6) After formatting, go to the *Printer* tab (Figure 153) to choose which printer to use, its setup (for example, specification of the tray holding envelopes), and other printer options such as envelope orientation and shifting. You may need to experiment to see what options work best for your printer, as well as how the envelopes need to be positioned in the printer.
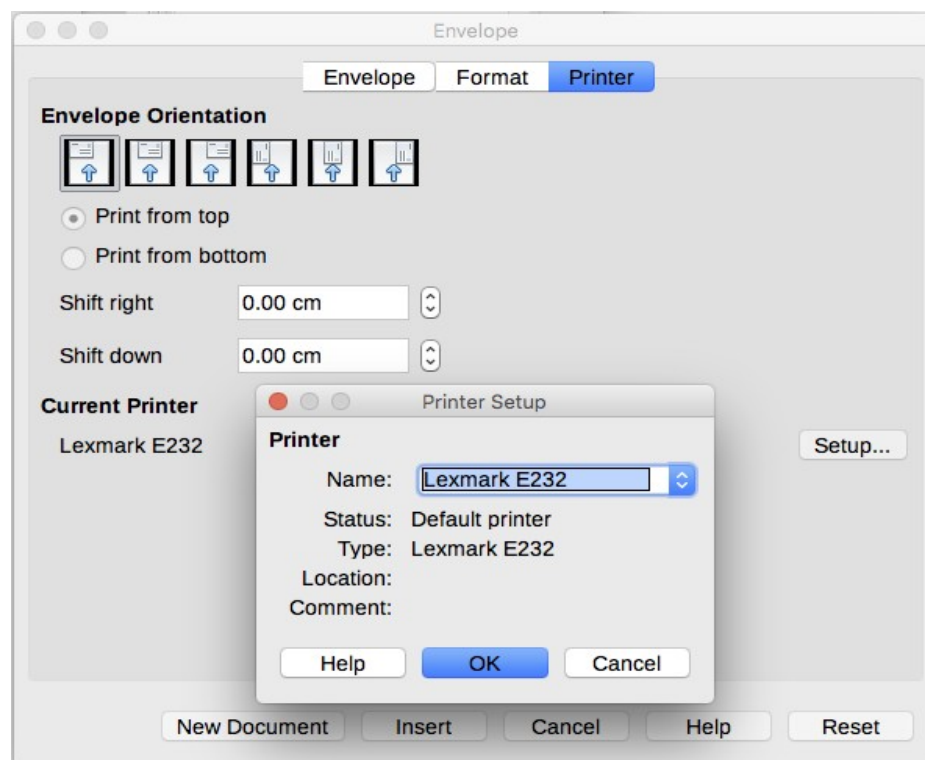

Figure 153: Choosing printer options for an envelope

7) When you have finished formatting and are ready to print, click either the **New Documen**t button or the **Insert** button to finish. *New Document* makes only an envelope or starts a new document with the envelope. *Insert* puts the envelope into your existing document as page 1.

8) Save this file before you do anything else.

To print the envelope:

1) Choose **File > Print** on the Menu bar.

2) On the Print dialog (Figure 146 on page 141), under *Range and Copies*, choose **Pages** and type **1** in the box. Choose the required printer (which may be different from the usual printer). Click **OK** to print.

Printing labels

Labels are commonly used for printing address lists (where each label shows a different address), but they can also be used to make multiple copies of one label, for example return-address stickers, labels for CDs/DVDs, or other items.

Printing labels, like printing envelopes, has two steps: setup and printing. This topic is covered in detail in Chapter 14, Mail Merge.