

Microsoft Word - Creating Merged Envelopes

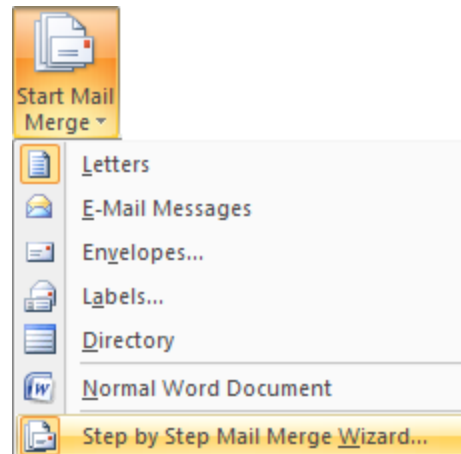


Creating Merged Envelopes.

1. **Create** a **New** blank document.
2. **Click** on the **Mailings** tab.

Mailings

3. Click **Start Mail Merge** → **step by Step Mail Merge**.



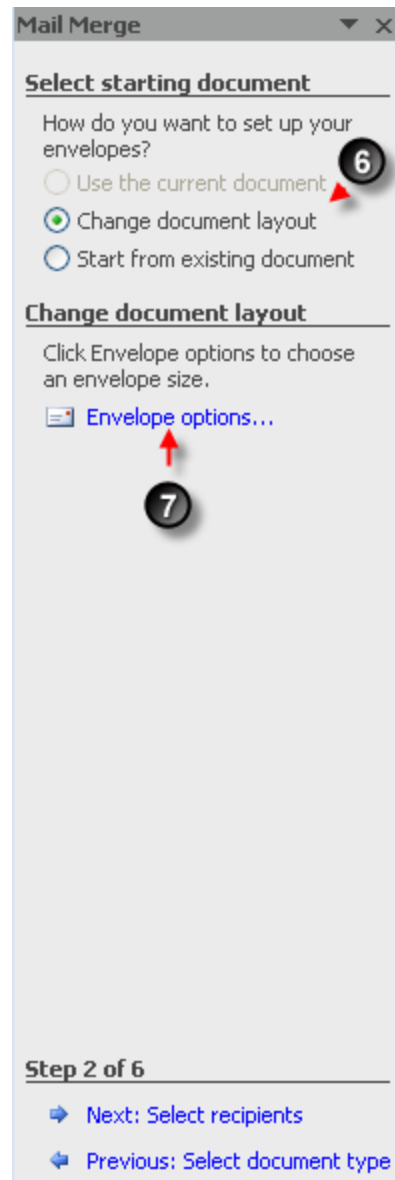
4. Click on the **Envelopes** option



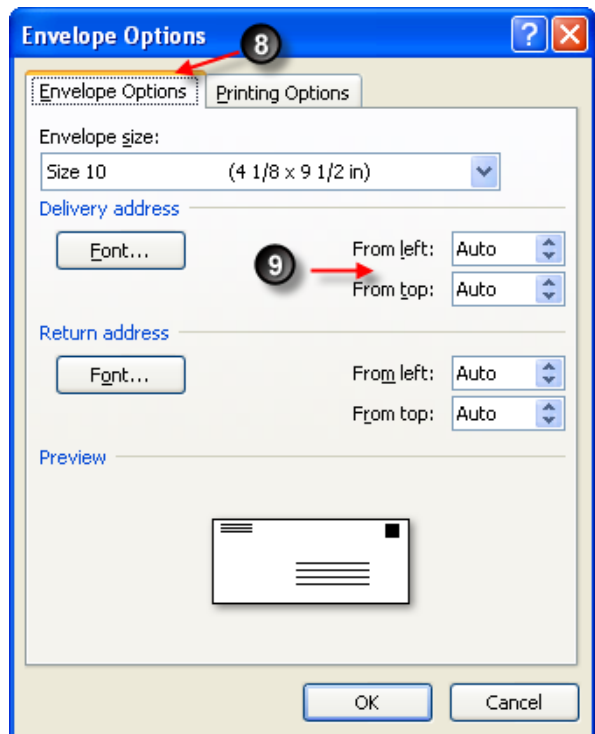
5. Click **Next: Starting Document**.

6. If require, select Use the **Current Document** option.

7. Click **Envelope Options**.

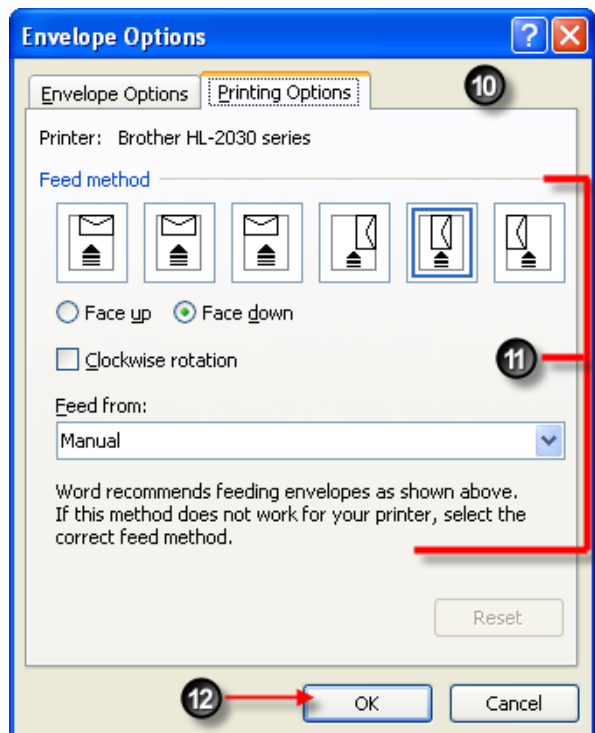


8. Click the **Envelope Options** tab.



9. **Select** the required envelope size and layout.

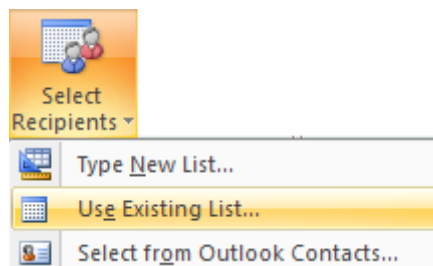
10. Click the **Printing Options** tab.



11. **Select** the printer feed type and tray to use.

12. Click **Ok**.

13. **From** the ribbon → **Select Recipients** → **Use Existing List** (Selecting an existing list is the same process as mailing labels merge).



14. Click **Next: Arrange your envelope** from the task pane.

Step 3 of 6

➔ [Next: Arrange your envelope](#)

15. Type any addition text that you wish to display on the envelope such as return address (in this example "ABC test").

Position the insertion point where you require the recipient's mailing address to appear.

Click **Address Block** from either the task pane or the ribbon.

ABC test |

«AddressBlock»

16. Complete the merge is the same process as creating mailing labels