

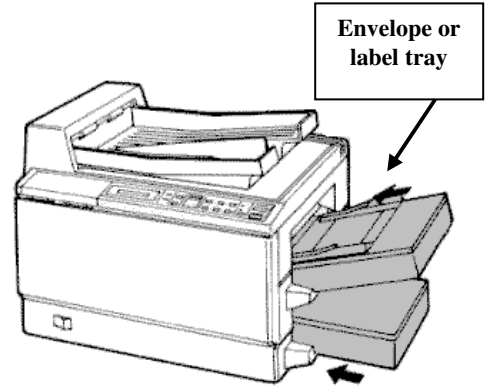


Microsoft Word IV: Creating Envelopes and labels

Printers *usually* have a door that pulls down. This should allow you to put envelopes or sheets of labels into the printer.

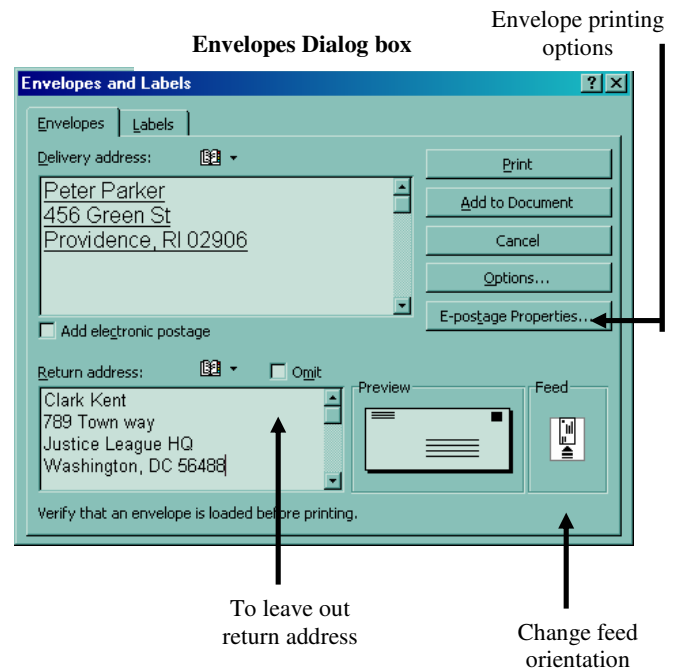
This must be done before pressing the print button.

Please note not every printer works in the same way. Check your printer instructions or the diagram imprinted on the inside of the printer door.

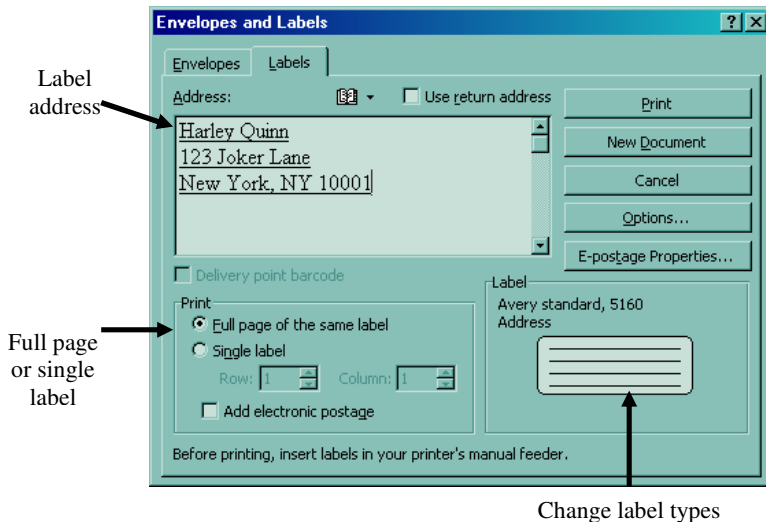


Addressing an envelope

1. Click the tools menu, then select envelopes and labels
2. Type the delivery address and return address (if desired) otherwise click omit return address
3. Click options then click font to change the look of the delivery or return address
4. Insert envelope in printer door
5. Click print.
6. If you've entered a return address, It will ask you if you'd like to make it the default return address. If this is your home computer you might want to do so.



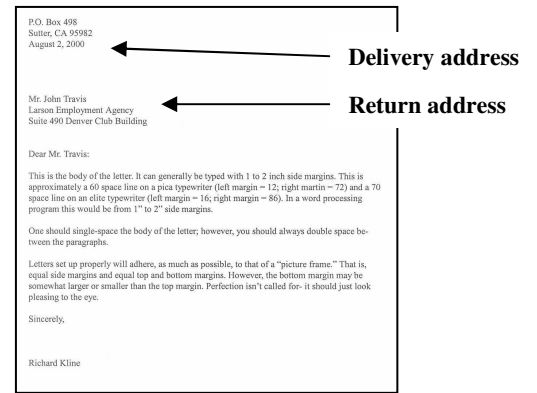
Labels Dialog box



Creating labels

1. Click the tools menu, then select envelopes and labels
2. Click the Labels Tab at the top
3. Click on the picture of the label to choose the correct Avery SKU (Most labels have a code)
4. Type the name and address
5. Choose full page of the same label or a single label.
6. Insert label sheets in the printer,
7. Click the print button

Business Letter Setup



Using a letter to address an envelope

1. Type or open a saved letter that includes an address and/or a return address
2. Highlight address(es)
3. Click the tools menu, then select envelopes and labels
4. Click options to change font and size.
5. Note: Change the delivery address and return address separately
6. Insert envelope in printer door
7. Click the print button

Options window

Font window for addresses

← **Delivery address**

← **Return address**

Options... →

Change envelope size →

Click the font button to see the font window →

As you make changes watch the preview →

Select font options to alter the look of the addresses

Feed Method

Feed Method

Change the orientation of the feed of envelopes

Insert Address Button

Allows you to use your contacts in your address book



Click this button only if you have Outlook or Outlook Express