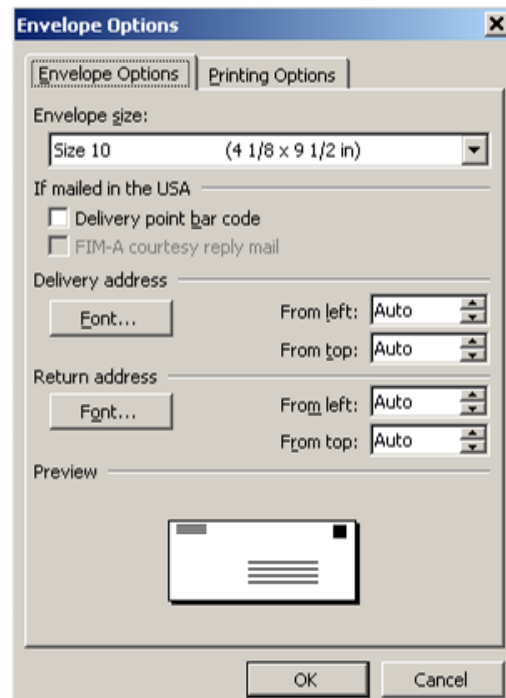
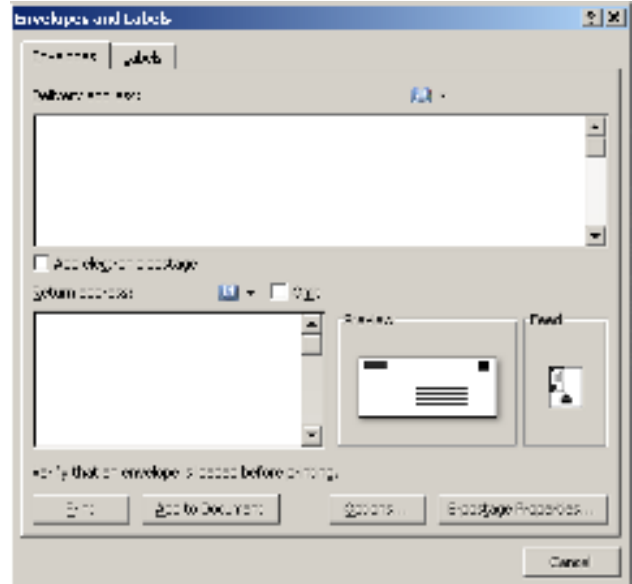


## Envelopes & Labels in Word

### Envelopes

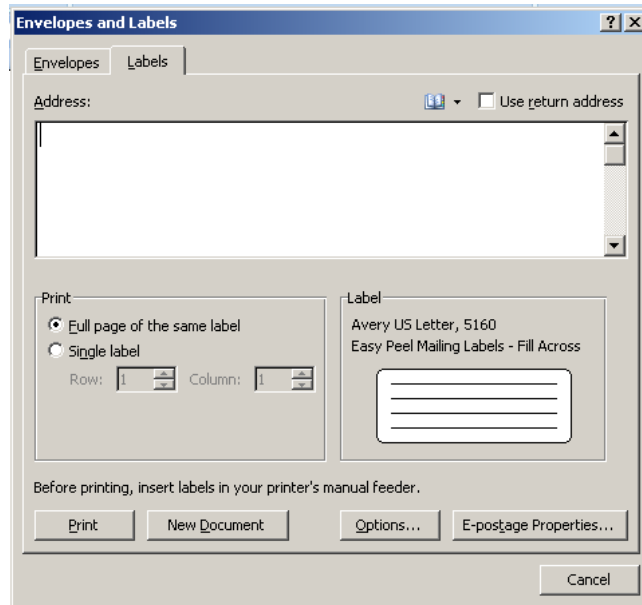
You can address envelopes in Word and have them print directly or save them with your document.

1. Click on the *Mailings* tab on the *Ribbon*.
2. Click on the *Envelopes* command in the *Create* group.
3. Check the tabs across the top of the *Envelopes and Labels* dialog box to be sure you are on the *Envelopes* tab. If you are not, click on the *Envelopes* tab to move to that screen.
4. Now, click in the text entry boxes for the *Delivery address* and *Return address* to type the appropriate information. Or, if you have copied an address, you can paste it into the correct text entry box using the right mouse button menu.
5. If you need to change the size of envelope being used, click on the *Options...* button and on the *Envelope Options* dialog box, select the needed envelope from the *Envelope size* drop down menu. Click on the *OK* button to return to the *Envelopes and Labels* dialog box.
6. If you would like to change the font for either address, click on the *Options...* button and then on the *Envelope Options* dialog box, click on the appropriate *Font...* button and make your changes on the *Envelope Address* dialog box. Click on the *OK* buttons to return to the *Envelopes and Labels* dialog box.
7. Click on the *Print* button on the *Envelopes and Labels* dialog box to send the envelope directly to the printer to be printed or click on the *Add to Document* button to return to the document and add the envelope as a page in the existing document.



## Labels

1. Click on the *Mailings* tab on the *Ribbon*.
2. Click on the *Labels* command in the *Create* group.
3. Check the tabs across the top of the *Envelopes and Labels* dialog box to be sure you are on the *Labels* tab. If you are not, click on the *Labels* tab to move to that screen.
4. Click in the *Address* text entry box and type the text you would like to have show in the label or labels.
5. Under the *Print* area in the middle of the left side of the dialog box you can indicate how you would like to use the labels on the label sheets.



### **Print Selections:**

- *Full page of the same label* will create an entire sheet of labels with the same information in each label, using the text in the *Address* text entry box above. If you would like a page of blank labels to type in, select this option and leave the *Address* text entry box empty.
  - *Single label* is for using only one label from a sheet. You will need to indicate the row and column for the required label using the spin dials.
6. If you need to change the size or type of labels being used, click on the *Options...* button and on the *Label Options* dialog box, select the needed label information from the *Label vendors* drop down menu and the *Product number* menu. Click on the *OK* button to return to the *Envelopes and Labels* dialog box.
  7. Click on the *Print* button on the *Envelopes and Labels* dialog box to send the labels directly to the printer to be printed or click on the *New Document* button to put your labels into a new document onscreen for you to type, edit, and/or print.

