You can either create individual envelopes and labels or create envelopes and labels using an existing recipient list. We will begin by creating an individual envelope.

**Printing an Individual Envelope**

Under the *Mailings* tab, click on the *Envelopes* icon in the *Create* group.

Enter the Delivery Address that you want placed on the envelope in the Delivery Address box. If you wish to have a Return Address added to the envelope, type one in the Return Address box.

Click on Options to modify envelope size, font for the delivery and return addresses, and modify the printing options.

Click on Print to print the envelope.

You have now printed a single envelope.
Printing an Individual Label

Under the Mailings tab, click on the Labels icon in the Create group.

Enter the Address in the Address box.

Under the Print box, you have the option of printing a Full page of the same label or printing a Single Label (you can determine which label on the sheet you want the label printed on).

When clicking on the Options button, you can select the type of labels that you wish to print on.

Click on the Print button and you have now printed an individual label or a sheet of labels containing the same information.
Printing Envelopes using Recipient List

To print envelopes using an existing Recipient List:

Click on the Start Mail Merge icon under the Start Mail Merge group of the Mailings tab.

Select Envelopes

Select the appropriate envelope type.

You can modify the Delivery Address and the Return Address fonts along with the alignment of the information. You can also click on the Printing Options to change the print orientation regarding how to insert the envelope into your printer.

Once you select the envelope size and set any other options that you would like, you will need to select the recipient list that you wish to use (or create if you don’t already have one made).
Click on the Select Recipients icon under the Start Mail Merge group of the Mailings tab. If you already have a recipient list created, select the Use Existing List option. If you do not already have a list created, click on Type New List.

Select the appropriate list if you are using an existing list or create a new list if you chose the Type New List option.

The next step is to insert the merge fields into your envelope. Click in the area where the mailing address should go (a blue box should appear once you click in the area). Click on the Address Block. Modify as needed. OR you can insert the individual merge fields by clicking on the Insert Merge Field icon.

You can preview the results by clicking on the Preview Results icon or begin printing the envelopes by clicking on the Finish and Merge icon.
Labels and Envelopes in Word 2007

Printing Labels using Recipient List

To print labels using an existing Recipient List:

Click on the Start Mail Merge icon under the Start Mail Merge group of the Mailings tab.

Select Labels

Select the appropriate label type.

Select the recipient list that you wish to use (or create if you don’t already have one made).

Click on the Select Recipients icon under the Start Mail Merge group of the Mailings tab. If you already have a recipient list created, select the Use Existing List option. If you do not already have a list created, click on Type New List.

Select the appropriate list if you are using an existing list or create a new list if you chose the Type New List option.

The next step is to insert the merge fields into your label. Click on the Address Block to add the recipient’s address information onto the label. Modify as needed. OR you can insert the individual merge fields by clicking on the Insert Merge Field icon.

You can preview the results by clicking on the Preview Results icon or begin printing the labels by clicking on the Finish and Merge icon.