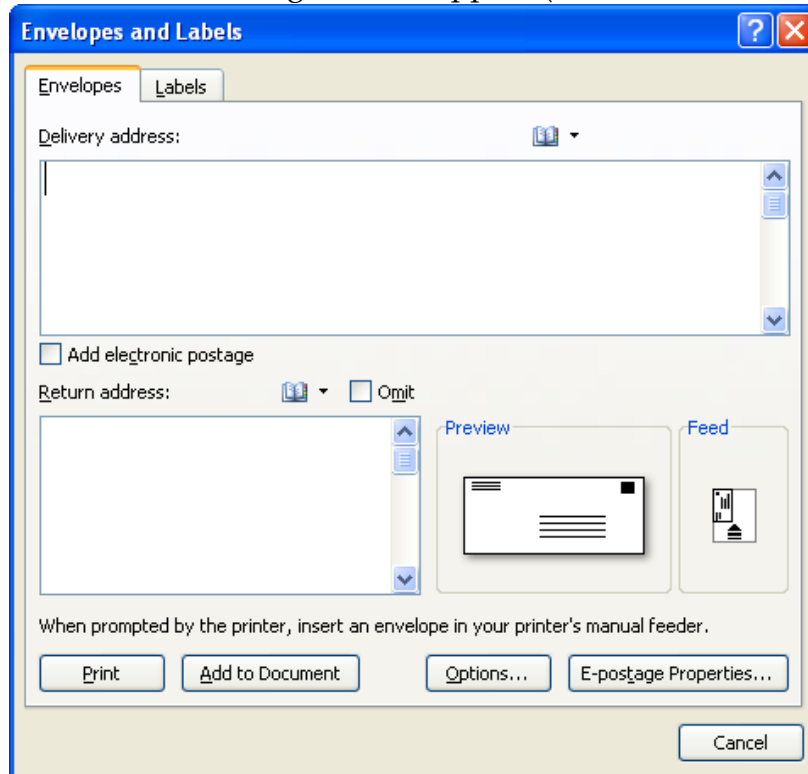


## ENVELOPES AND LABELS - SINGLE

- ❖ Click the **Mailings Tab**.
  - This process is used to create individual envelopes when a Mail Merge is not being used.
  - It is also used to create individual labels or a sheet of labels of all the same type.
- ❖ To create an individual envelope:
  - In the **Create Group**, click the **Envelope** button.
  - The **Envelopes and Labels** dialog box will appear (see illustration below).



- The **Envelopes** tab will be selected.
- If an address is keyed into the letter, the dialog box will insert that address into the **Address** box.
- Click the **Add electronic postage** option button, if desired.
- Input a **Return Address** into the appropriate box, if necessary.
- Click the **Print** button to send the envelope directly to the printer.
- Click the **Add to Document** button, to add the envelope to the Word document.
- To change the size or font for the envelope, click the **Options** button.
- Click the **Cancel** button to exit the dialog box without saving the envelope.
- ❖ To create a single label or a sheet of labels with all the same data:
  - In the **Create Group**, click the **Labels** button.
  - The **Envelopes and Labels** dialog box will display (see illustration on next page).
  - 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.
  - To send the label or labels directly to the printer, click the **Print** button.
  - To send the label or labels to a new document, click the **New Document** button.

- Click the **Options** button to change the format of the label.
- To use the return address from the **Envelopes** tab, click the **Use return address** check box.

