

Envelops, Labels, and Merge Documents

AGENDA

WORD 2

- The Mailing Tab
 - Printing Single Envelops
 - Printing Labels
 - Label Sizes and types
 - Previewing your Labels

- Starting a Merge from Scratch:
 - Getting Your Data
 - Step-by-step Mail Merge Wizard
 - Selecting Document Type
 - Selecting Recipients(Data Source)
 - Writing your letter
 - Inserting Merge Fields
 - Previewing your document

- Labels
 - Merge wizard or Label Link
 - Selecting Label Type and Size
 - Selecting Recipients(Data Source)
 - Inserting Merge Fields
 - Arraigning your labels
 - Previewing and Printing

- Envelops
 - Merge Wizard or Envelop Link
 - Selecting Envelop Size
 - Selecting Recipients(Data Source)
 - Inserting Merge Fields
 - Arraigning Fields
 - Previewing and Printing

- Merging from an existing file
 - Opening Existing File
 - Open Existing Header File
 - Select Recipients (Data File)
 - Merge