

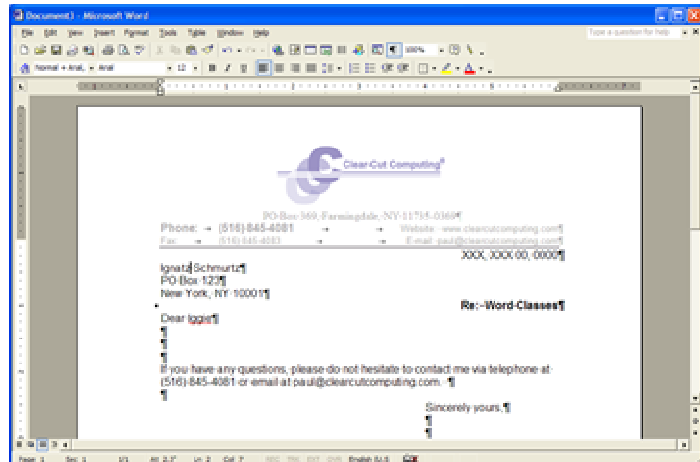
# Microsoft Word — Printing Envelopes & Labels

Have you ever wanted to print just one address label? How about a sheet of return address labels? Or maybe your printer has the ability to print directly to envelopes, but you never use it. Dedicated label printers can be expensive, especially when you add in the cost of the replacement labels and ink cartridges. Microsoft Word has the ability to print directly to envelopes or a full sheet of labels, or a single label on a sheet.

To get started, choose...

- Word 2002/3: **Tools—Letters and Mailings—Envelopes and Labels.**
- Word 2007: **Mailings**, and then click either the **Envelopes** button or the **Labels** button.

Word is “smart enough” that if you put the cursor somewhere in the address in a document (as shown below), and then go to the **Envelopes and Labels** feature, Word will usually detect the address and pre-load it into the *Delivery Address* box.



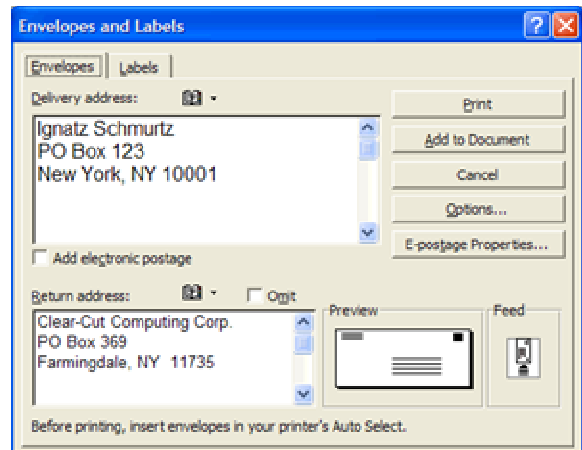
## Printing Envelopes

Here we see the **Envelopes and Labels** window with the **Envelopes** Tab selected.

TIP: The return address will automatically fill in from the User Information that is set in Word when you originally installed the program. If it is blank, or incorrect, fix it on the Options screen

Tools—Options—User Information

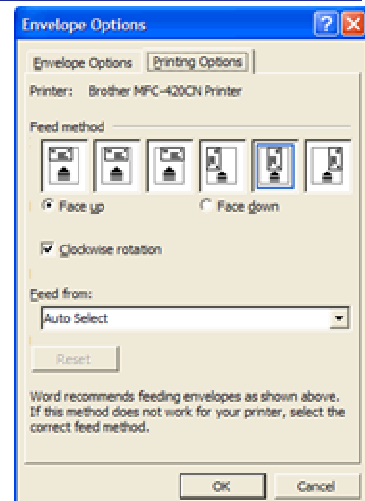
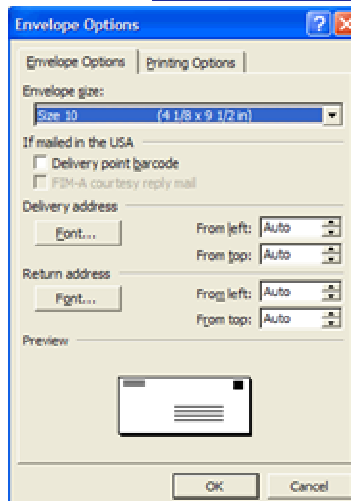
You can either print the envelope or add it to your current document, which adds a new section in your Word document (similar to a new page but the paper is the size of an envelope).



Clicking the **Options** button reveals the bottom two-tabbed screen. The most important thing the *Envelope Options* tab allows you to change the size of the envelope you wish to print onto.

The *Printing Options* tab is where you choose how your printer feeds the envelopes.

Printing onto envelopes is more widely used where printers have a separate tray for envelopes. On smaller printers, especially where one must remove the paper to print an envelope, it becomes more cumbersome to print envelopes. These are where printing onto label paper is more useful. A sheet of labels need only be placed on the top of the paper tray. Let's now look at printing labels.



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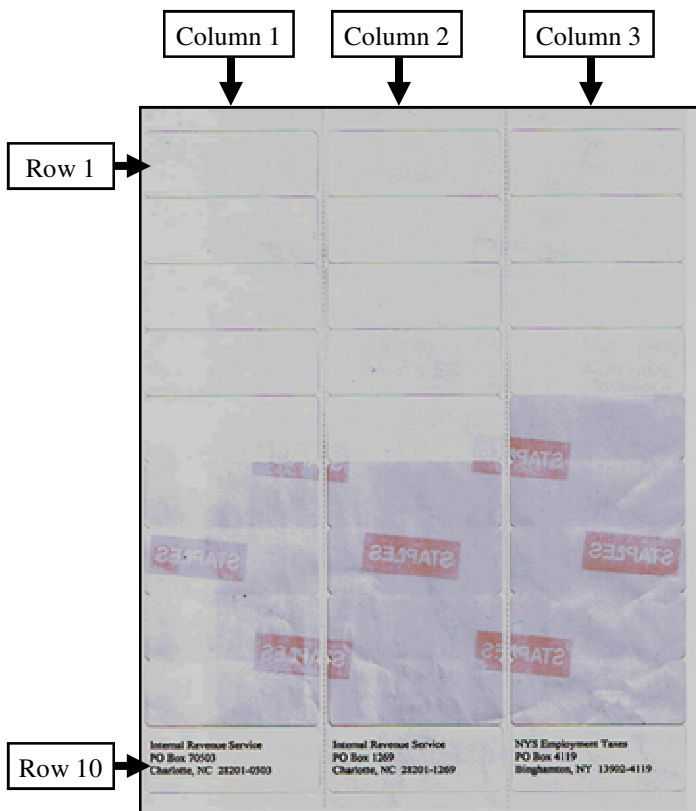
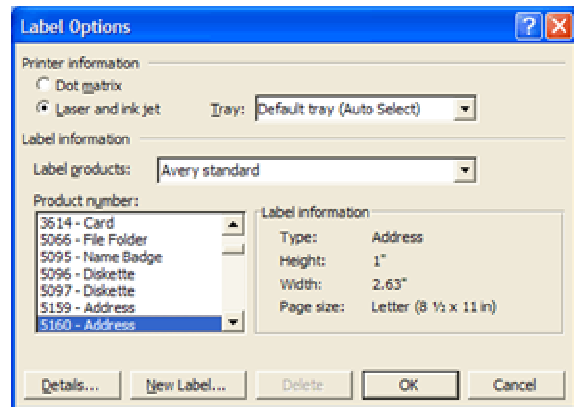
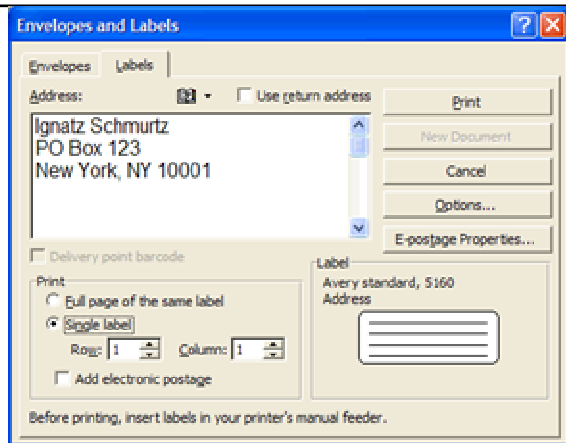
## Printing Labels

Back at the **Envelopes and Labels** window, click the **Labels** tab and you will see the diagram to the right. Here you can choose to print a onto a wide variety of label paper.

Click the **Options** button to reveal the **Label Options** window. Here you choose the label manufacturer and the label product number. Almost all label manufacturers make their labels compatible with the Avery brand, so when you shop for labels, make sure the box has the Avery compatible number on it.

**TIP:** the 5xxx label series are for laser printers and the 8xxx are for inkjet. For best results, choose the right labels for your printer.

Once you have set your options, you can choose one of the two printing modes. If you want to print a full sheet of the same label—as in return address labels—be sure to click the radio button labeled *Full page of the same label*. However, let's say you want only a single label. You can save a sheet for this purpose. Choose *Single label* and then set which label you want to print to by selecting the *Row* and *Column*.



To the left is a picture of a label sheet compatible to the Avery 5160 (and 8160). The columns have been labeled so you can understand how to choose a single label.

**TIP:** When you print a single label, begin with the labels in the last row (row 10). This way the paper keeps it's firmness as you repeatedly feed it through the printer to print subsequent labels. If you choose to start from row 1, the paper will become flimsy after a few rows and might crumble and jam you printer.