

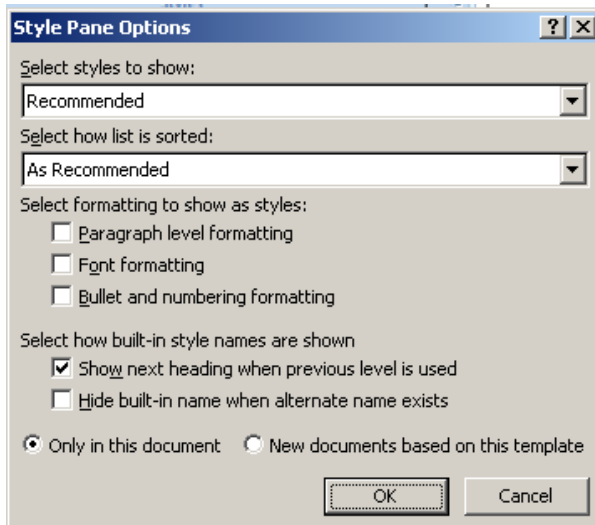
## Word 2007 Mail Merge

### Preventing New Word 2007 Spacing from Addresses on Envelopes

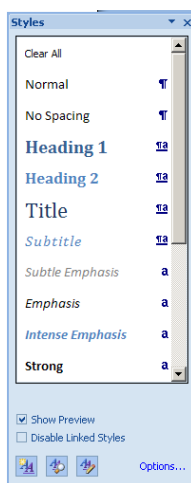
1. On the Home tab, click on the dialogue box launcher in the Styles group.



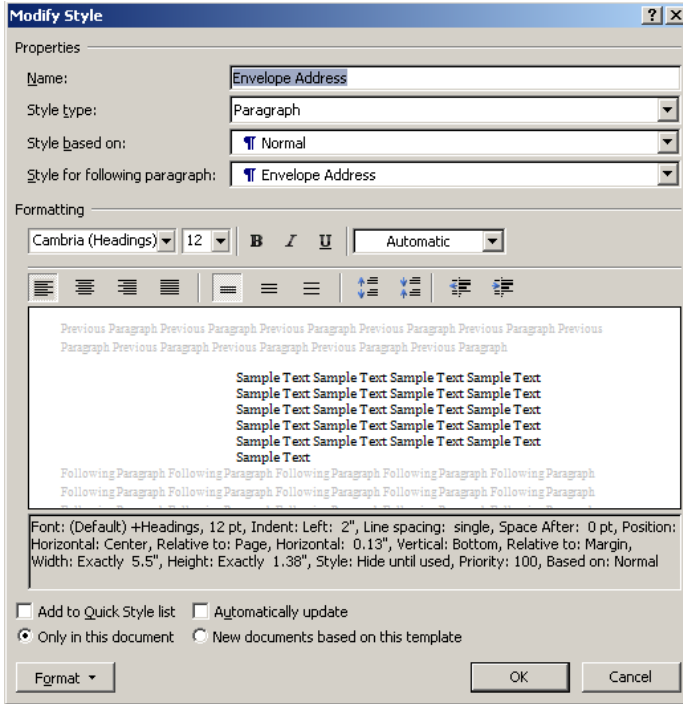
2. Click on the **Options** link in the bottom right corner.



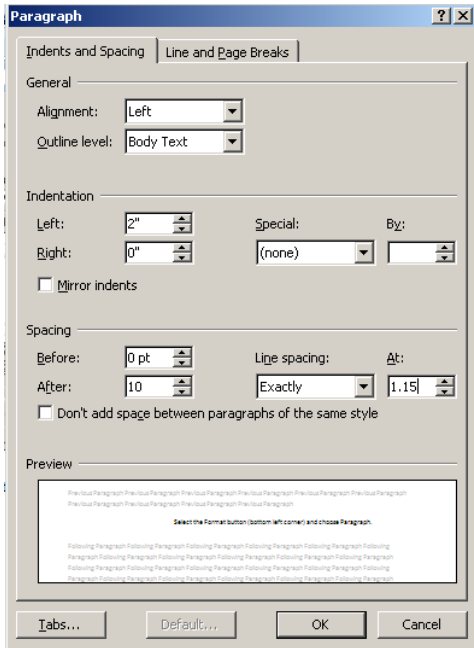
3. In the **Select styles to show** field (first field), select the option for **All Styles** and then the **OK** button.



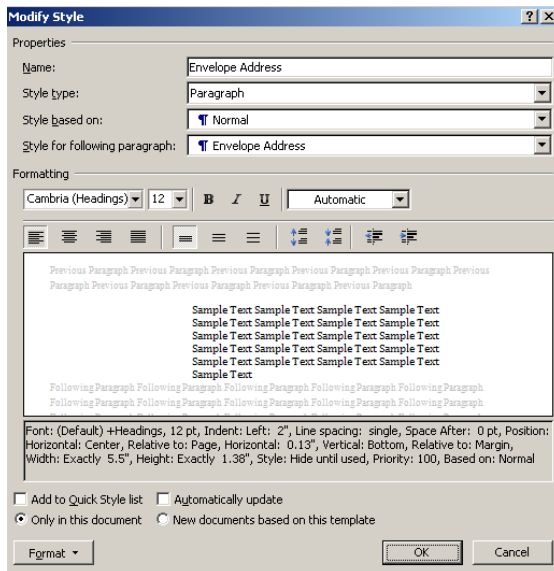
Use the scroll bar to locate the Style for **Envelopes**. (It is after Endnote Text.) Right click over the Envelopes entry and select the option for **Modify**.



4. Select the **Format** button (bottom left corner) and choose **Paragraph**.



5. In the **After** field (Spacing section) change to 0pt and in the **Line spacing** field, change to Single. Click on the **OK** button.



6. At the bottom, select the radio button for **New documents based on the template**. Click on the **OK** button.
  
7. When closing Word, if a message appears about changing the template, select Yes or OK. This will allow this change to be modified for all future Word documents.