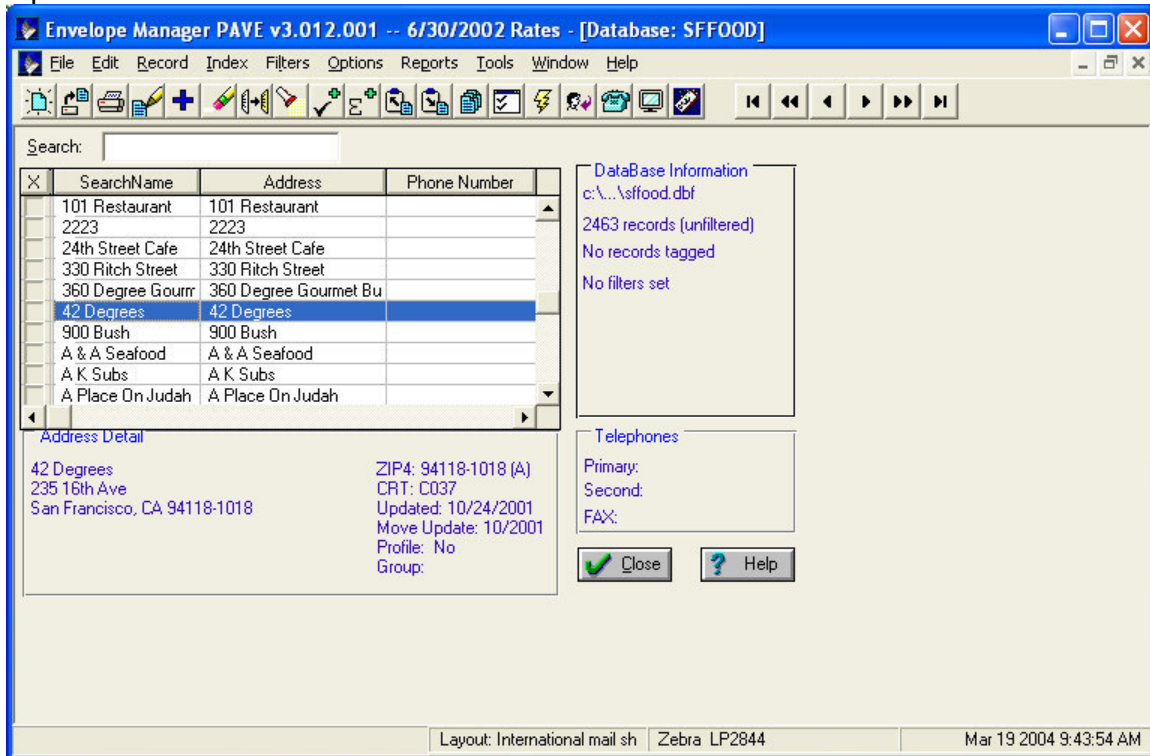# Using the Certified mail features in Envelope Manager
Printing the Certified Mail

Open the address database.

Right click the address you want to send to, and select "Certified forms"

Enter the weight of the item, base postage, and any additional notes, then click on "Print" (note, you can print this on plain paper, and discard it)

To Print the Log:
Go to the File Menu, and select "Log Files". Select "Certified Mail Log (Firmbook)"

Click on Report.

Enter Your filtering information, and click Print.