

1. Introduction to Envelopes:
 - Envelopes are essential for sending letters, invitations, or other documents through the mail.
 - Microsoft Word offers a convenient tool for creating customized envelopes directly within the application.
2. Accessing the Envelopes and Labels Dialog Box:
 - To create an envelope, users can navigate to the "Mailings" tab in the Ribbon and click on the "Envelopes" button in the "Create" group.
 - This opens the Envelopes and Labels dialog box, where users can specify the recipient's address, return address, envelope size, and other options.
3. Setting Envelope Size and Feed Method:
 - In the Envelopes and Labels dialog box, users can select the appropriate envelope size from the "Size" dropdown menu.
 - Users can also specify the envelope feed method, such as "Face up" or "Face down," depending on their printer's specifications.
4. Entering Recipient and Return Addresses:
 - Users can enter the recipient's address in the "Delivery address" field and the return address in the "Return address" field.
 - Word provides options for formatting the addresses, including font style, size, and alignment.
5. Previewing Envelope Layout:
 - As users enter the recipient and return addresses, Word provides a live preview of the envelope layout in the Preview pane.
 - Users can adjust the formatting or content of the addresses as needed, and the preview updates accordingly.
6. Customizing Envelope Settings:
 - The Envelopes and Labels dialog box offers additional options for customizing envelope settings, such as adding a graphic or logo, changing the font style, or adjusting the envelope orientation.
 - Users can access these options by clicking on the "Options" button in the Envelopes and Labels dialog box.
7. Printing Envelopes:
 - Once the envelope layout is finalized, users can proceed to print the envelope by clicking on the "Print" button in the Envelopes and Labels dialog box.
 - Word prompts users to load the envelope into the printer according to the specified feed method, and then prints the envelope with the entered addresses.
8. Saving Envelope Settings:

- Users have the option to save the envelope settings for future use by clicking on the "Add to Document" or "Save as Document" button in the Envelopes and Labels dialog box.
- This allows users to quickly create envelopes with the same settings in future documents without having to re-enter the information.

9. Conclusion:

- Microsoft Word provides a user-friendly tool for creating customized envelopes, allowing users to specify recipient and return addresses, adjust envelope settings, and preview the layout before printing.
- By following the steps outlined in the Envelopes and Labels dialog box, users can efficiently produce professional-looking envelopes for various mailing purposes.