

Author: Kristenson, Joel

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Overview

This article walks through the steps to **print envelopes** through **Trail Blazer**. Typically envelopes are printed for **three** different types of entities:

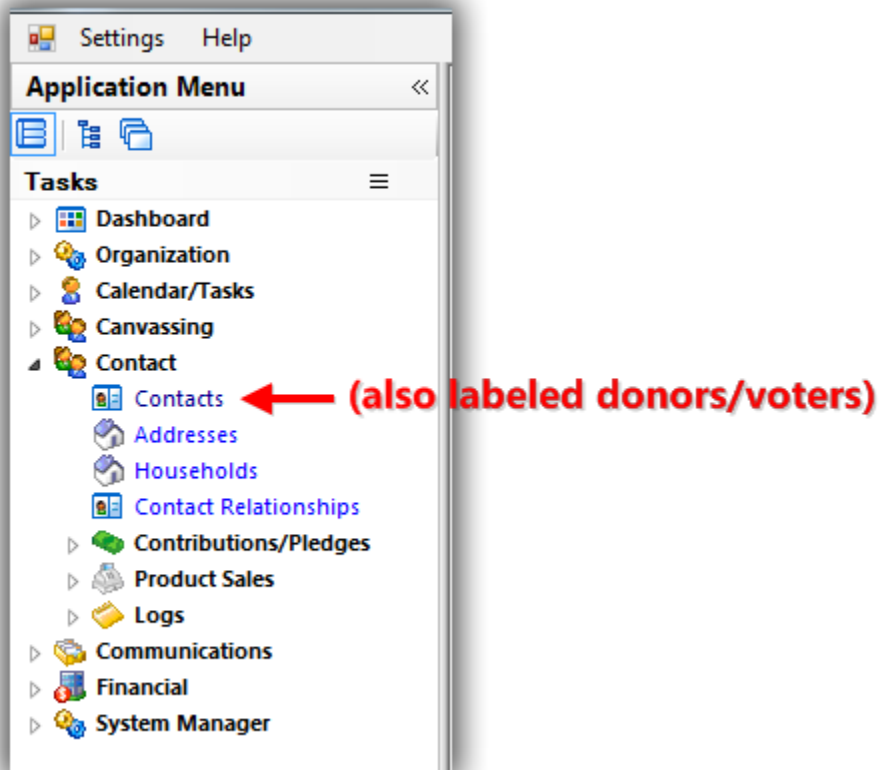
- Individuals
- Households
- Companies (Organizations)

The steps are the same, but the **merge fields** you use will vary depending on who you're addressing. Once you go through this process you'll want to **save** the different **template** types for each type of envelope you create so that you don't need to reinvent the wheel each time.

 **Tip:** Read [this article](#) to learn how to print **address labels** through your database.

Steps

Navigate to the **Contacts (Voters/Donors)** list.



Build and run your [search query](#) for the list of contacts you want to print envelopes for. *In my example I searched for everyone who attended a golf [event](#) which produced 161 individuals.*

2

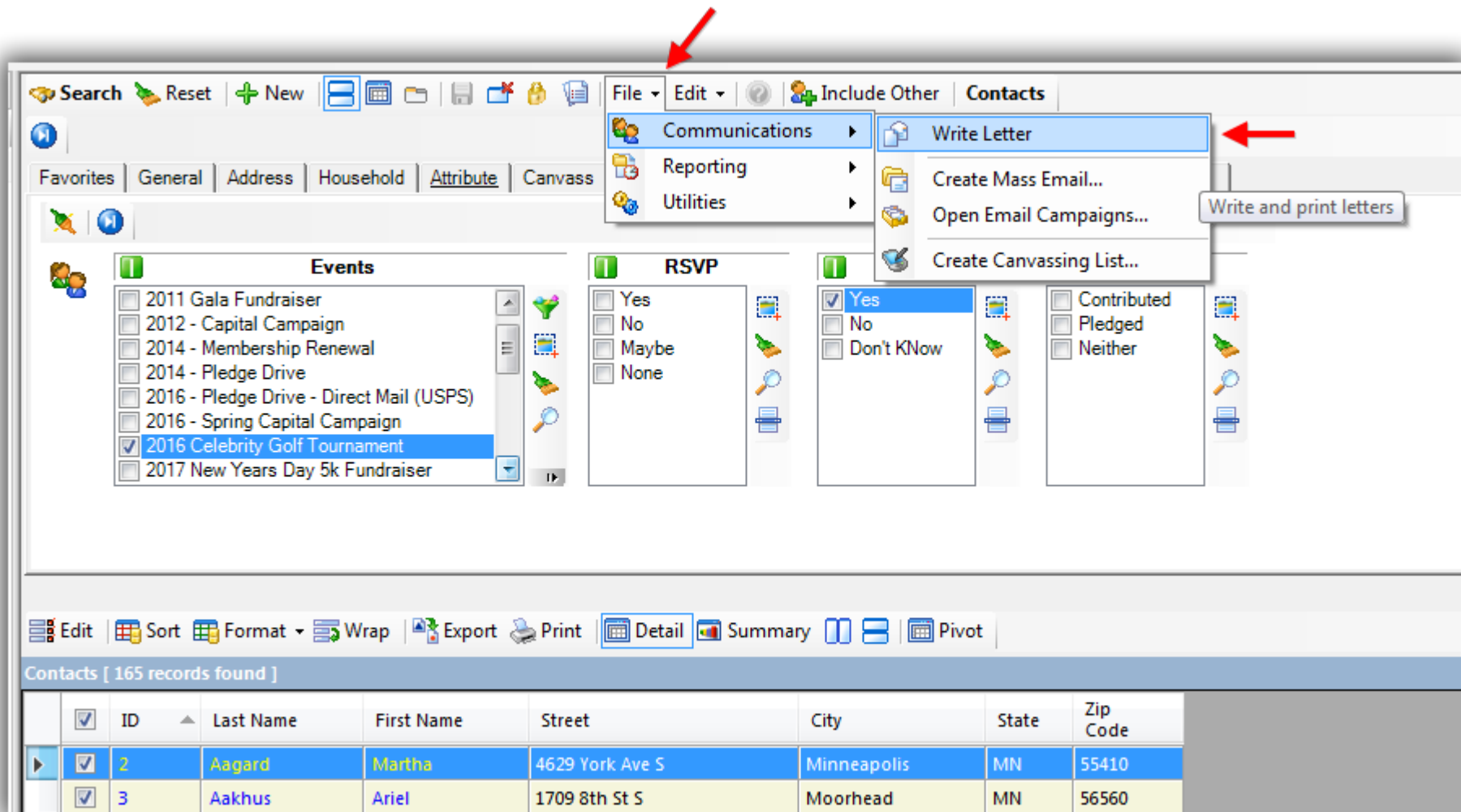
1. Enter your search criteria for the list of contacts you want to print envelopes for.

results

Contacts [161 records found]

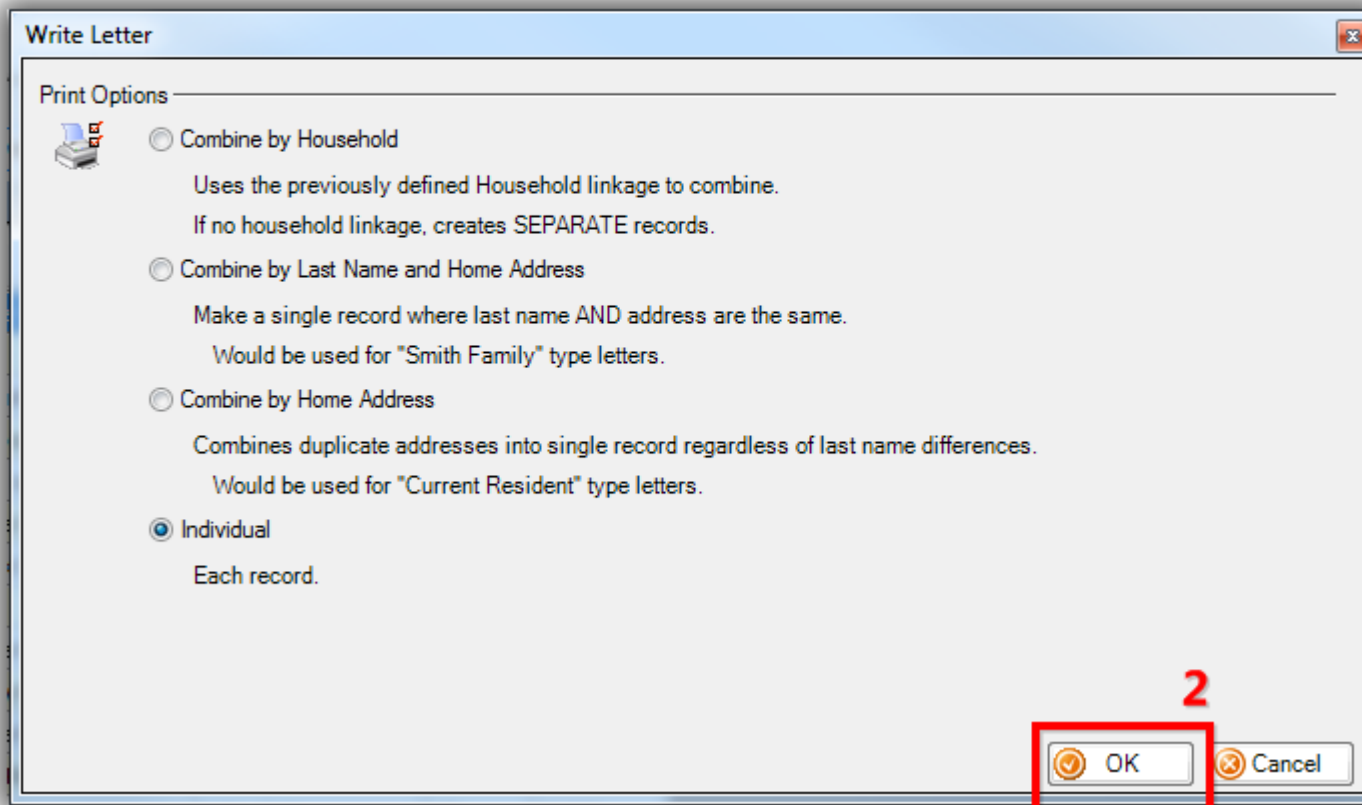
ID	Last Name	First Name	Street	Street 2	City	State	Zip Code	Home Phone	Email
2	Aagard	Martha	4629 York Ave S		Minneapolis	MN	55410	(612) 920-9217	Martha@Aagard.com
3	Aakhus	Ariel	1709 8th St S	Cpo 3010	Moorhead	MN	56560	(218) 825-9215	Ariel@Aakhusxxx.com
4	Aakhus	Cindy	19981 See Gull Rd		Brainerd	MN	56401	(218) 828-9215	
67	Akemann	James	1021 Westwood Dr		Faribault	MN	55021	(507) 334-8226	James@Akemann.com
166	Anderson	Kamay	21507 Height of Land Dr E		Detroit Lakes	MN	56501	(218) 847-7931	Kamay@Anderson.com
260	Rapuano	Brenda	1471 Clarence St		St Paul	CT	06500	(651) 330-8920	Brenda@Rapuano.com
270	Bailey	Robert	16241 Urbank St NE		Ham Lake	CT	06500	(763) 434-8025	
473	Behn	Brook	1300 Kelly Dr		Golden Valley	MN	55427	(763) 542-7830	
521	Benson	Rolf	7924 29th Ave N		New Hope	MN	55427	(763) 546-7733	Rolf@Benson.com
577	Berseith	Scott	20149 County Hwy 21		Detroit Lakes	MN	56501	(218) 847-7937	
598	Bey	Darlene	5923 34th Ave N		Crystal	CT	06500	(763) 531-8422	Darlene@Bey.com
643	Swanekamp	Joan	7255 County Rd 5 NW		Willmar	CT	06500	(320) 231-8126	Joan@Swanekamp.com
772	Caro	Sandra	505 2nd Ave SE	Apt 220	Little Falls	CT	06500	(320) 632-8325	Sandra@Caro.com
868	Dimicco	Gloria	2711 6th St NW		Willmar	CT	06500	(320) 235-8126	Gloria@Dimicco.com
1272	Earley	Patricia	9167 Brentwood Trl		Woodbury	CT	06500	(651) 738-8829	
1466	Cox	Bobby	2710 Florida Ave N	Apt 109	Crystal	CT	06500	(763) 531-8129	Bobby@Cox.com
1551	Currington	Kelly	3511 Winnetka Ave N	Apt 203	New Hope	MN	55427	(763) 742-7730	
1909	Dundovic	Lorraine	1701 Rhode Island Ave N		Golden Valley	MN	55427	(763) 545-7538	
2031	Ende	Erica	4045 Oregon Ave N		New Hope	MN	55427	(612) 425-9616	
2082	Erickson	Matthew	8109 40th Ave N		New Hope	MN	55427-1130	(763) 221-9512	
2087	Erickson	Peter	8400 Golden Valley Rd	Apt 110	Golden Valley	MN	55427	(651) 249-7331	
2118	Evan	Marcus	2853 Flag Ave N		New Hope	MN	55427	(612) 636-8523	
2137	Fagen	Dorothy	201 Minnesota St S	Apt G-4	Redwood Falls	MN	56283	(507) 637-8127	Dorothy@Fagen.com
2377	Norwood	Ottv	6008 2nd St N		Moorhead	CT	06500	(218) 233-8122	Ottv@Norwood.com

Select **File > Communications > Write Letter**

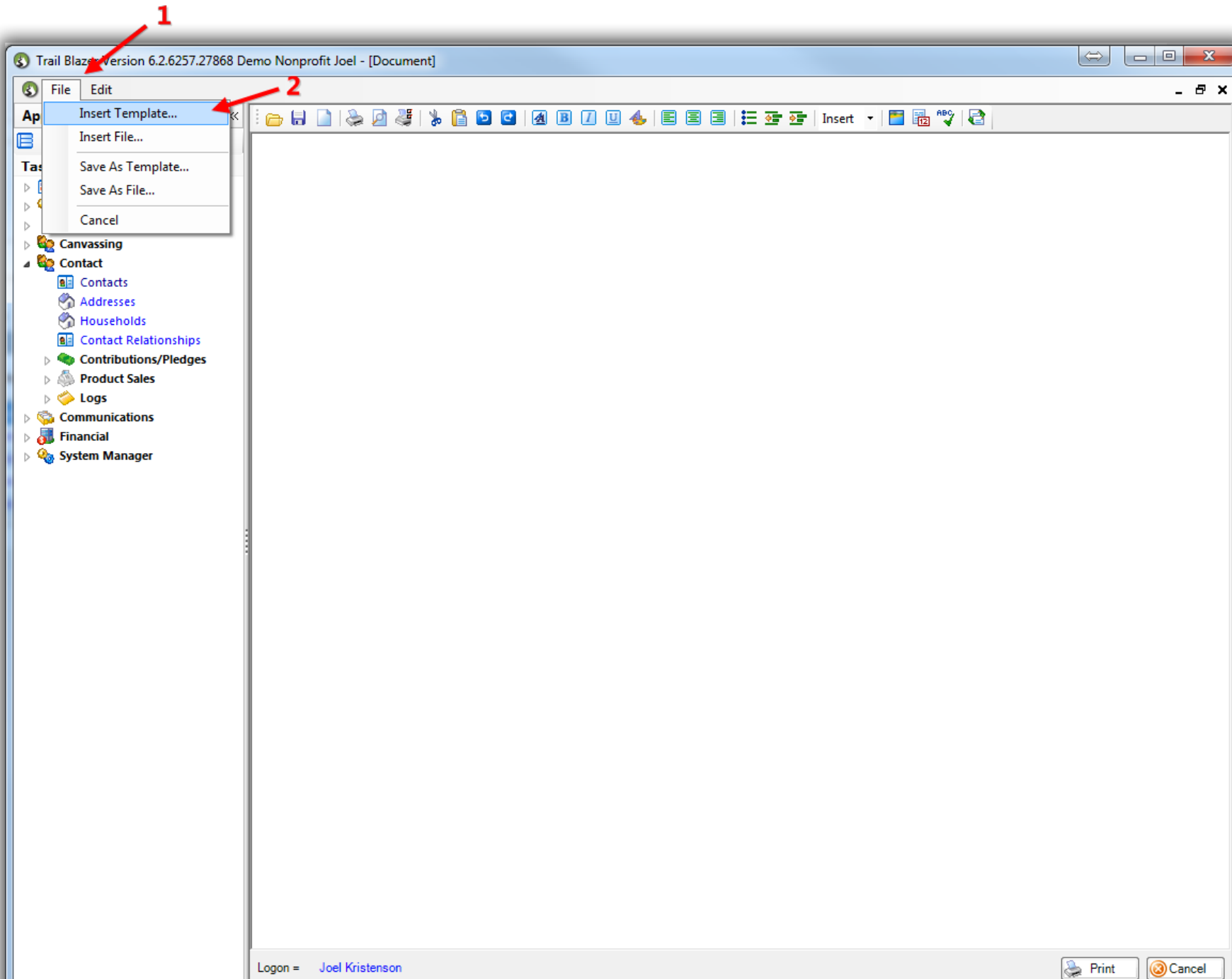


Select your **print** option for **whom** to **address** the envelope to (individual or [household](#)) and click **[OK]**. *In my example I selected the individual option.*

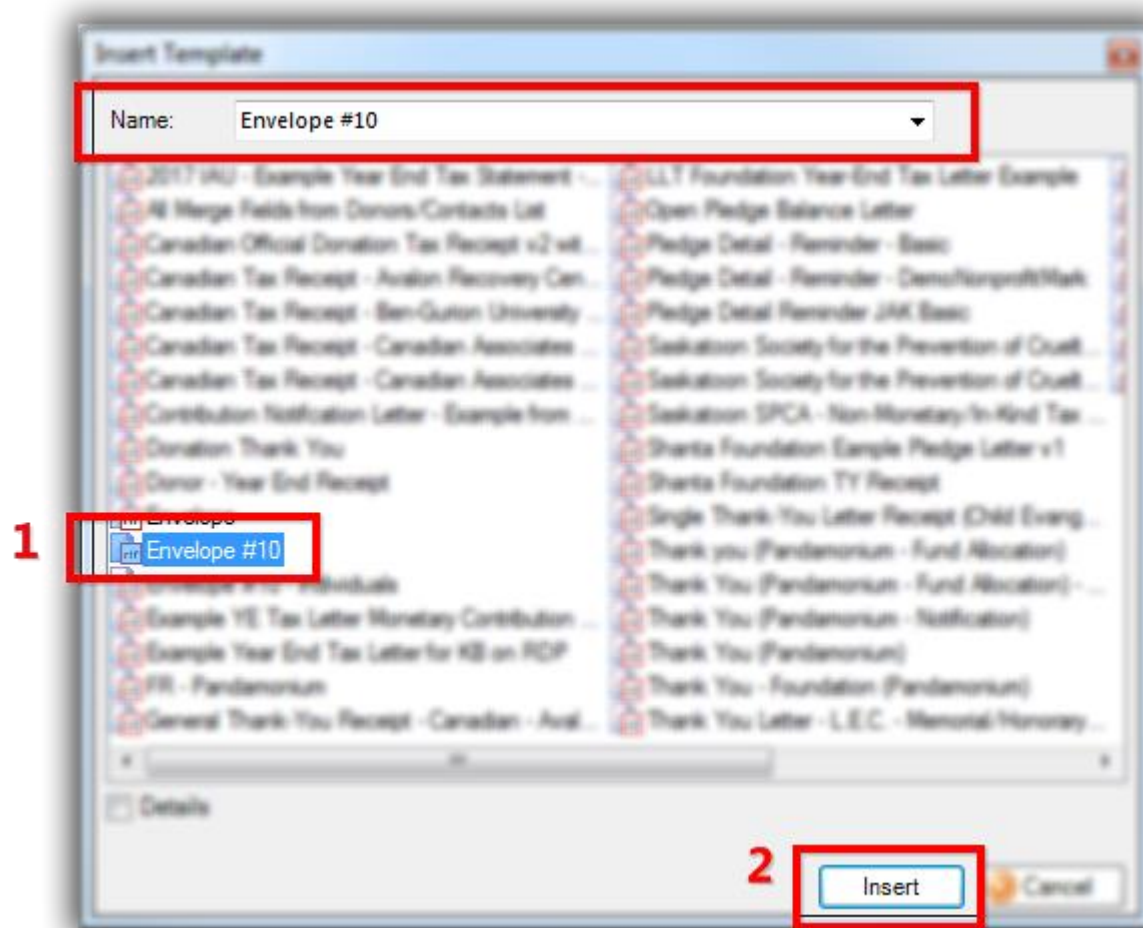
1. Select your print option for whom to address the letter to e.g. Individual, household, etc.



The **editor** will open. Click **File** in the upper-left and **Insert Template...**

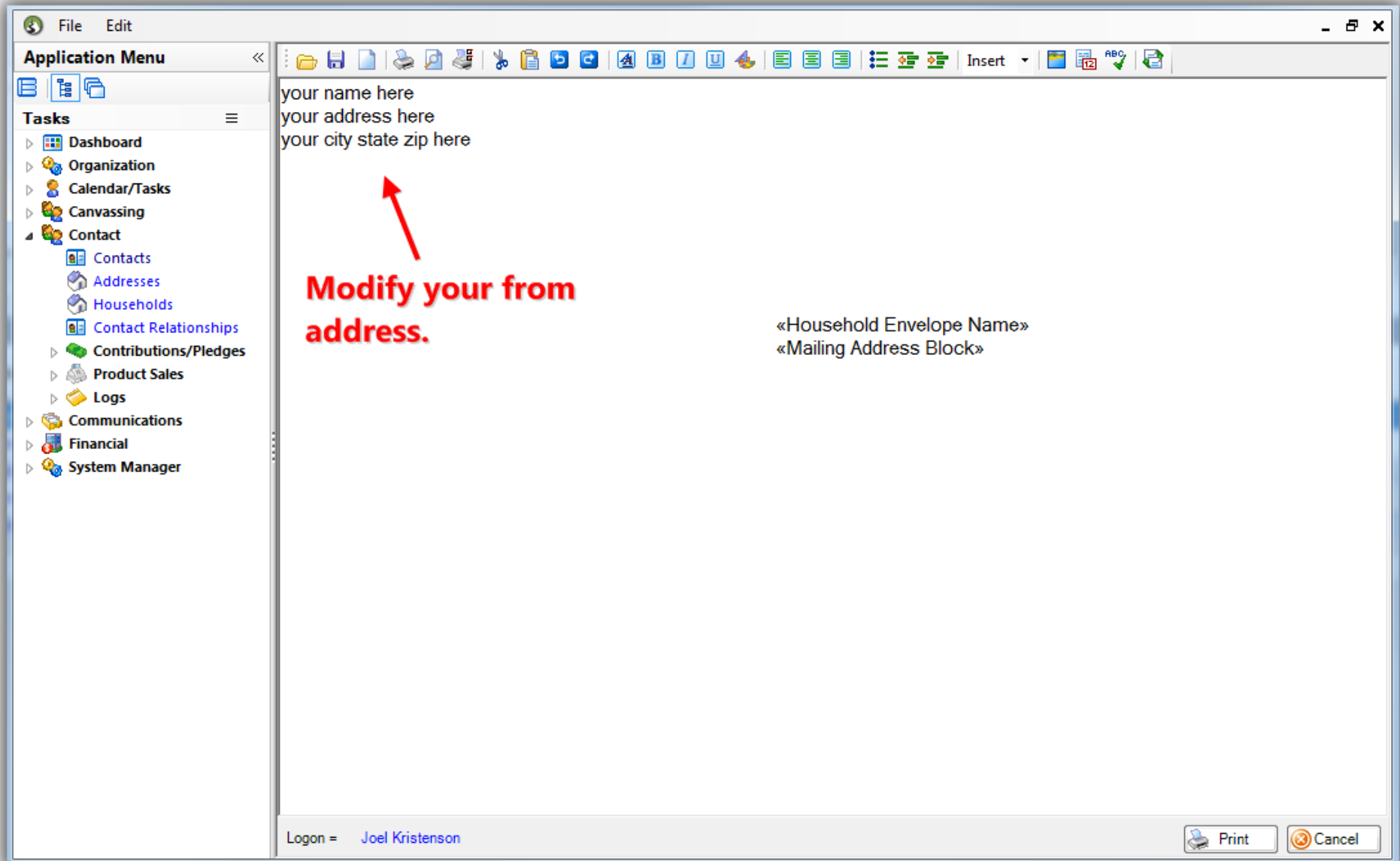


Select the **Envelope #10** template (that comes with your database) and click **[OK]**.

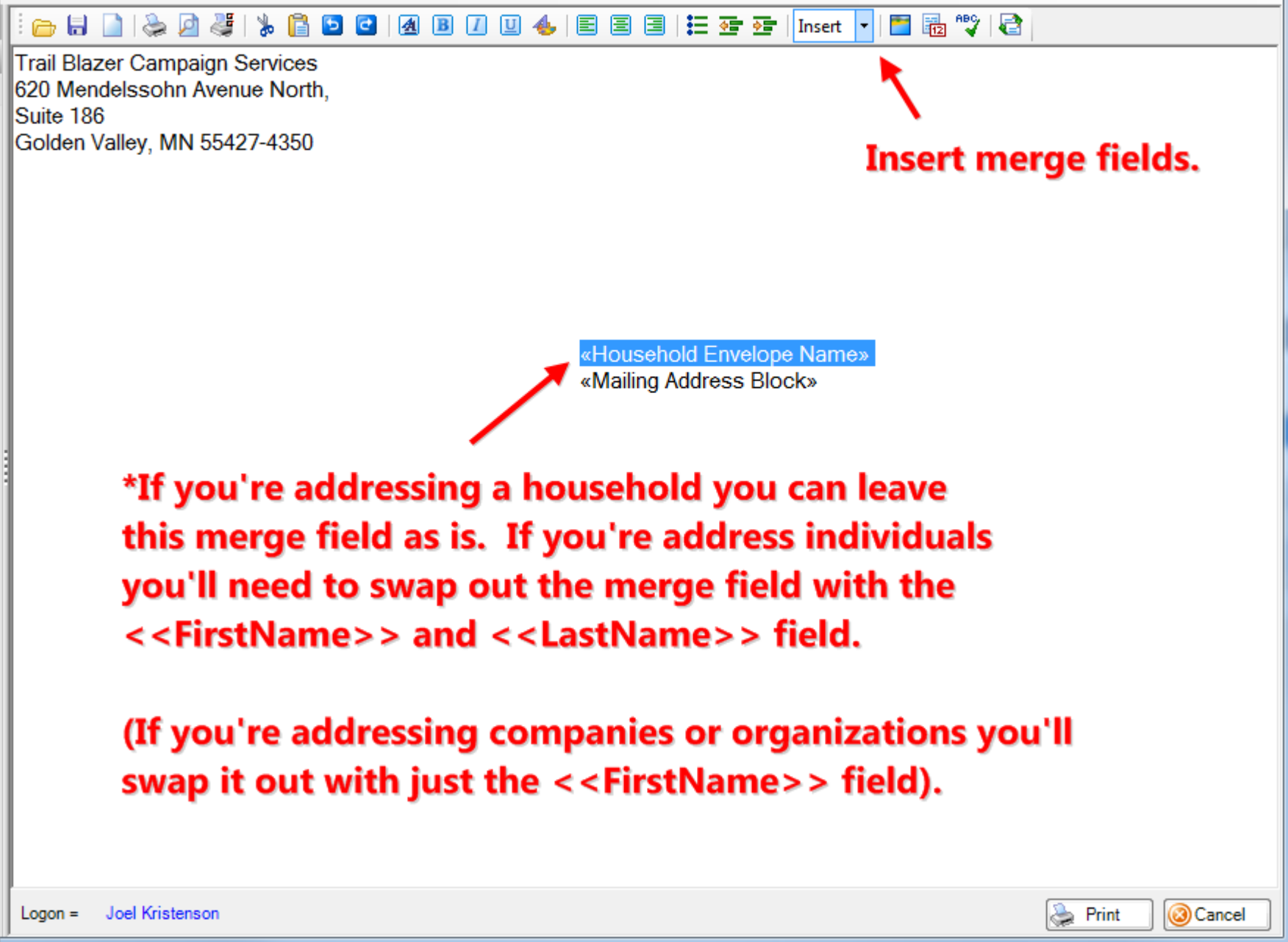


The **default template** will look like the image below where you'll need to swap out the **from address** and the **merge fields** depending on what type of entity you're addressing (individual or household).

This is the default envelope #10 template that comes with your Trail Blazer template. You'll need to modify as necessary (merge fields, from address, add your logo, etc.)



After changing the **from address** you can **highlight the text** you need to **swap out** (if necessary), click the **[Insert Merge Field]** drop-down in the top-right, and select the correct ones for the type of envelope you're printing. *In my example I addressed individuals so I needed to swap out the household merge field with first and last name.*



The screenshot shows a software window with a menu bar at the top containing icons for file operations and an 'Insert' dropdown menu. Below the menu bar, the text 'Trail Blazer Campaign Services' is followed by the address: '620 Mendelssohn Avenue North, Suite 186, Golden Valley, MN 55427-4350'. A red arrow points from the text 'Insert merge fields.' to the 'Insert' menu. Another red arrow points from the text '«Household Envelope Name» «Mailing Address Block»' to the corresponding merge field options in the software interface.

Insert merge fields.

«Household Envelope Name»
«Mailing Address Block»

***If you're addressing a household you can leave this merge field as is. If you're address individuals you'll need to swap out the merge field with the <<FirstName>> and <<LastName>> field.**

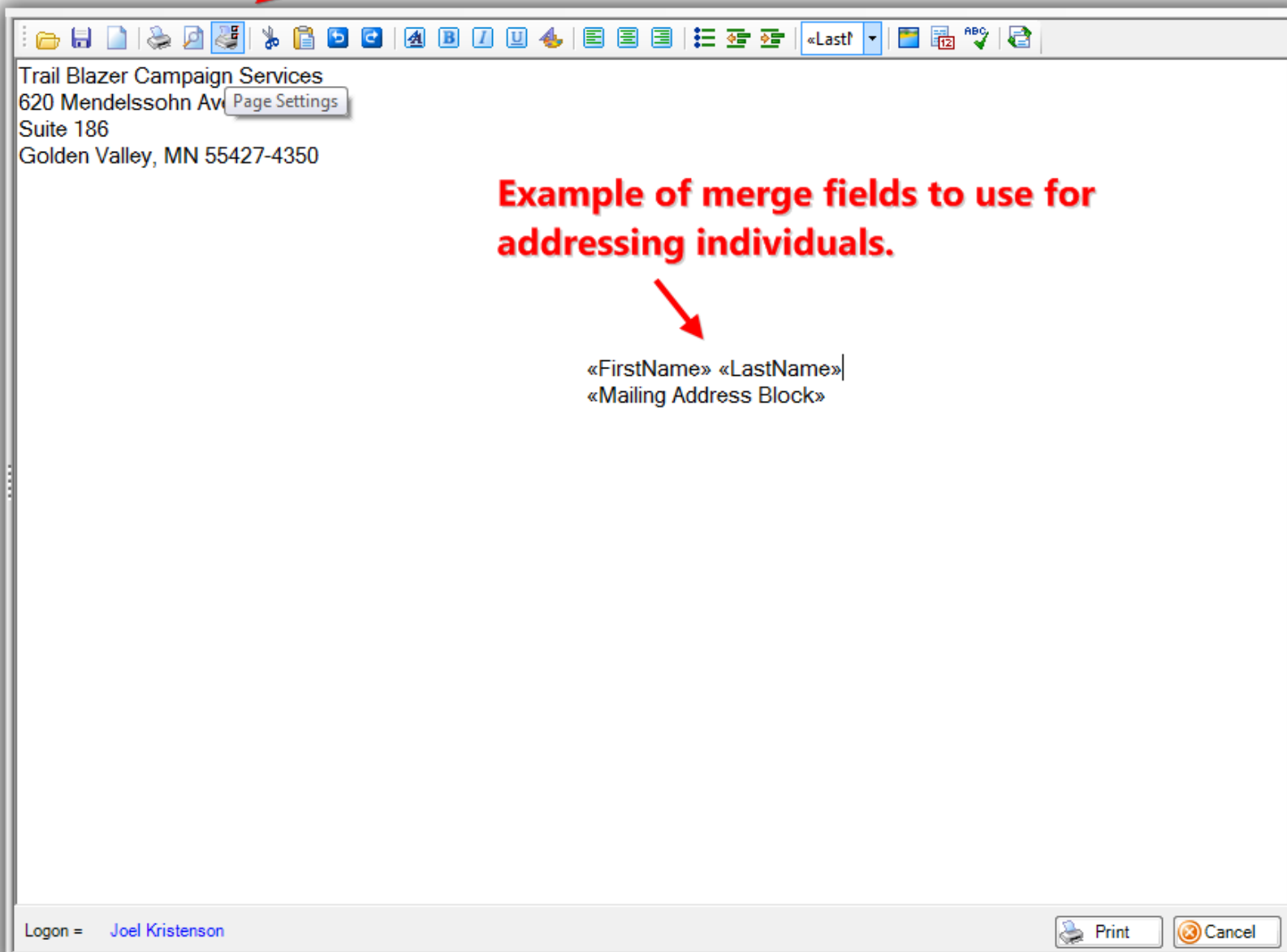
(If you're addressing companies or organizations you'll swap it out with just the <<FirstName>> field).

Logon = Joel Kristenson

Print Cancel

Below is my *example* of the <<FirstName>> and <<LastName>> merge fields inserted for addressing individuals. Next you'll need to click on the **[Page Settings]** button in the top-left of the editor to **select** the **envelope paper size**, adjust **margins** (if necessary), and to flip the **orientation** from portrait to **landscape**.


Click the [Page Settings] button to begin adjusting margins and to flip the orientation from portrait to landscape.



The screenshot shows a software window with a toolbar at the top. A red arrow points to the 'Page Settings' button in the toolbar. The main area of the window displays the following text:

Trail Blazer Campaign Services
620 Mendelssohn Av Page Settings
Suite 186
Golden Valley, MN 55427-4350

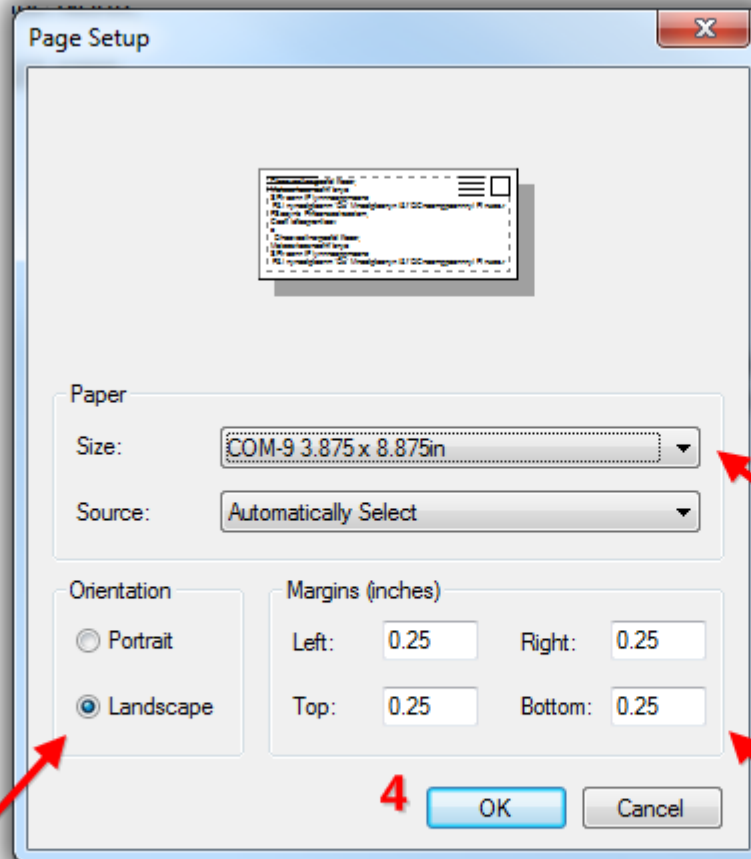
Example of merge fields to use for addressing individuals.



«FirstName» «LastName»
«Mailing Address Block»

At the bottom of the window, there is a status bar with 'Logon = Joel Kristenson' on the left and 'Print' and 'Cancel' buttons on the right.

Select your **paper size** (in my example I used **COM-9 3.875x8.75inc** – this will be a type of **envelope paper** that your printer supports), select the **‘landscape’ orientation**, adjust the **margins** (if necessary), and click **[OK]**. My example print settings are below.

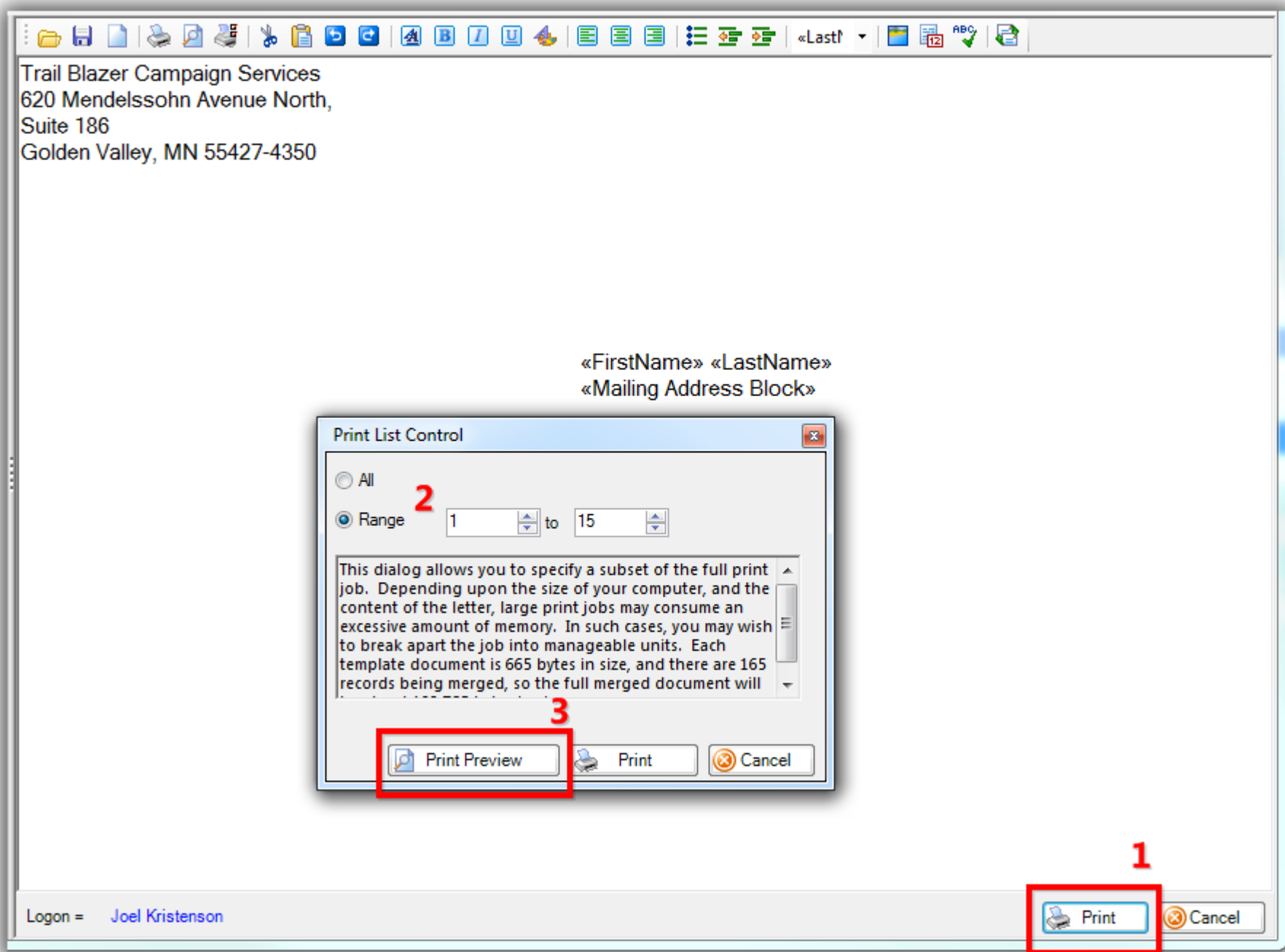


1. Flip the orientation to landscape.

2. Select your envelope paper type from the drop-down.

3. Adjust margins as necessary.

To **test** your settings click [**Print**] in the bottom-right, set a **page range** to run a test print for, and then click [**Print Preview**].



The screenshot shows the TrailBlazer software interface. At the top, there is a toolbar with various icons. Below the toolbar, the main window displays the following address information:

Trail Blazer Campaign Services
620 Mendelssohn Avenue North,
Suite 186
Golden Valley, MN 55427-4350

Below the address, there are three lines of placeholder text: «FirstName» «LastName», «Mailing Address Block».

A "Print List Control" dialog box is open in the center. It has two radio buttons: "All" and "Range". The "Range" option is selected, and the number "2" is next to it. The "Range" section shows two spin boxes with the values "1" and "15". Below this is a text box with the following text:

This dialog allows you to specify a subset of the full print job. Depending upon the size of your computer, and the content of the letter, large print jobs may consume an excessive amount of memory. In such cases, you may wish to break apart the job into manageable units. Each template document is 665 bytes in size, and there are 165 records being merged, so the full merged document will

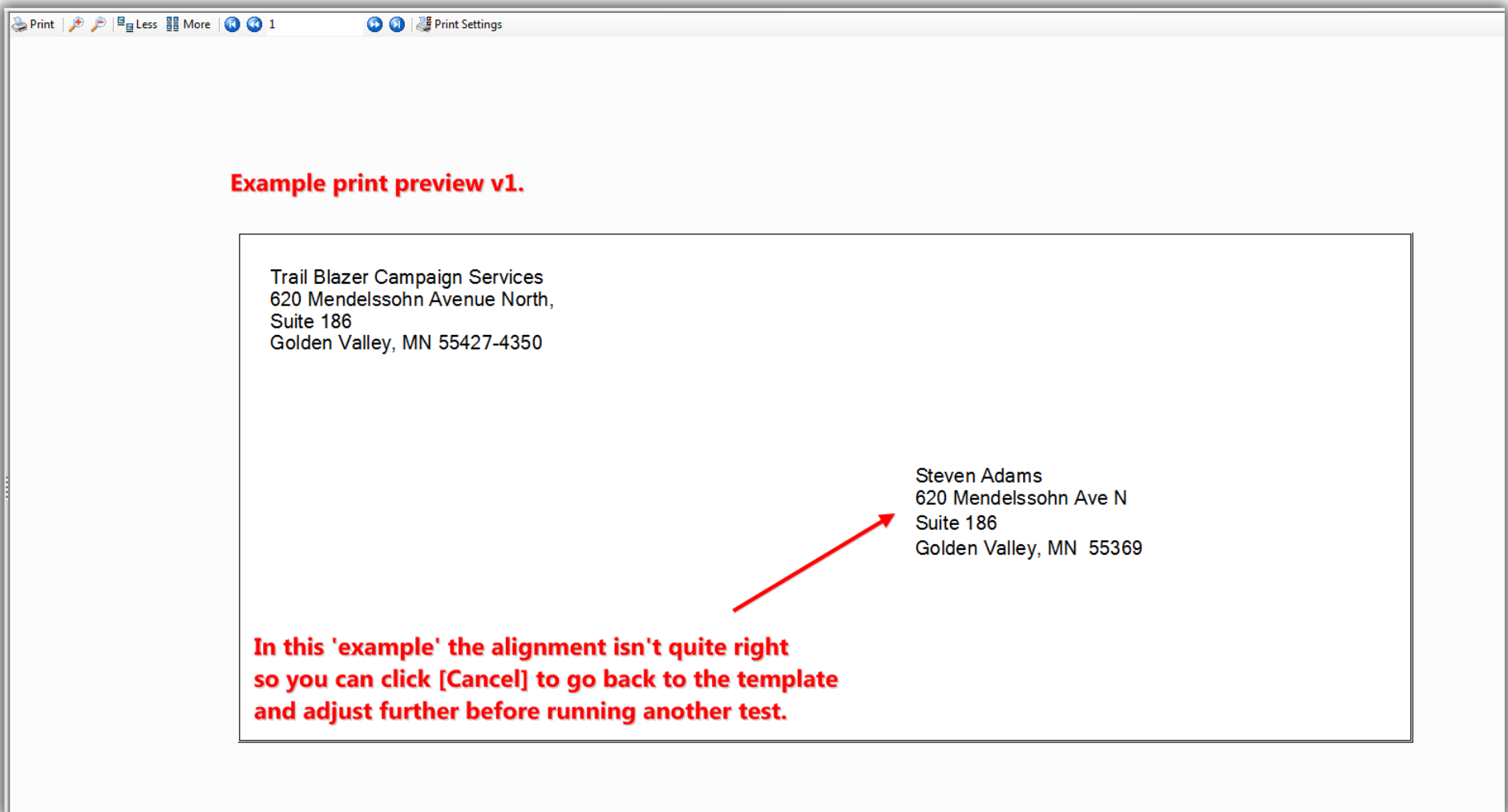
At the bottom of the dialog box, there are three buttons: "Print Preview" (highlighted with a red box and the number "3"), "Print", and "Cancel".

At the bottom right of the main window, there are two buttons: "Print" (highlighted with a red box and the number "1") and "Cancel".

At the bottom left of the main window, it says "Logon = Joel Kristenson".

Below is my *example* first test print. If your test looks good you can go ahead and begin printing envelopes. In my case the merge fields aren't quite aligned correctly so if you need to make further chances click **[Cancel]** to return back to the edit screen.

Page forward and backward.



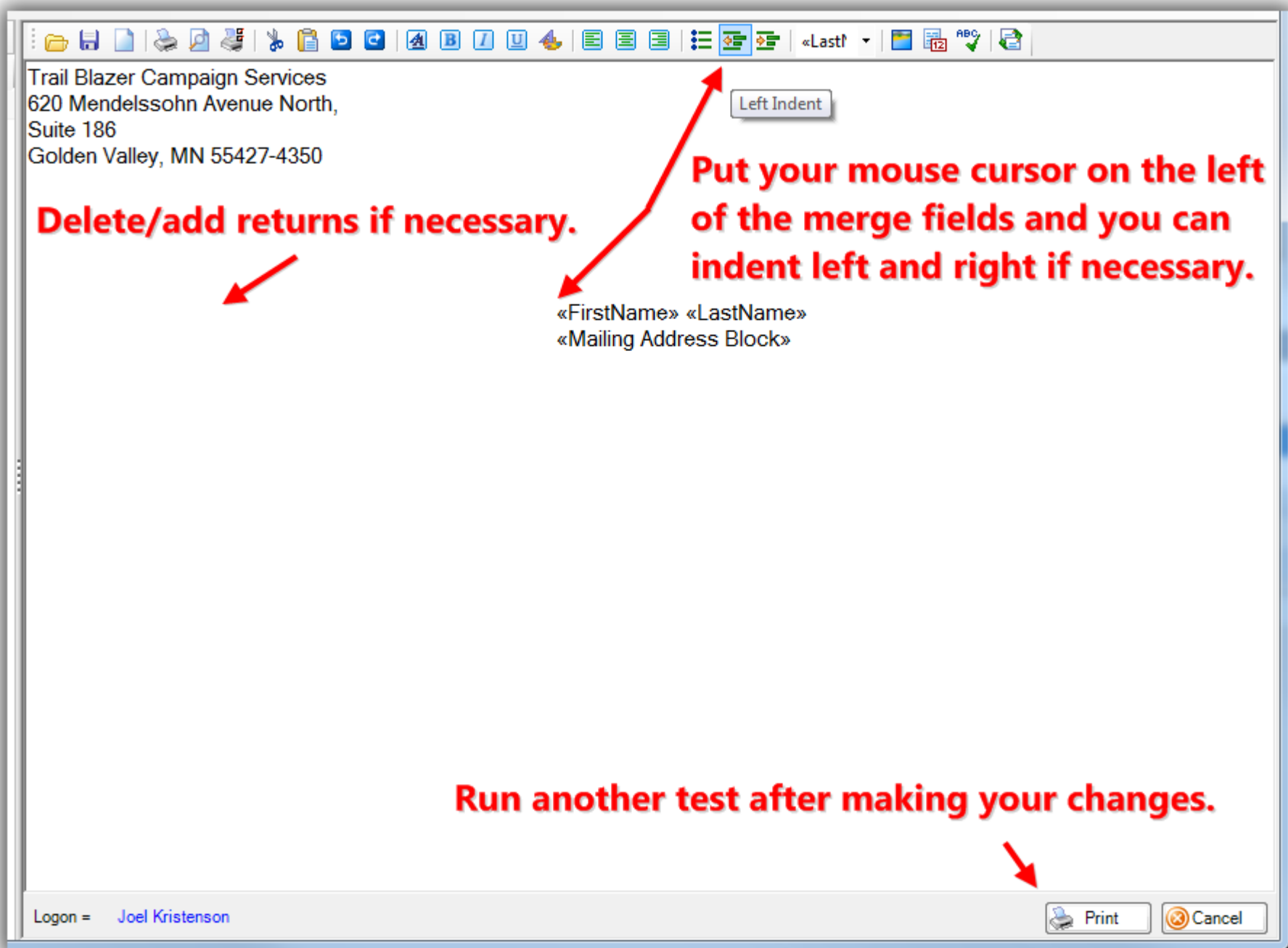
Example print preview v1.

Trail Blazer Campaign Services
620 Mendelssohn Avenue North,
Suite 186
Golden Valley, MN 55427-4350

Steven Adams
620 Mendelssohn Ave N
Suite 186
Golden Valley, MN 55369

**In this 'example' the alignment isn't quite right
so you can click [Cancel] to go back to the template
and adjust further before running another test.**

Below is my *example* of edits after the first test print. You can use the **indent left/right** button to move items left or right, **delete** or **add** lines, and then run your test print again.



Trail Blazer Campaign Services
620 Mendelssohn Avenue North,
Suite 186
Golden Valley, MN 55427-4350

Delete/add returns if necessary.

Put your mouse cursor on the left of the merge fields and you can indent left and right if necessary.

«FirstName» «LastName»
«Mailing Address Block»

Run another test after making your changes.

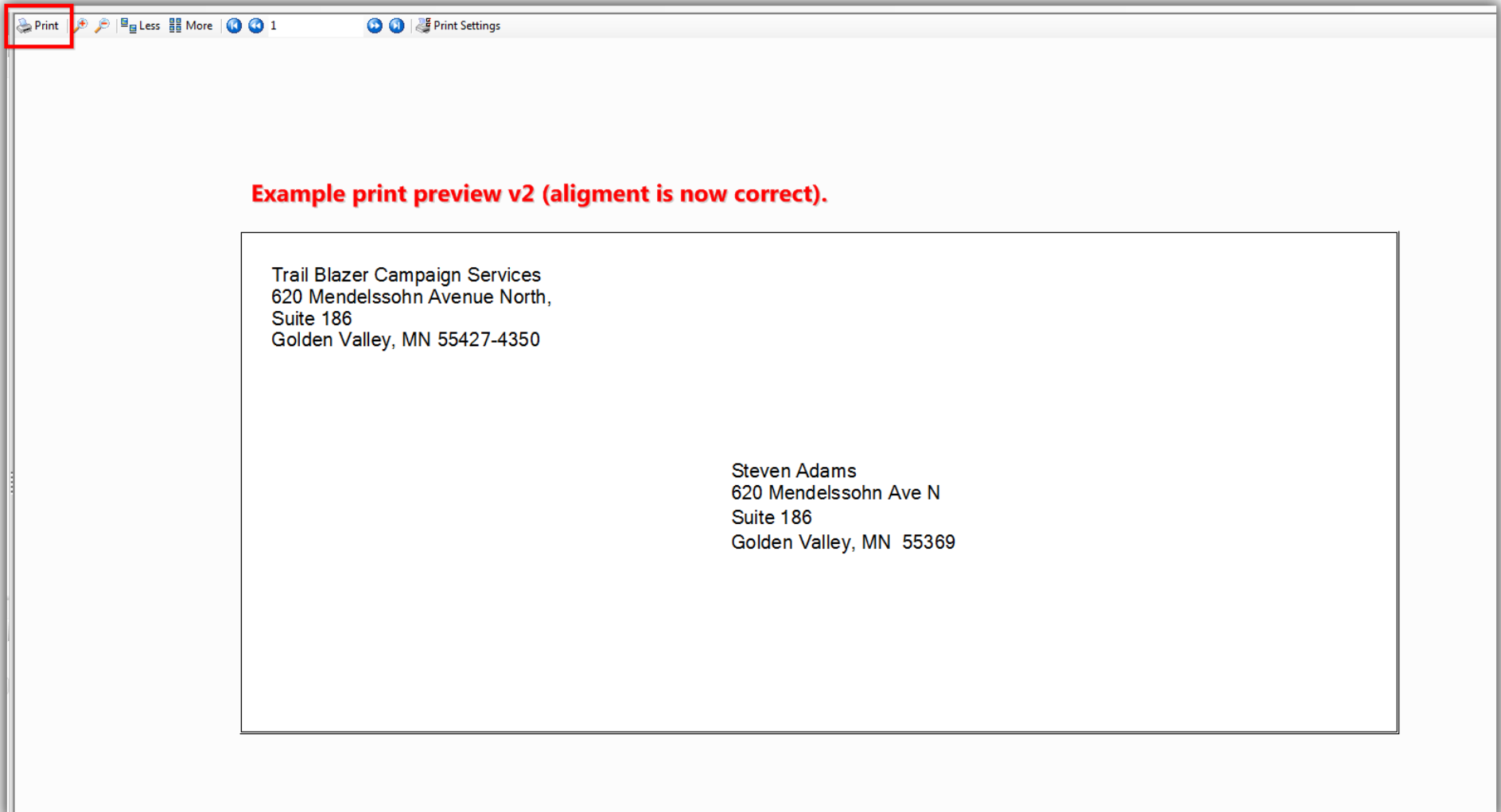
Logon = Joel Kristenson

Print Cancel

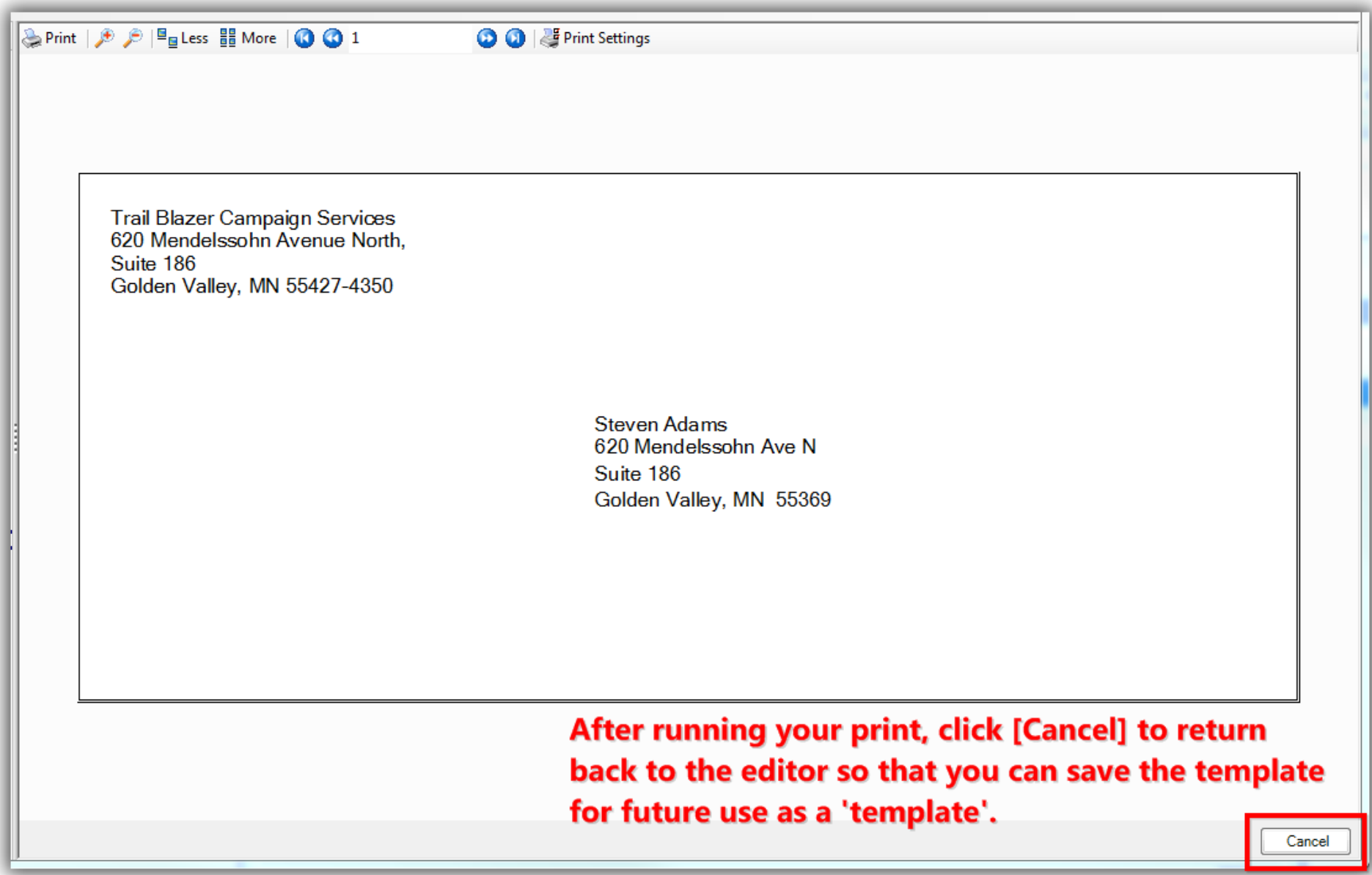
In my second *example* the envelop looks good and is ready to print. Continue making your iterations until everything looks correctly.

Click **[Print]** in the upper left and run your print.

Click [Print] if everything looks ready to go (you may want to run a couple of test prints first).



Once you're finished click **[Cancel]** in the bottom-right to return back to editor.



The screenshot shows a print dialog window with a toolbar at the top containing icons for Print, zoom in, zoom out, Less, More, and page navigation (1). The main area displays an envelope template with two addresses:

Trail Blazer Campaign Services
620 Mendelssohn Avenue North,
Suite 186
Golden Valley, MN 55427-4350

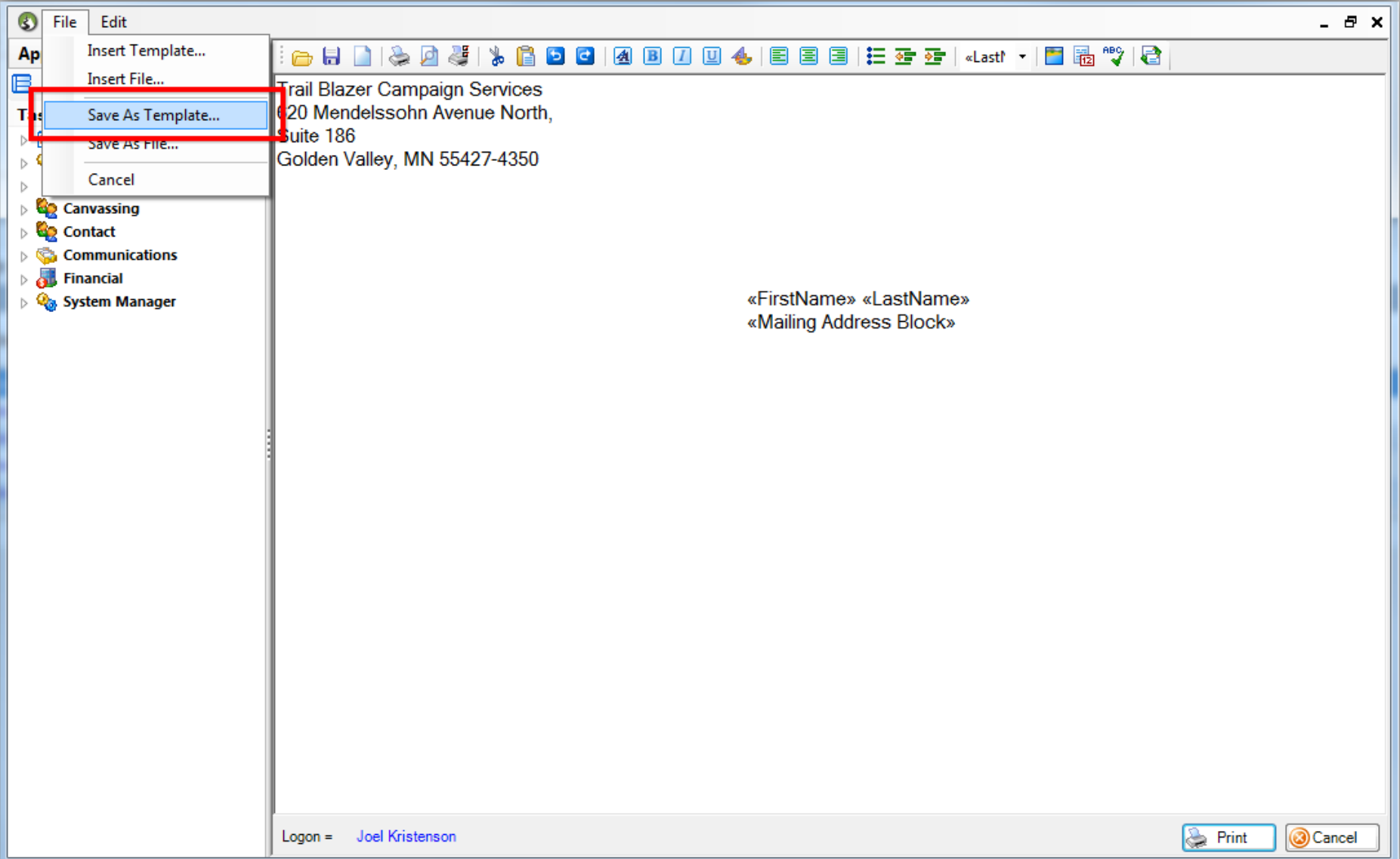
Steven Adams
620 Mendelssohn Ave N
Suite 186
Golden Valley, MN 55369

After running your print, click [Cancel] to return back to the editor so that you can save the template for future use as a 'template'.

Cancel

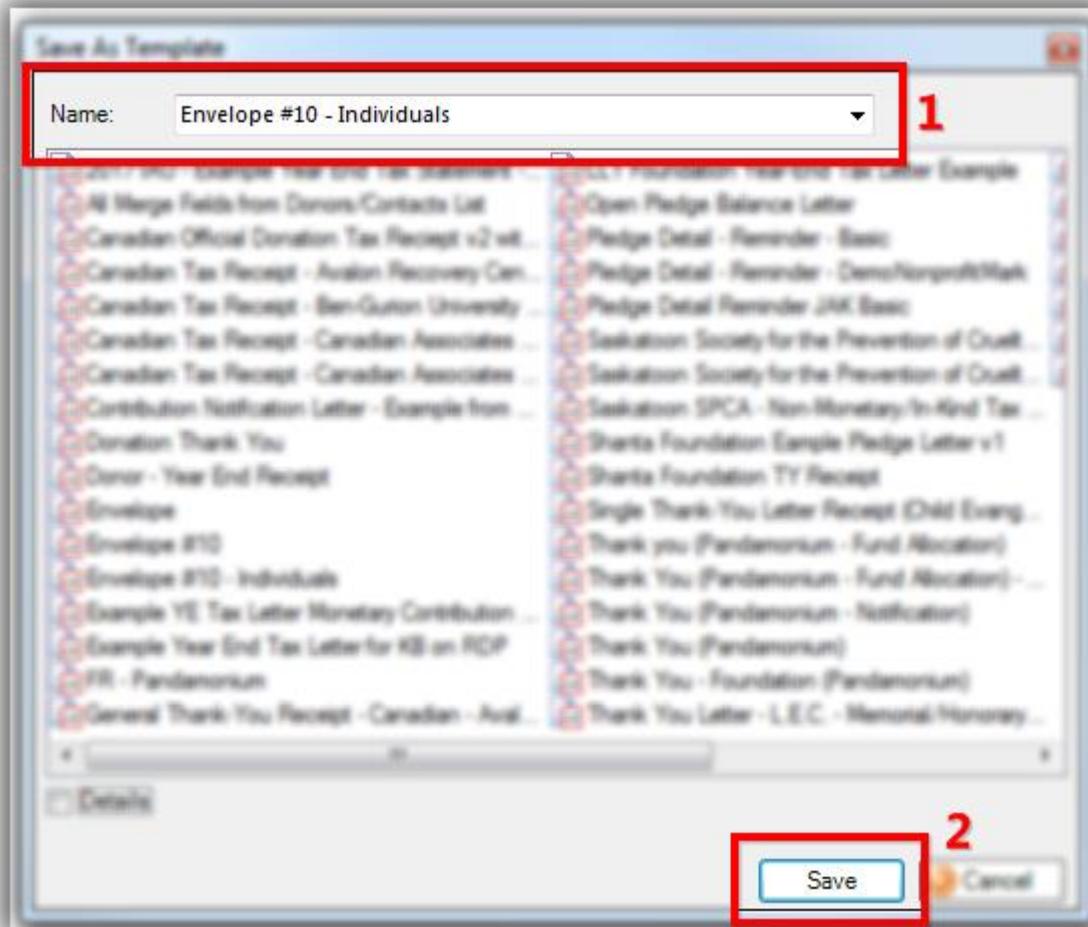
To **save** the **template** for future use click **File** in the upper-left > **Save As Template...**

Save the envelope template as a new template.

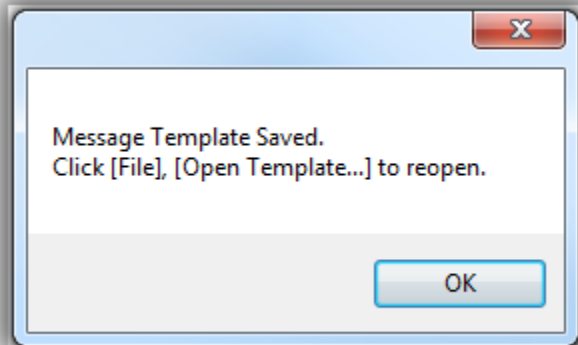


The screenshot shows the TrailBlazer software interface. The 'File' menu is open, and the 'Save As Template...' option is highlighted with a red box. The main window displays a mailing label for 'Trail Blazer Campaign Services' at '20 Mendelssohn Avenue North, Suite 186, Golden Valley, MN 55427-4350'. Below the address, there are merge fields: «FirstName» «LastName» and «Mailing Address Block». The status bar at the bottom shows 'Logon = Joel Kristenson' and buttons for 'Print' and 'Cancel'.

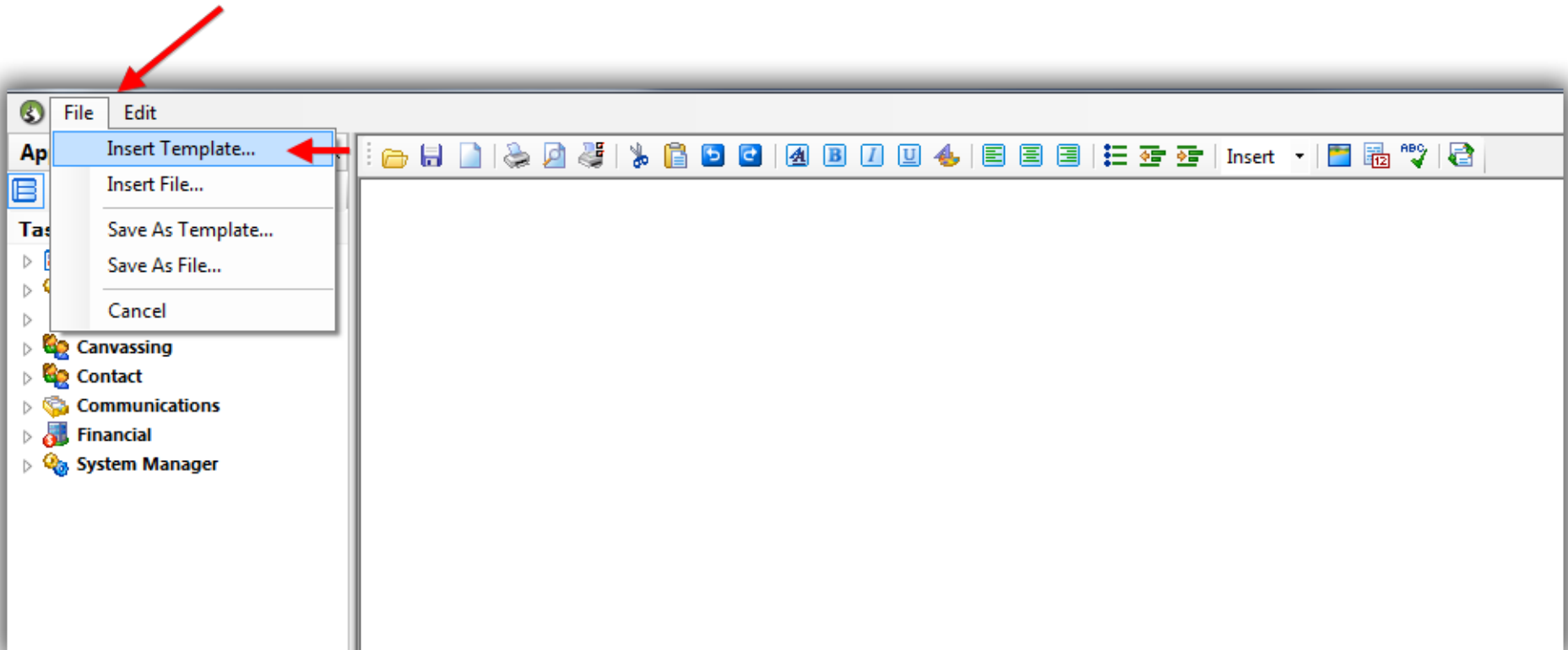
Give it a name and click **[Save]**. My example is below where I named it *Envelope #10 – Individuals*. This template will be available to other users of your database, stored in the ‘cloud’.



Click **[OK]** to finish.



You can **insert** the template again in the future by clicking **File > Insert Template...**



The **related resources** below link to a variety of articles and videos related to this topic.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [How to Print Mail-Merge Address Labels](#)

Article: [How to Print Checks through Trail Blazer for Recorded Payments](#)

Article: [Printable Call Book Report for Outbound Fundraising or Prospecting Calls](#)

Article: [How to Print Household Labels](#)

Article: [\(Mail-Merge\) – How to Write a Letter, and Save it as a Template](#)

Article: [Mail Merge – Write a Letter](#)

Article: [Inserting Contribution Transactions In Donor Merge Letter](#)

Article: [How to Create a Year-End Tax Letter Addressed to Individuals or the Entire Household using Merge Fields – Nonprofit Only](#)

Article: [How to Print or Re-Print Event Tickets and Event Order Receipts from your Database](#)

Article: [How to Print Name Badges for Event Registrants – Using Avery 5392 Name Badge Paper](#)

Article: [Managing Households – Creating, Deleting and Re-Creating](#)

Video: [Getting Started 107 – Writing Contribution Thank You Letters](#)

Video: [Write Letter – Edit Letter after Mail Merge](#)

Video: [Thank A Person Once For Multiple Contributions](#)


Video: [Year End Tax Letter](#)

Video: [Getting Started 102 Beginning Queries - Nonprofit](#)

Video: [Getting Started 102 Beginning Queries - Political](#)

Video: [Getting Started 104 Queries with wildcards](#)

Trail Blazer Live Support

 **Phone:** 1-866-909-8700

 **Email:** support@trailblz.com

 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

 **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*