

## **MSWORKS printing envelopes from database**

The 4.5a MSWORKS version contains a Wizard that takes you through the process step by step. You must treat the envelope as though it were a merge/form letter. It asks what fields do you want to include. You must use the exact fields that you used in your database:

[title] [firstn] [lastn]  
[address]  
[city], [st] [zip]

then the merge will insert the names in your database into the correct fields.

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