

ENVELOPES AND LABELS - SINGLE

- ❖ Select **Tools** on the Menu Bar.
- ❖ Click **Letters and Mailings** from the list of options that appear.
- ❖ Click **Envelopes and Labels** from the next list.
- ❖ Click either the **Envelopes** or the **Labels** tabs.
- ❖ This process is used to create:
 - Individual envelopes when a Mail Merge is not being used.
 - If an address is keyed into the letter, the dialog box will insert that address into the Delivery Address box.
 - If necessary, key the Return Address into the appropriate box.
 - Individual labels or a sheet of labels of all the same type.
 - If an address is keyed into the letter, the dialog box will insert that address into the **Address** 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.
- ❖ After all the selections have been made, click one of the options:
 - **Print** - Sends the Envelopes or Labels directly to the printer.
 - **New Document** - Creates a new document for the Labels or Envelope.
 - To make changes to the labels or envelope sizes, click the **Option** button.

