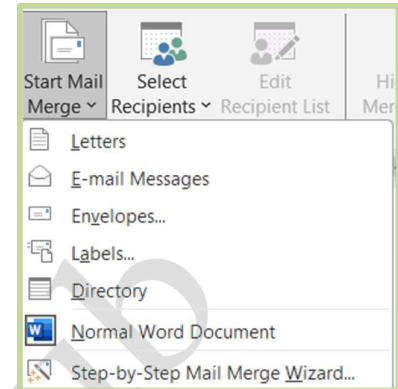


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Mailing

- **Start Mail Merge** – Begins the mail merge process to send the same document to many people.
- **Letters** – Used to create printed letters for multiple recipients.
- **E-mail Messages** – Sends the same content as emails to many recipients.
- **Envelopes...** – Used to create and print addresses on envelopes.
- **Labels...** – Used to create address or name labels (stickers).
- **Directory** – Displays data in a list format (like a contact list).
- **Normal Word Document** – Converts the mail merge document back to a normal document.
- **Step-by-Step Mail Merge Wizard...** – Provides guided steps to easily complete a mail merge



Step-by-Step Mail Merge Wizard (6 Steps)

- **Step 1: Select Document Type**
 - Choose what you want to create (Letters, E-mail messages, Envelopes, Labels, or Directory).
- **Step 2: Select Starting Document**
 - Choose the document you want to use (current document, template, or existing file).
- **Step 3: Select Recipients**
 - Choose the list of people (type new list, use existing list, or contacts).
- **Step 4: Write Your Letter**
 - Type your content and insert fields like Name, Address, etc.
- **Step 5: Preview Your Letters**
 - Check how your document looks for each recipient.
- **Step 6: Complete the Merge**
 - Finish and print documents or send emails to all recipients.

Mailing Subtopics

Address Block... – Inserts the recipient’s full address automatically in the document.

Greeting Line... – Adds a greeting like “Dear Name” for each recipient.

Electronic Postage... – Adds digital postage (used for sending mail electronically).

More Items... – Lets you insert other fields like Name, City, Phone, etc)

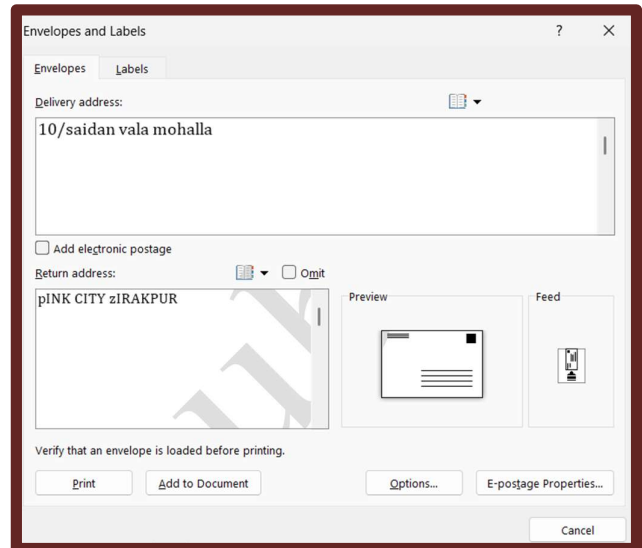
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Steps to Make an Envelope

1. Open MS Word
Start Microsoft Word and open a blank document.
2. Go to Mailings Tab
Click on the Mailings tab in the ribbon.
3. Click on Envelopes
Select Envelopes from the Create group.
4. Enter Addresses
 - In Delivery Address → type receiver's address
 - In Return Address → type your address
5. Customize (Optional)
Click Options to change envelope size, font, and printing settings.
6. Print or Add to Document
 - Click Print to print directly
 - Click Add to Document to insert it into Word



Steps to Make Labels (30 per page)

1. Open MS Word
Start Word and open a blank document.
2. Go to Mailings Tab
Click on Mailings tab.
3. Click on Labels
Select Labels option.
4. Open Options
Click on Options button.
5. Select Label Type (30 per page)
 - Choose Label Vendors (e.g., Avery)
 - Select product like Avery Standard (30 per page) (e.g., 5160)
6. Click OK
Press OK to confirm.
7. Click New Document
Word will create a full page with 30 label boxes.
8. Type Your Content
Enter names/addresses in each label box.
9. Print Labels
Go to File → Print and print your labels.

