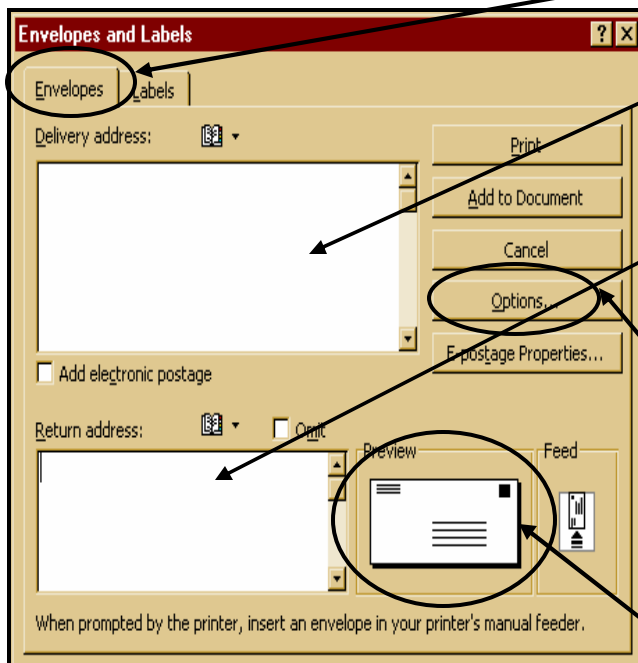


Printing an Envelope

QUESTION: I know there must be a way to create an envelope in Microsoft Word and print it on my printer. How do I do that?

ANSWER: Yes, it is very easy to create and print envelopes in Microsoft Word. First LEFT click **Tools** on the menu bar at the top of your screen, then LEFT click **Letters and Mailings** (Envelopes and Labels in older versions of Word). Then LEFT click **Envelopes and Labels**. The following dialog box will appear. Make sure you click the **Envelopes** tab.



In the white box under **Delivery Address**, type the address of the person you're sending the letter to. In the white box under **Return Address**, type your return address. Word may ask if you would like to make the **Return Address** you just typed the default. That means that every time you create a new envelope, this address will appear in the **Return Address** box. If you would like that, LEFT click **OK**.

The default envelope size is a #10 business envelope as pictured in the bottom right corner of the dialog box. If you are using a different sized envelope, LEFT click the **Options** button on the

right side of the dialog box and choose a different envelope size. You can use your computer to print envelopes for greeting cards also. Simply measure the envelope and then find the correct envelope size on the list.

Check your printer manual to determine how to feed the envelope into the printer. It will not go in the way as it would if you were using a typewriter. You will also need to know if the envelope will go into the printer face up or face down, and which side the flap should be on. Once you have determined how the envelope is to be fed into the printer, LEFT click **Print**. Congratulations! You've done it!

