

Envelopes, Labels and More

Create and print an envelope using Microsoft Word

1. On the **Tools** menu, click **Envelopes and Labels**, and then click the **Envelopes** tab.
2. In the **Delivery address** box, Enter or edit the mailing address.
3. In the **Return address** box, you can accept the default return address or do one of the following:
 - Enter or edit the return address.
 - Omit a return address by selecting the **Omit** check box.
4. To select an envelope size, the type of paper feed, and other options, click **Options**.
5. To select a specific font, Click **Options**, and then click the **Envelope Options** tab.
 - Under **Delivery address** or **Return address**, click **Font**.
 - On the **Font** tab, select the options you want.
 - To use the new address formats for all envelopes you create that are based on the current template, click **Default**, and then click **Yes**.
 - To return to the **Envelopes and Labels** dialog box, click **OK**.
6. Finally, in the **Envelopes and Labels** dialog box, do one of the following:
 - To print the envelope now, insert an envelope in the printer as shown in the **Feed** box, and then click **Print**.
 - To attach the envelope to the current document for later editing or printing, click **Add To Document**.
 - To modify an existing envelope that's already attached to the current document, click **Change Document**.

Print one or multiple copies of single label.

1. On the **Tools** menu, click **Envelopes and Labels**, and then click the **Labels** tab.
2. In the **Address** box, do one of the following:
 - Enter or edit the address or any information that you want printed on the labels.
 - If you want to use the default return address, select the **Use return address** check box, and then edit the address if necessary.

3. Under **Print**, do one of the following:
 - To print a single label, click **Single label**. Then, type or select the row and column number on the label sheet for the label you want to print.
 - To print the same address on a sheet of labels, click **Full page of the same label**.
4. To select the label type, the type of paper feed, and other options, click **Options**.
 - If the type of label you want to use is not listed in the **Product number** box, you might be able to use one of the listed labels, or you can create your own custom labels (see the section on Create Custom Labels).
5. To select a specific font, Click **Options**, and then click the **Envelope Options** tab.
 - Under **Delivery address** or **Return address**, click **Font**.
 - On the **Font** tab, select the options you want.
 - To use the new address formats for all envelopes you create that are based on the current template, click **Default**, and then click **Yes**.
 - To return to the **Envelopes and Labels** dialog box, click **OK**.
6. In the **Envelopes and Labels** dialog box, do one of the following:
 - To print one or more labels, insert a sheet of labels into the printer, and then click **Print**.
 - To save a sheet of labels for later editing or printing, click **New Document**.

Create labels by merging an Excel list (i.e. Name tags off a class list, mailing labels, field trip labels)

Step 1: Create the main document

1. Click **New Blank Document** on the **Standard** toolbar.
2. On the **Tools** menu, click **Mail Merge**.
3. Under **Main document**, click **Create**, and then click **Mailing Labels**.
4. Click **Active Window**. The active document becomes the main document.

Step 2: Open the Excel Document where your information is saved (If you've not yet made the data file in Excel, jump to that section first)

1. In the **Mail Merge Helper** dialog box, you'll need to "point" to the Excel data file you made.

Use data in an existing data source. Under **Data source**, click **Get Data**, and then click **Open Data Source**. At the bottom of the screen, you MUST select the pull down menu that indicated you are looking for a MS Excel Worksheet. THIS IS THE #1 MISTAKE of users—if you keep the menu at “word document” you will not see the database to link it. Select the location of the Excel database and then click **Open**. Click **Set Up Main Document**.

Step 3: Select the label type and insert merge fields

1. If you don't see the **Label Options** dialog box, click anywhere in the main document, and then click **Mail Merge** on the **Tools** menu. Under **Main document**, click **Setup**.
2. Select the type of printer and labels you want to use, and then click **OK**.

If the type of labels that you want to use is not listed in the **Product number** box, you might be able to use one of the listed labels, or you can create your own custom labels. (see the section on this that follows)

3. In the **Create Labels** dialog box, insert merge fields where you want to merge addresses from the data source. To insert a merge field, click **Insert Merge Field**, and then click the field name you want. Click **OK**.

Step 4: Merge the data into the main document

1. If you want to see how the merged data will appear, you can preview the merged documents.
2. In the **Mail Merge Helper** dialog box, click **Merge** under **Merge the data with the document**.
3. If you want to check the data source for errors before you merge, click **Check Errors**. Choose an option, and then click **OK**.
4. Do one of the following:

Send the merged labels directly to a printer. Click **Printer** in the **Merge to** box, and then click **Merge**.

Store the merged labels in a new document, so you can review, edit, and print them later.

Create custom sized mailing labels

If the type of labels you want to use is not listed in the **Product number** box (**Label Options** dialog box), you may be able to use one of the listed labels, or you can create your own custom labels.

1. In the **Product number** box (**Label Options** dialog box), click a label type similar in size to your labels.

2. Click **Details**, and then compare the label dimensions and the number of labels per sheet (for labels printed on laser and ink jet printers) or the number of columns on the label form (for labels printed on dot-matrix printers).
3. Do one of the following:
 - If the dimensions and label layout match those of your labels, use the selected label.
 - If the dimensions and layout do not match yours, click **Cancel**, and continue on to step 4.
4. In the **Label Options** dialog box, check the printer type, and then click **New Label**.
5. Type a name in the **Label name** box, fill in the information for your custom label, and then click **OK**.
 - The new label appears in the **Product number** box as *Label name - Custom*.

Note Measure the labels carefully. The actual label size might be smaller than the size indicated by the label manufacturer. For example, a 1-by-2-inch label might actually be 15/16-inch high and 1-15/16-inches wide.

Making a simple class list/database in Microsoft Excel

Type your class list once and make all reports or forms from that list!

1. Open Microsoft Excel
2. Excel is a grid, letters going across the top and numbers going down. Click in the box of A-1 and type the word “firstname”, click in the box of A-2 and type “lastname”. The remaining columns can be used for such uses as grades, checklists or any other need. Note that Excel is a formula-based program which can calculate any information such as mathematical functions
3. Per each row, enter a student’s firstname in the A columns and then lastnames in the B. You can click in each box, tab, or use the arrow keys to move around the spreadsheet. This columns can be sorted later by the firstname or lastname, so don’t worry about the order you enter data.
4. When finished, this is how you sort, if needed.
 - With a list of information where it is important to keep the rows together (i.e. always making sure Tim & Brown stay together since it is a full name), you need to always make an important first step: Click on the uppermost gray box (above the 1 and to the left of A). The spreadsheet will all be highlighted now. Any sort you’d request will keep your rows together now.
 - On the menu bar, go to **Data**, then scroll down to **Sort**

- Since you have made a Header row (row 1, that indicated what was below in the chart), click **on** the radio button near the bottom of that screen that says My list has a **Header Row**.
 - At the top of the **Sort** menu, it states **Sort By** and in the pulldown menu it will indicate your Headings. Select the heading you need...it may be you want to alphabetize by firstname or lastname, from A to Z (ascending) or Z to A (descending). If you had multiple columns of information, you could do a primary and secondary sort.
 - Hit **OK**. Your list is sorted. ALWAYS remember to highlight the entire spreadsheet before sorting if you want your row information to stay together.
5. Save the document with the **Save As** the document. When you save a workbook for the first time, you assign a file name and indicate where you want to store the file on your computer's hard disk or in another location. Each time you subsequently save the workbook, Microsoft Excel updates the workbook file with your latest changes with simply using the **Save** command.
 6. This file can now be used to put student information into any Word file you want to merge with. Labels, reports, badges, etc. You can design a label in Word, add graphics even, and then import the student's names onto it. i.e. Create a label with a coat hook graphic and the word "Cubby" below. Then you could import the Excel names and create a room set of labels that inserted each child's name onto the sticker so it read, John Doe's cubbie" ...the ideas are only limited by your imagination. ☺

HELP Needed?

Click on the Help Menu located on the top menu bar in both Word and Excel. If you click on the answer wizard, you can simply type your question and directions appear in the adjoining window. The above instructions include samples of Microsoft Help. They try to be very simple and very basic. It will help in almost every case.