Printing from the Quicken Address Book

Printing from the **Address Book** is not restricted to mailing labels or addresses. You can also print envelopes and business forms (**Quicken Business & Personal** only). You can even print phone lists.

Print a phone list

1. Choose **Tools** menu > **Address Book**.
2. From the **Address Book** window, select the Group of information you want to print, such as Friends or Work.
3. From the **Column Set** list, select **Phones**.
4. Click **Print**.
5. Select **List**.
6. Click **Preview** to display the list before you print it. (Optional)
7. Click **OK**.

Note

To change the print layout, edit the column set.

Print envelopes

1. Choose **Tools** menu > **Address Book**.
2. Select the address or addresses that you'd like to print envelopes for.
3. Click **Print**.
4. Select **Envelopes**.
5. Choose your print selection—for all records or only selected records.
6. If you want to print your return address, make sure **Print Return Address** is checked, and select your return address from the list.
7. Click **Print**.

Notes

- To select adjoining addresses (step 2 above), click while pressing the SHIFT key. To select addresses that are not adjoining, click while pressing the CTRL key.
- You must have your own address set up as a record in Address Book before you can select it as a return address.
- If you use **Quicken Business & Personal**, another option is to export the contact information from Address Book into Microsoft Word and use the Mail Merge tool to print the information onto envelopes.

Print labels

You can print some or all of the contact information in Address Book on labels. You can also print your return address on labels if you enter your address as a contact in Address Book. To format the address before printing, select the contact in the Address Book window, and then click Options > Format Address.

1. Choose **Tools** menu > **Address Book**.
2. From the **Address Book** window, select the contact information you want to print. If you don't do so, Quicken prints your entire list.
3. Click **Print**.
4. Select **Labels**.
5. Select a label format.
    - **Tell me about the label format**
      Make your label selection (above) from the Print On list. You can print all contacts in a group or selected contacts only. Enter the Row and Column number from where you want to start printing.
6. Select the starting row and column.
7. Click **Print**.

Print return address labels

1. Choose **Tools** menu > **Address Book**.
2. From the **Address Book** window, click **New**.
3. Enter your name and address on the **Payee** tab.
4. Click **Print**.
5. Select **Labels**.
6. Select a label format.
7. Select **Return Address** (whole sheet).
8. From the **Return Address** list, select your return address.
9. Click **Print**.

Notes

Quicken presorts the Address Book by last name. To change the sort order, click the column heading that you want to sort by.

In addition to sorting the entries already displayed in the Address Book, you can show different sets of contact information by choosing to view a different group.