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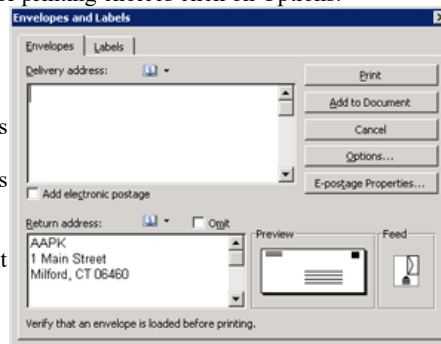
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Word - Printing Envelopes

Printing an individual or a group of envelopes is easy to do using Word. No need to hand write them or create and stick labels. To learn how read on.

To create and print a single envelope:

1. Go to Tools on the menu bar, point to Letters and Mailings, and then choose Envelopes and Labels.
2. Click the Envelope tab. From there you can add the delivery address and the return address.
3. To adjust the size of the envelope or printing choices click on Options.
4. To print your envelope – click print (be sure your printer and the envelope are properly set).
5. 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 Merge - in another issue I will expand on how to do mail merges.

1. Use the template you created in step 5 above (Creating a simple envelope).
2. Go to Tools, Mail Merge. The Mail Merge pane will appear - click Next: Starting Document
3. 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).
4. Click Next: Arrange your envelope – change the fonts, add a return address or a graphic.
5. Click in the center of the envelope template to insert a text box.
6. 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.
7. After you have done that you can change the format of the merged data.
8. 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.
9. Click Next: Preview your envelopes to preview the envelopes and fine-tune the recipient list.
10. When you are ready you can click Next: Complete the merge.

If you need help with creating envelopes, labels or mail merges, we can help you. Contact us at info@aapk.com

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Google Searching

When using Google to search there are a variety of tools you can use to refine your search and the results that appear on the screen. Did you know you can choose what ads appear?

Simple (Everything) Search

Let's start with a simple search by entering a term into the search box – for instance I put in Web Design CT. Below is a screen shot of the results.



You will notice that the majority of the results on the “real estate” of the screen are paid ads. This is how Google earns part of it’s income. These ads have been purchased by companies that bid based on key words or phrases. The winning bidders’ ads are then shown when you type in a matching word or phrase while searching. The middle area shows the “organic” (not paid for) results. These organic results are based on the algorithm (mathematical formula) that Google (and other search engines) use to determine the order of search results.

Other Ways to Search

You can change your search results to reflect related Images (this is a fun option to use, but be careful about “stealing” images from others), see Maps that are associated with your search terms (for instance my search used above brought up a map of Connecticut) or find videos based on your search.

Changing the Results

If you want to change how Google shows search results click Why These Ads (in the top left corner of each area) and then click on Ads Preferences Manager. Note, this works only if you are a Google User.

Ads and Search on Google - will allow you to block specific advertisers. Google claims, these personalized ads can improve your experience by showing you ads related to websites you visit, recent searches and clicks, or information from your Gmail inbox. They try to show you the most relevant ads based on the search terms you entered.

To block an advertiser, click “Block this advertiser”.

Blocked Advertisers – If you block advertisers in the “Ads and Search...” area they will appear on this list. If I want to unblock their ad at a later time I could from here.

Opt Out - to protect your privacy. You can tell Google you don't want to see personalized ads and can opt out at any time. What you opt out - you'll still see relevant ads, but Google won't use additional information to personalize those ads on Google search and Gmail. The opt out setting doesn't apply to ads on other websites, which can be managed on the Ads on the web tab of this page. By opting out, you'll no longer be able to block specific advertisers and your block list will be deleted

Enjoy your Google search experience and if you need help understand or using any web related issue, contact us at info@aapk.com so we can assist you.

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You Have To Laugh

Try this fun site ... enter your zip code to decide where to eat lunch locally (and thanks to my daughter Katie for this link)!

<http://www.stumbleupon.com/su/74LlvA/wheelof.com/lunch?zip=32547&query&Search=Search%2F>

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