

## 8. Envelopes and Labels

You can use Word to write on envelopes and labels. You can also do it in the mail merge. For envelopes, you can attach a single envelope to a document you have written. It will then appear as a page coming before the document itself, and this page can be set to be printed from a separate tray in your printer.

Envelopes and labels can be purchased in a variety of standardised formats. Word knows the majority of these formats, and it is therefore easy to print them. If Word does not know the format you have purchased, you can just add it yourself.

### 8.1 Envelopes

In this example we create a simple envelope, where we manually add a recipient. An envelope in Word is really just an ordinary document template with a format corresponding to an envelope of a given size.

You can also use mail merge for writing envelopes. If you want to do that, please follow the procedure for mail merge in this book and just select Envelopes when you are presented with the option.



Figure 76: The Envelopes button.

1. Create a new blank document and type a line of text.
2. Select the Mailings tab in the Ribbon.
3. Click on the Envelopes button to open a new window.

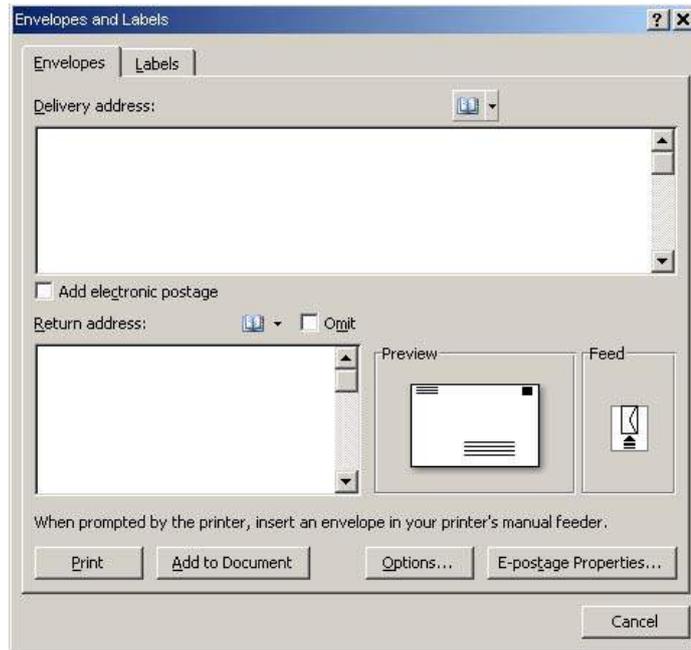


Figure 77: The Envelopes window.

In the window, you can enter both the recipient and sender address. If you are connected to a corporate network that provides an address book, you can retrieve an address from there.

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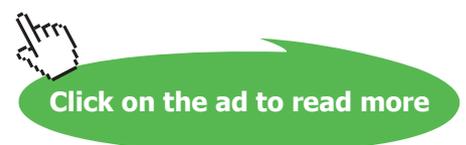
Up to 25 % of the generating costs relate to maintenance. These can be reduced dramatically thanks to our systems for on-line condition monitoring and automatic lubrication. We help make it more economical to create cleaner, cheaper energy out of thin air.

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Electronic postage is not relevant, so these functions you can ignore.

If you click on the Print button the envelope will be printed immediately. However, if you click on Add To Document, the envelope will appear as the first page of the document you are working in.

The Settings button allows you to select envelope size and a few other things.

4. Type a recipient address.
5. Click on the Settings button to open another window (see Figure 86).

The window "Envelope Settings" contains two Tabs where in the Envelopes Tab you can choose size, font, etc. In the Tab, you can choose how you insert the envelope into the printer, so that Word knows which way the text is to be printed and which feeder to use.

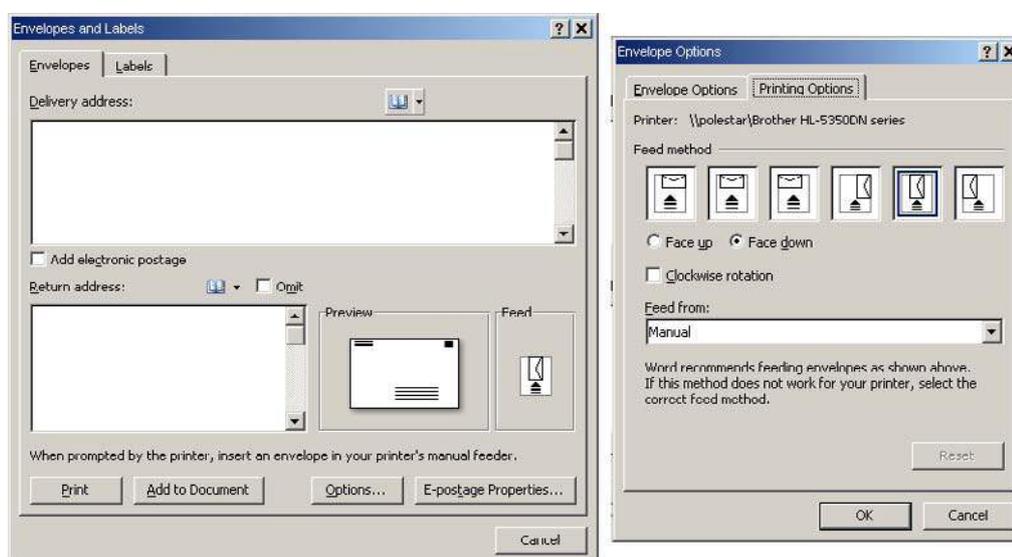


Figure 78: Settings for the envelope.

In Denmark, the most frequently used envelope sizes are M65, C5 and C4, and Word knows all three.

We do not need to change any settings this time, so click OK.

Click Add To Document, to add an “envelope page” at the beginning of your document.

## 8.2 Labels

Labels are easy to make, and it is quite similar to making envelopes.

1. Select the Mailings Tab in the ribbon.
2. Click on Labels to open the “Label Window”.

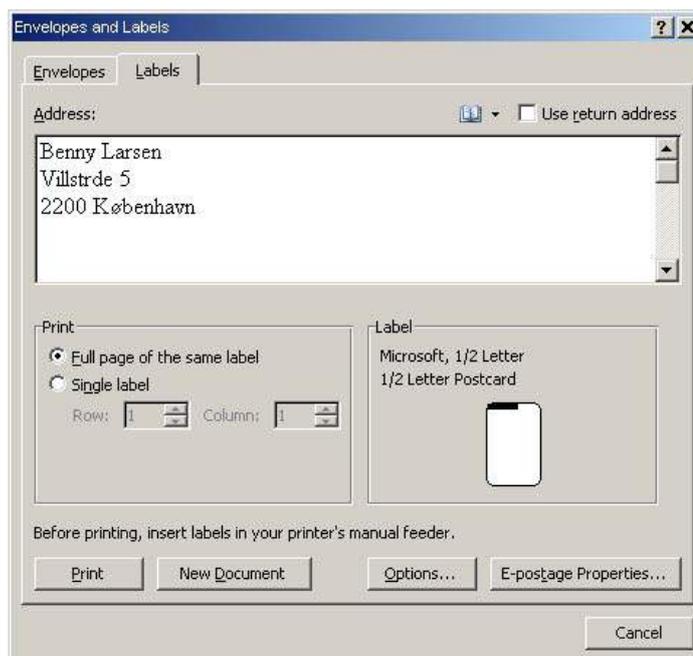


Figure 79: The Label Window.

As was the case with envelopes, you can also enter a recipient address, but you should be aware that you can use labels for more than just address labels. So if you want to write "Piggy Bank" or "Chocolate Biscuit", you are free to do so.

You can choose either to print labels directly or create a new document with the labels in it. You can also select Settings, where you can select the label type.

3. Write something in the address box and click on Settings.

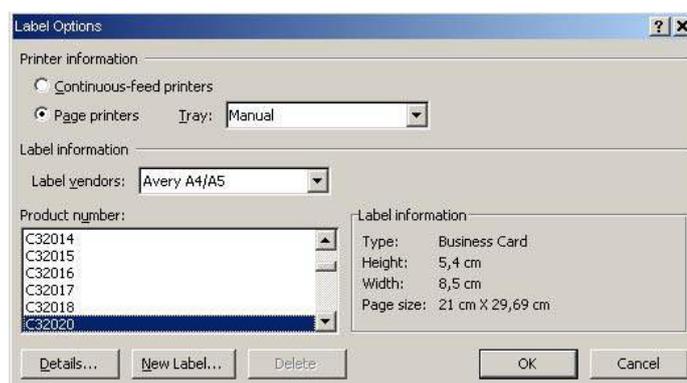


Figure 80: Settings for labels.

Unless you plan to print the labels from this exercise, it is not important to select the document feeder or paper tray you want to use in your printer. In this exercise I have chosen to print on labels such as "Avery C32030", but you should of course adapt the setting to the labels you have purchased.

4. For Label Vendors choose Avery A4/A5.

5. Under Product Number choose C32020.
6. Click on the Details button.

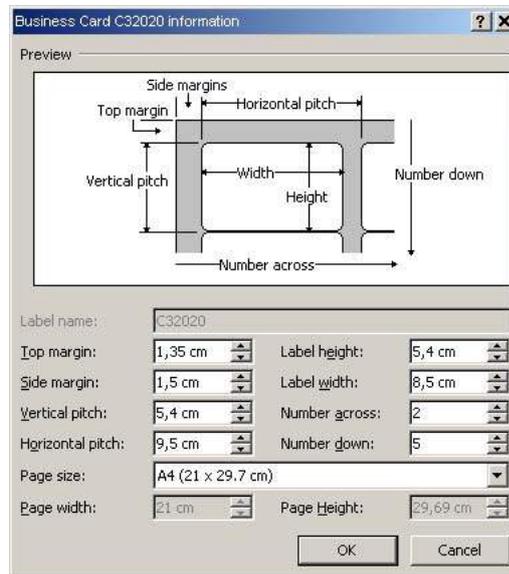


Figure 81: Details about the selected label type.

“I studied English for 16 years but...  
...I finally learned to speak it in just six lessons”  
Jane, Chinese architect

ENGLISH OUT THERE

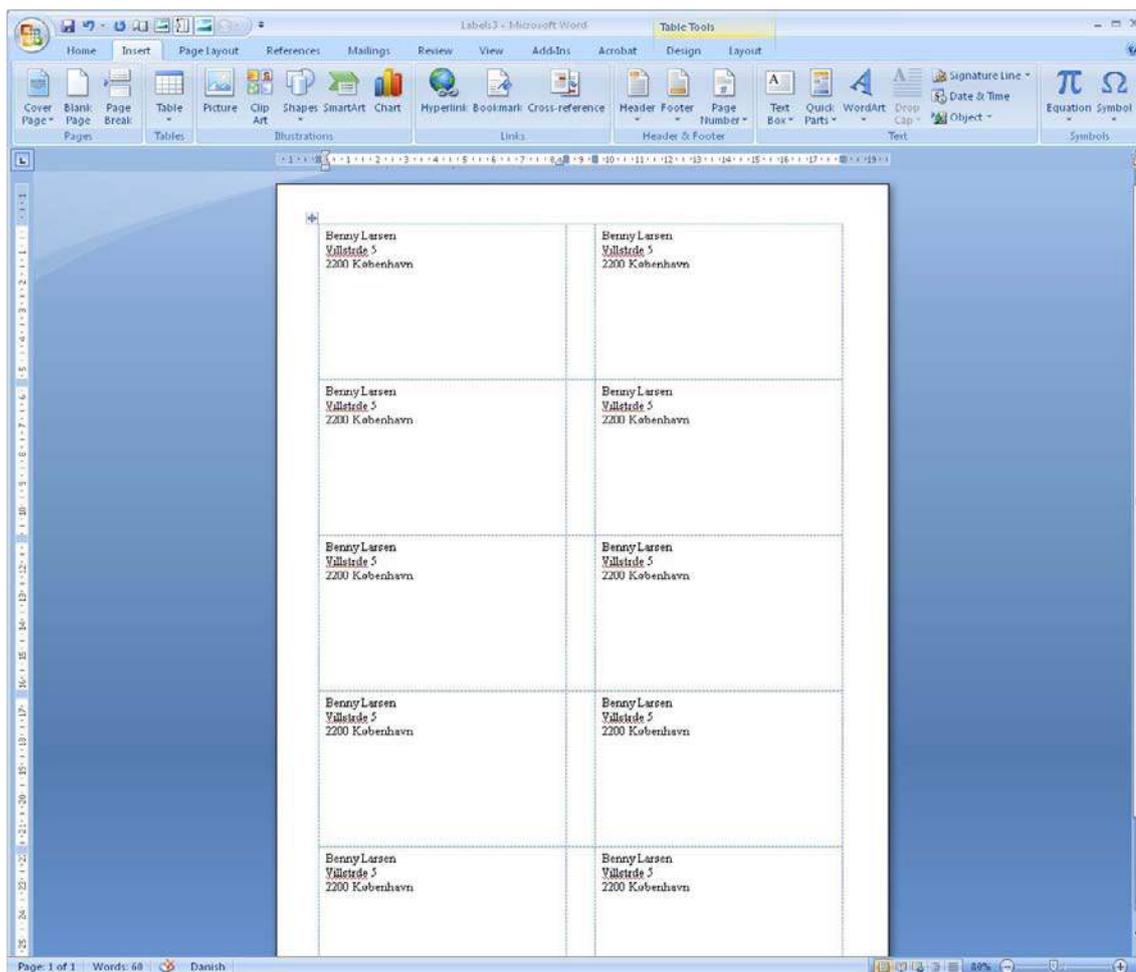
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This enables you to view a sketch of the selected label type with the measurements defined for it. You can change the values, but it is not certain that the print-out will match the labels.

7. Click on Cancel, since we are not going to change the layout of the labels
8. Click OK.
9. Click on the New Document button, to create a new document with your labels.

The document is ready to print, just make sure to turn the label sheet in the printer.



Figur 82: Document with labels.