

Printing envelopes

Instead of printing mailing labels, you may wish to print directly onto envelopes.

The production of envelopes involves two steps, setup and printing. For general instructions on setting up envelopes for printing using the Format and Printer pages of the Envelope dialog, see “Printing envelopes” in Chapter 7, Printing, Exporting, Emailing, and Signing.

To produce a single envelope, you can type or paste the name and address into the Addressee box, or you can get information from an address data source as described in this section.

Setting up envelopes for printing

- 1) Choose **Insert > Envelope** on the Menu bar.
- 2) On the *Envelope* tab of the Envelope dialog (Figure 331), choose whether to add Sender information (the “from” address) to the envelope. If so, type the information in the *Sender* box. If you’re using envelopes preprinted with sender information, either leave this box empty or deselect the **Sender** checkbox.

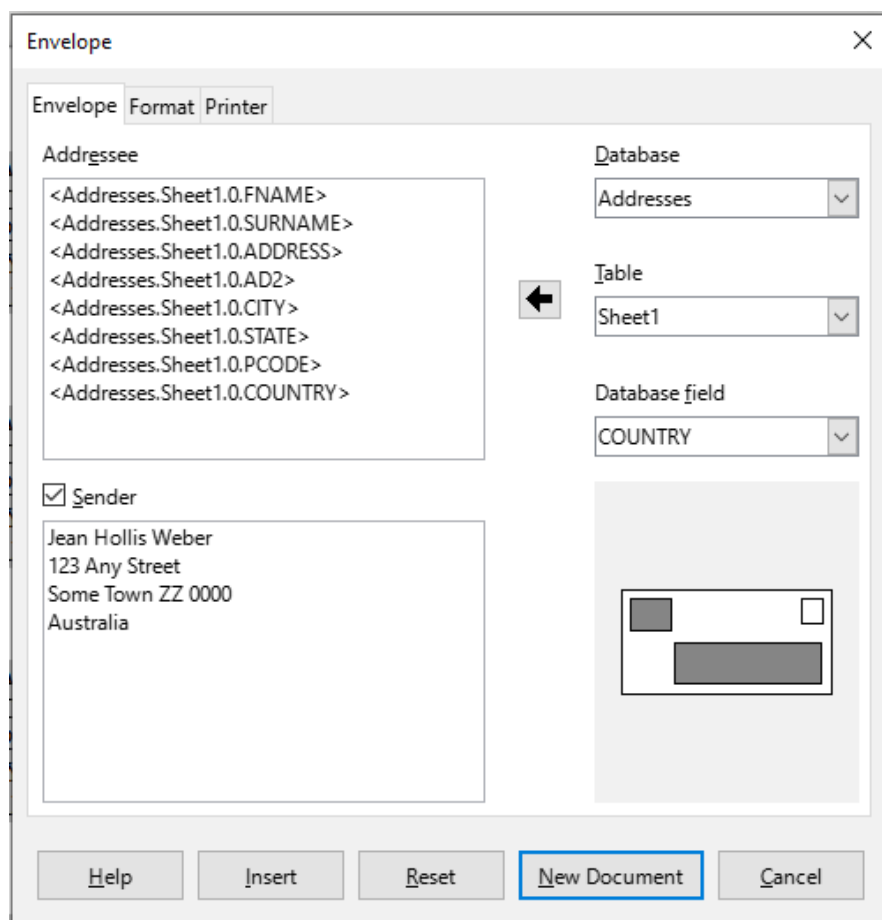


Figure 327: Choosing addressee and sender information for envelopes

- 3) Create the *Addressee* fields by dragging and dropping from the data source headings, as described in “Printing mailing labels” on page 305, then click the **New Document** button to create the envelope template.

Alternatively, click **New Document**, open the Data Sources window above the envelope template, then drag the data source headings into the *Addressee* box on the envelope.

- 4) At this point you may wish to save this document as a template.