

Popular Threads on Solosez

Tricks to print letterhead font/design in return address section on envelope

I use my own letterhead design (consisting of different size and style fonts, etc.) that I just print from my printer. It works out for me really well and looks great. I'd like my letter envelope to have the matching design in the return address section; however, I haven't been able to just cut and paste in Word, under Tools and Envelopes. How do I have the exact same design on my envelopes? Anyone know of any tricks to try out?

Thanks in advance!

So, there's some graphic or something that's messing up just being able to type it in? Did you create it in Word or a graphic program? If Word, how about printing to a pdf, opening it in some graphic program and scaling it down so it fits in the space on the envelope.

Steven O'Donnell, Pennsylvania

Just in Word. Seems I can control the font size and style, but whatever font and size I choose effects the entire return address section content. Because I use different font colors and styles for different words in my law office logo and name, using one uniform font/style/color isn't really ideal.

J.J. Lee

Have you tried opening an envelope in Word, rather than trying to do it in the return address section? I believe if you use the "Add to Document" section rather than the "Return Address" section, you can accomplish what you are trying to do.

Marian Palma Cardona, Missouri

Here's the process:

1. Click New
2. Choose Blank Envelope
3. Choose Mailings
4. Choose Start Mail Merge
5. Use MS Word's text features to design your new envelope. You can attach a specific mailing list to the envelope (I use my contacts) or just type in each address (I just delete and paste in the wanted address).
6. Save the document as a template or a .doc file.

Jeffrey Taylor, Oklahoma