

# Print Envelopes Using Mail Merge in Microsoft Office Word 2003

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Open a blank document in Microsoft Word. Click on File, Page Setup and select the following options: Paper Size = envelope #10 and Margins = Landscape. Click on OK.

Click on View on the menu, and then select Toolbars. Click on Mail Merge to show this toolbar. In Tools, Letters and Mailings, click on Mail Merge Wizard. This will insert the wizard on the right side of your document.

## Mail Merge

1. Select Envelopes, click on Next
2. Click on Envelope Options and check that Envelope Size 10 is selected and Printing Options: Check the Feed Method that applies to your physical printer, for example, Face Up and Centered, then click on OK
3. Click Next to Select Recipients
4. Use an existing list
5. Browse to your Excel Address List with extension \*.xls and select Open, click on OK
6. Arrange your Envelope by highlighting the position of the envelope and make sure your cursor is inside the box
7. On the Mail Merge Toolbar on the menu bar, click on 'Insert Merge Fields'
8. Highlight Addressee and click Insert
9. Repeat Step 8 until all Database Fields have been inserted
10. Click Close
11. Arrange the database fields in the envelope by highlighting Department, then press the Enter key
12. Repeat Step 11 until your envelope is arranged in the correct order:
  - a. Addressee
  - b. Department
  - c. Address 1
  - d. Address 2
  - e. Address 3
  - f. City, State Zip
  - g. Country
13. Click on Preview Your Envelopes in Mail Merge
14. Click on all recipients to make sure that they are all there, and make a note of how many recipients there are
15. Return to Recipient 1
16. Click Next: Complete the merge
17. In Mail Merge, select Print...under Merge Heading
18. In the Merge to Printer Dialogue box, to print all merged addresses on consecutive envelopes, fill in the appropriate number in the From: \_\_\_\_\_ to \_\_\_\_\_ and click on OK
19. In Printer Properties, Print Task Quick Set, select Envelopes, then click on OK
20. Click on Ok for envelopes to start printing from the Envelope Feeder
21. Do not add additional envelopes until all envelopes have been used.