

# MUMS 2000 – Print on Envelope

If you wish to set up a custom report to print envelopes, rather than using the envelope button on the member form, you'll need to change the report properties for paper size and orientation.

Steps to do this are listed below. I'm assuming you're using a standard #10 envelope, adjust as necessary if you're using something else

1. From 'Control Panel | Printers & Faxes' in Windows, right-click on the print driver you are using and select 'Properties'. Setup varies depending on the driver you're using, but the setting you want should be called 'Form to Tray Assignment' and it's often on a tab named 'Device Settings'. Make sure the setting for the envelope tray has 'Envelope #10' selected. Click the 'Apply' button and close the printer setup. (if they are already using the envelope tray, this step has probably already been done).
2. Create a new report from MUMS (Reports | Custom Reports | New Report).
3. Select 'File | Page Setup'. This will bring up the Setup dialog box with the Page tab selected. In the 'Page Size' section, select 'Custom', enter width = 9.5, height = 4.25, and 'Landscape' next to the little page graphic. Click OK.
4. Set up your query to return the name & address info you want.
5. Click on the 'Layout' tab. The page display should look like an envelope. Right-click on the page and select 'Arrange Sections'. Delete the Page Footer and Report Footer, then the Page Header and Report Header (footers must be deleted first). Only the Detail 0 section should remain. Close the Page Designer window.
6. The blue line representing the bottom of the Detail 0 section may be up toward the top of the envelope. If so, drag it down toward the bottom.
7. Use 'Place Objects' to set up the address where you want it on the page.
8. Click the Preview tab to check out your work. Adjust if necessary.
9. Save the report and close.
10. Select 'File | Print Setup' and setup the report printer to use your envelope printer and tray. Click OK to close Print Setup.
11. Open up your report and print. Don't forget to set the report printer back to your regular report printer/tray when done.