

Adding an Envelope to Your Letter

A quick way to print an envelope with every letter you create in Microsoft Word is to attach the envelope to the end of the letter.

Here's how:

1. Create your letter.

2. If you use Word 2002 or Word 2003, choose Tools, Letters and Mailings, Envelopes and Labels. (For Word 2000 users, choose Tools, Envelopes and Labels.)

This step opens the Envelopes and Labels dialog box.

If your document has a proper address in it, Word magically locates it and places it in the Delivery address box. Ta-da!

3. If Word didn't automatically fill in the address, type it now.

Optionally, you can also type your return address in the Return address area.

4. Click the "Add to Document" button.

The Envelopes and Labels dialog box goes away and you're returned to your document.

It may not be obvious on the screen, but the first page of your letter is now the envelope. (Choose File, Print Preview to see this wondrous thing.) When you're ready to print the letter, the envelope prints first and then the letter. All you have to do is stuff the letter into the envelope, seal it, and apply the postage.