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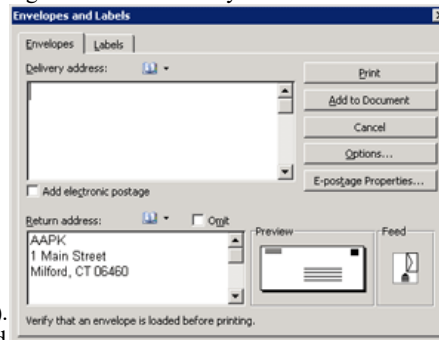
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Word - Addressing Envelopes

Do you want a quick way to create an envelope or need to print many for a mass mailing? Printing an individual or a group of envelopes is easy to do using Word. No more do you have to hand write an envelope.

1. To create and print a single envelope:
2. Go to the Mailings Tab, click Envelopes
3. Click the Envelope tab. From there you can add the delivery address and the return address.
4. To adjust the size of the envelope or printing word-envelopes-050212choices click on Options.
5. To print your envelope – click print (be sure your printer and the envelope are properly set).
6. If you want to get fancier, you could click Add to Document. This will create a template with the return address and delivery address appearing, allowing you to adjust the fonts, spacing, colors and add an image. From there you can print the envelope.



To create and print envelopes for a mass mailing:

Word steps you through the process of creating mail merges that generate envelopes, labels, letters and other items. Below is a fast lesson in Mail Merges.

1. Use the template you created in step 5 above (Creating a simple envelope).
2. Go to Mailings, choose Start Mail Merge and then Step-by-step mail merge wizard.
3. The Mail Merge pane will appear - click Next: Starting Document
4. From here you can choose your recipients by locating the data source (this could be an Excel sheet, a Word document, or a text file).
5. Click Next: Arrange your envelope – change the fonts, add a return address or a graphic.
6. Click in the center of the envelope template to insert a text box.
7. Insert merge fields (merge field: A placeholder that you insert in the main document. For example, insert the merge field <City>) where you want to merge names, addresses, and other information such as a postal bar code.
8. After you have done that you can change the format of the merged data.
9. Once you've completed the main document and inserted all of the merge fields, click Save As on the File menu. Name the document, and then click Save.
10. Click Next: Preview your envelopes to preview the envelopes and fine-tune the recipient list.
11. When you are ready you can click Next: Complete the merge.

If you have a Word or other MS Office projects that you need help with – contact us at info@aapk.com for assistance.

Driving Traffic to Your Site with Facebook

Do you use Facebook to drive people to your web site? If you aren't then you need to keep reading to find out how using 5 simple steps can be very effective.

Often I have clients who are hesitant to use Facebook to promote their business and I just scratch my head. They claim they don't want to bother their friends by posting about their business. This is a huge misconception. Unless their friends track every post they put up, the chances of their friends being "overwhelmed" by promotional messages is very slim. Yes, I can see if you are constantly

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- Creative Marketing Ideas

posting the same content, but with careful planning the content can vary so the messages don't get stale.

The folks at [Social Media Examiner](#) have identified the steps to take to make your Facebook campaign successful:

- Make Sure You Have a Steady Stream of Shareable Content on Your Website
- Make it Easy to Share Your Content to Facebook on Your Website
- Optimize your Facebook post
- Optimize Other Places on Facebook to Add Links to Your Website
- Advertise

Read the full article here - <http://www.socialmediaexaminer.com/drive-more-facebook-traffic/>

If you need help in creating or furthering your social media marketing efforts, contact me at info@aapk.com to help you move forward.

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Funny Video: Best Nanny Dog Ever? <http://www.today.com/pets/watch-out-mary-poppins-dog-may-be-best-nanny-ever-2D11980398>

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