**To Save JUST The Envelope:**

After adding the envelope to a document:

1. With the insertion point in the envelope, go to Page Setup. (Select Page Layout Tab then Click Small Arrow)
2. Do not change any settings, but click OK. (Note near the bottom that the Apply To: dropdown default is 'This Section')
3. Click in the "letter" section then Press F4. This will duplicate the new Page Setup settings, and the “letter” section will now appear as an envelope also (margins, paper size, page orientation, etc.).
4. Hold the shift key and press the [UP] arrow. This will select the original Section Break [Section Break (Next Page)] You will see a highlighted row just below the Return Address. The first time, you may want to click [SHIFT] [CTRL] [\*] to see the Section Break Code, but it is not necessary.
5. Press [DELETE]. This will delete Section Break and the “letter”, and leave only the Envelope.
6. Save the Envelope.