

LESSON 131

ENVELOPES - AN EASIER WAY PRINTING SELECTED TEXT FROM A DOCUMENT

Microsoft Word 2000 does an OK job of laying out text to be printed on an envelope. I like the idea of being able to control the text layout on an envelope and I have an easy way to do just that. I'm able to format envelopes just the way I want them by adding the envelope as a last page in a document. Then I can create text on it the same way as I would with any other document page. Here's the trick.

From within your Word 2000 document click on Tools and then on Envelopes And Labels. Now click on the "Add to document" button. Go to the top menu bar and click on View, and then on Print Layout. The resulting page is a WYSIWYG(What You See Is What You Get) version of your envelope.

Now you can type text and format it to fit your own needs. Click on Print Preview on the tool bar to see how the envelope will print.

The envelope you created will send instructions to your printer so that your printer will look for an envelope to feed and print. This tip works in both Office 97 and Office 2000.

Microsoft Word will allow you to print selected pages or groups of pages. From within a Word document click on File on the top Menu bar and then click on Print. Here you can specify various combinations of page numbers to print.

To print selected or "highlighted" text, highlight the text you wish to print. Click on File and then on Print. Click next to Selection and then click OK. The text that you highlighted will print.

