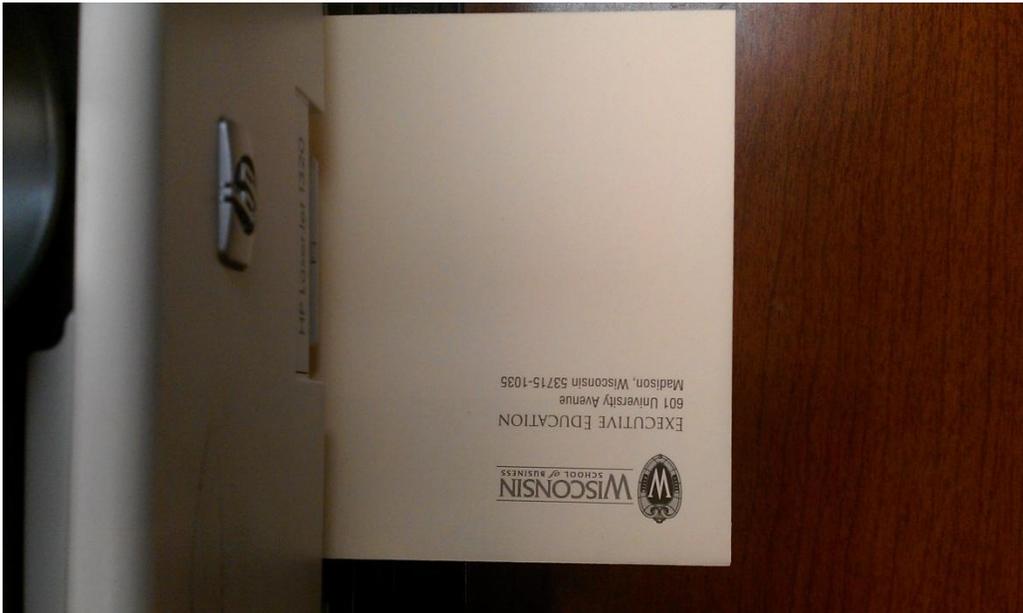


Instructions for Printing Small Thank You Letter Envelopes

Method1: w/template

- 1) Have the spreadsheet ready (know where it is saved);
- 2) Open the template (one copy saved on G:/IT/Docs/howto(procedures), filename: small-thankyou-letter);
- 3) Go to “Mailings” ribbon on top of the screen (File-Home-Insert...), choose “Select Recipients” on the following toolbar;
- 4) Select “Use Existing List” from the dropdown menu, locate the spreadsheet and open it to connect the template to the recipient data;
- 5) Click on “Finish & Merge” to view the result, choose “Edit Individual Documents” to complete the merge;
- 6) Open the printer, use the manual tray and open up the back tray to let the envelope go through, place envelopes in the tray this way:



- 7) Print the Word document and complete the task.

Method2: w/o template

- 1) Word, New document;
- 2) Page Layout, Size-Double Japan Postcard (5.79”*7.91”), Orientation-Landscape;
- 3) Home, “AaBbCcDd No Spacing”;
- 4) 10 breaks, 6 indents; (roughly)
- 5) Mailings, Select Recipients, Use Existing List;
- 6) Insert Merge Field, first, space, last, break, company, break, addr1, comma, space, addr2, break, city, comma, space, state, space, zip;
- 7) Finish & Merge, Edit Individual Documents, all; Print out w/ the above steps.