

Return Address Removed
(word 2007)

Open Word

Click on Office Button (large button in upper left corner)

Click on Word Options (button at bottom right)

Select Advanced and go to General Section – clear mailing address box



Return Address Removed

(Word 2003)

When you created the address in Word originally, you clicked the ADD TO DOCUMENT.

Now, anytime you click the Tools...Letters...envelopes/labels up comes the envelope with the return address showing.

Just above the return address is an OMIT box, check that box. While the return address will continue to show, it will not be printed

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