Merging and printing the envelopes

To merge addresses and print the envelopes:

1) Choose **File > Print**. The message shown in Figure 320 appears. Click **Yes** to print.

2) The Mail Merge dialog (Figure 321) appears. As with form letters and mailing labels, you can choose to print envelopes for one, several, or all address records in the database.

3) Make your selections and then click **OK** to print direct to the printer. To check the envelopes before printing them, see "Saving merged documents" on page 304 for instructions. Blank lines are automatically suppressed.

Using the Mail Merge Wizard to create a form letter

The manual method of creating a form letter is described in "Creating a form letter" on page 301. If you prefer to use the Mail Merge wizard, the technique is described in this section.

Open a new document with **File > New > Text Document** and choose **Tools > Mail Merge Wizard** on the Menu bar.

Step 1: Select starting document

The Mail Merge Wizard (Figure 328) gives several options for the starting document:

- Use the current document
- Create a new document
- Start from existing document
- Start from a template
- Start from a recently saved starting document

For the purposes of this example, we opened a new text document.

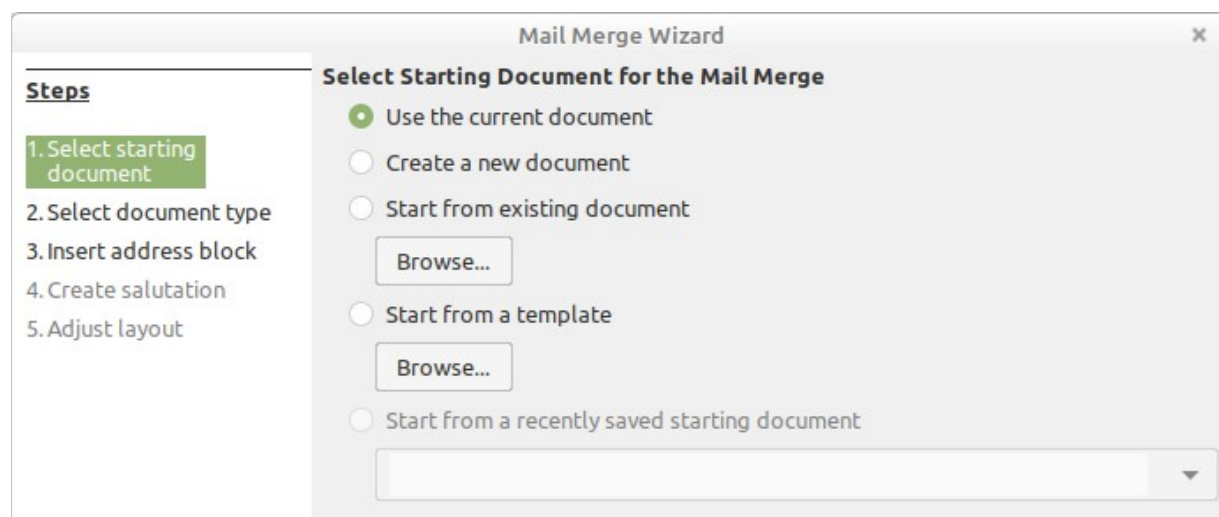Select **Use the current document** and click **Next**.

Figure 328: Select starting document

Step 2: Select document type

The wizard can produce letters or email messages. In this example, we are producing a letter. Select **Letter** and click **Next**.