

Using Mail Merge to print envelopes from your database by Cindy O'Hora

If you have an inkjet or a laser printer you can address envelopes straight out of your AppleWorks database. It is a snap.

Check out the envelope size/quality specifications for your printer. Be certain to follow them carefully. I once bought low quality envelopes for a mass solicitation project. Every few envelopes they jammed or carried through the printer incorrectly. This made quite a mess. If you want to use inexpensive envelopes for mass mailings then I suggest you print labels.

If you are using a Laser printer you must get envelopes and labels specifically for them. The heat the printer uses will seal or unglue incorrect media. Labels can come off the sheets and clog up the printer.

How To:

Step 1. Use the Envelope Assistant in ClarisWorks / AppleWorks to create a template envelope. Where it requests you enter Addressee just type the words: "Name", "Street", "City,state,zip" as you would for any envelope.

Use File... Page Setup to set the envelopes orientation to horizontal.

Save the envelope template to the Desktop. Do not close it.

Do I have to use the envelope assistant? No, you can make your own, with out a lick of help, and use it too.

Step 2. Open the database of names and addresses you will be using.

Use the [Find](#) and/or Omit features to access the records you're using.

If you are printing envelopes for just one class, use Layout...Find to search the school database by the teacher's name or room number for those students. When you print, only envelopes for that group will be printed.

I suggest you use [Save As](#) and save this subset to the Desktop. It will make it easier for you to find for the merging. If you take my suggestion, you can close your main database.

Step 3. Return to the envelope template by clicking on its window.

Highlight the word Name on your envelope template.

Go File...Mail Merge.

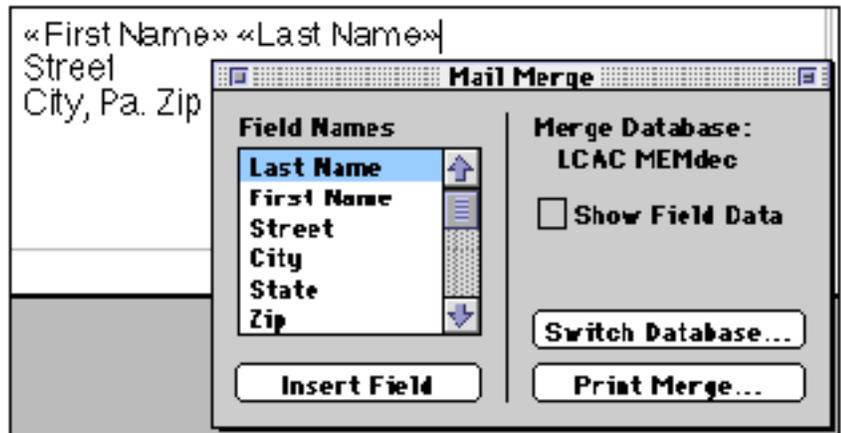
Use the Navigation Dialog Box to locate the database you plan to use. (Here is where placing it on the Desktop can make it easier to find. You can leave it in your project's folder as long as you are comfortable finding it.)

Step 4. Select the matching Field Name in the mail merge Field Names window.

In this case it is First Name followed by Last Name. You'll see that the Name field's title now replaces the word "name" and that they are enclosed in "willies" <<double brackets>>.

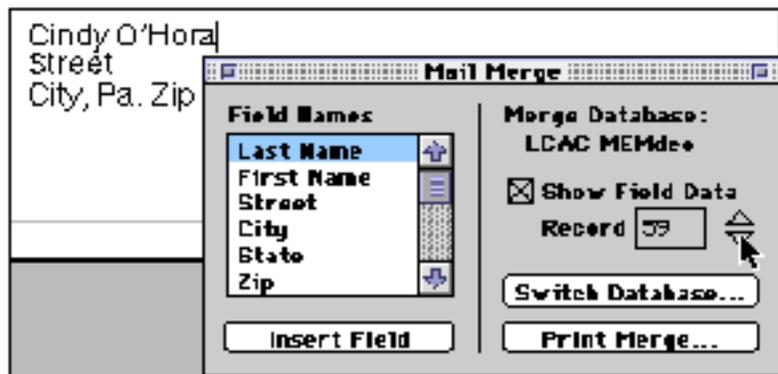
My example now reads:

<<First Name>> <<Last Name>>



Continue to match the info on the envelope template with the appropriate field(s) in your database.

Special Note: You can click in the Show Field Data box. You will see the first record you have chosen to print in the double brackets. I like to do this to be sure of my results prior to hitting the print button. It is optional.



Step 5: Take the time to check your printer's manual to be sure you are correctly orienting the envelopes in the input tray.

Step 6: Hit the Print Merge button. It is located in the bottom right corner of the Mail Merge box.

Your mail merged envelopes will pour out. :-)

 **Tip:** If you are doing a mass mailing it will be helpful to set the printer to print as many records as you can load envelopes.

For example: Set it to print records 1 to 25, then records 26 to 50 and so on. That way the printer does not hang when it runs out of envelopes. It also lets someone who needs to print one page do it between sets of envelopes. This can be a very positive plan in a one printer home. Believe me!

FAQ:

Can I just mail merge to envelopes?

Heavens no! You can mail merge to any AppleWorks WP or Draw document. I use it to Mail Merge Award certificates. Those mass mailing letters that have your name misspelled on the envelop and in the greeting of the letter are another example of mail merging.

You could use it to craft special labeling or even to make crazy mad libs.

"Mr. Postman, look and see, how I mail merged all this stuff with glee!"

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