

«ASK name=?Type the customers full name:» «ASK company=?Type the company name [if none hit return]:» «ASK address=?Type street address:» «ASK address 2=?Type any box number or suite etc. [if none hit return]:» «ASK city=?Type city:» «ASK state=?Type state [eg. OH]:» «ASK zip=?Type zip code [5 or 9 digit]:»

SELECT PRINT MERGE FROM THE FILE MENU TO BEGIN

In the dialog box that appears, click the top selection **MERGE AND PRINT RESULTS** (*in the bottom box MERGE RESULTS*)

You can do as many envelopes as you like this way BUT don't forget to select manual feed in the print dialog box. When you're finished click on the **STOP MERGE** button.

**«name»
«if company»«company»
«endif»«address»
«if address 2»«address 2»
«endif»«city», «state» «zip»**