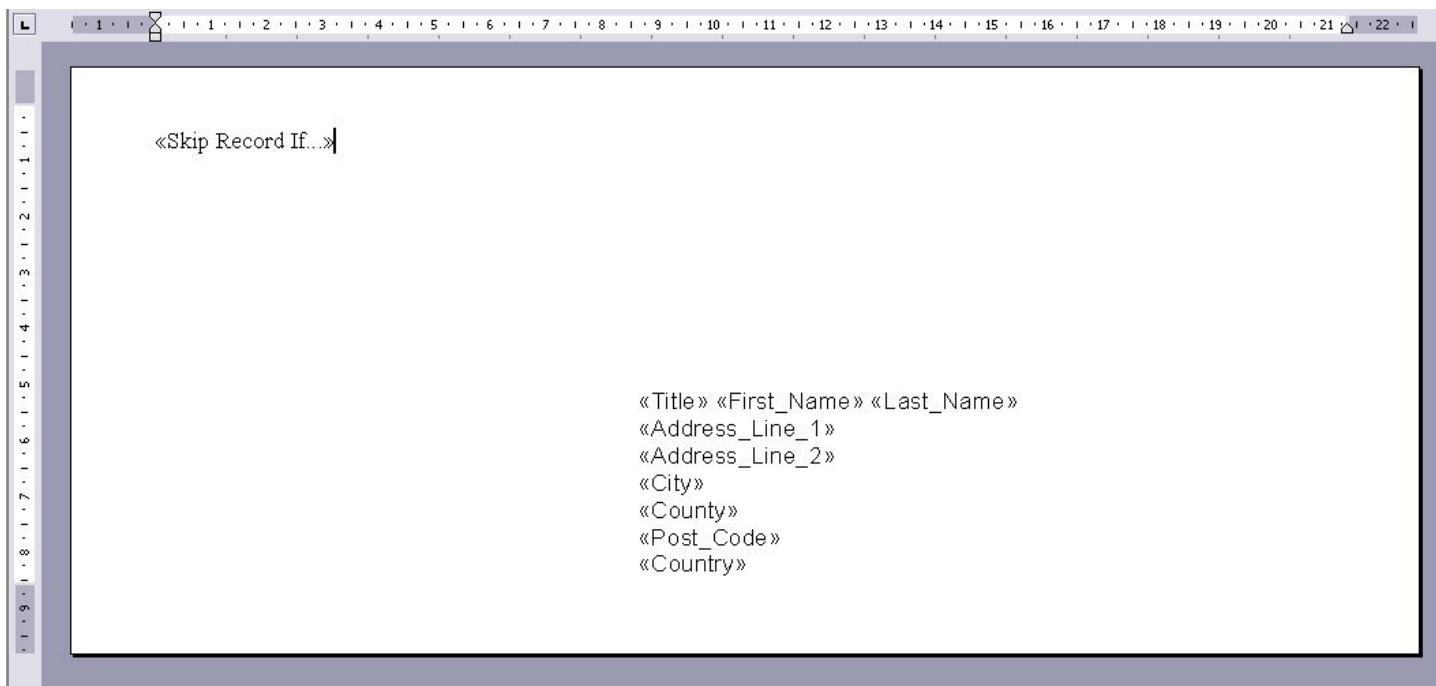


# Generating Envelopes

A variation on the same theme. Just think of an envelope as a big label!



Generating envelopes using the Mail Merge help is essentially the same as producing labels. If you have successfully produced a label sheet, then you should have no problem following the Helper to generate your envelopes.

As with labels, Word knows all the most commonly used envelope sizes and supports a custom option if yours are non standard.

The example above shows a Size 10 envelope with the merge fields from our data file already in place. Word puts a placeholder in the centre of the envelope to make it easy to align the fields in the correct location on the letter. A Skip Record If Word Field has been included for a selective merge.

## Tips on Printing Envelopes

If you are using an Inkjet printer, do remember that the ink is often not waterproof, especially on older models. Also Envelopes, being thicker than paper, are prone to jams which can occasionally damage the print head. If you are intending to use a printer of this type, you might wish to consider using window envelopes and use the recipient's address from the document itself. The same limitations would also apply to address labels.

Laser printers are far better at printing documents. The toner used is the same as found in a photocopier as is far more water resistant. Also, this type of printer is designed for commercial use and therefore handles envelopes better, with less chance of jamming

