add recipient information to your envelope, click a location in the document, and then click one of the items below.

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

AddressBlock

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.



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.

Merge				
Bag Print				
Edit individual envelopes Merge to printer				
Merge to Printer				
Print records				
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Current record				
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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.

