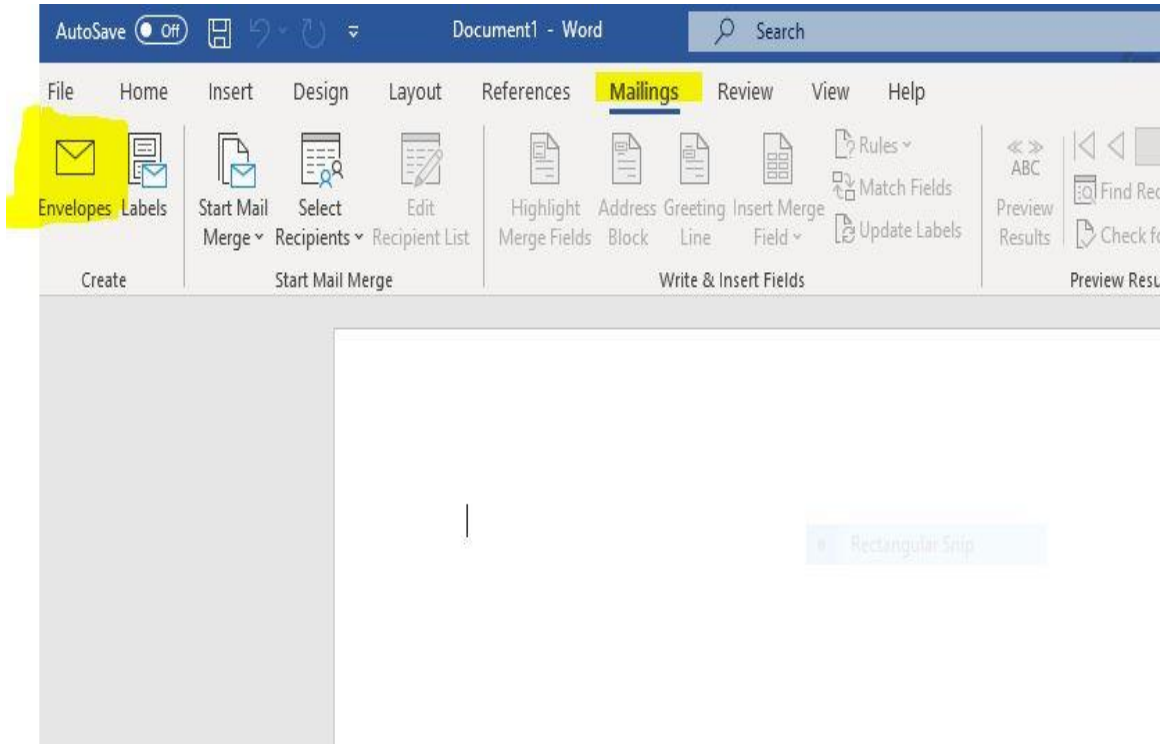# Envelope Settings

CHANGE MICROSOFT WORD SETTINGS TO PRINT ENVELOPES
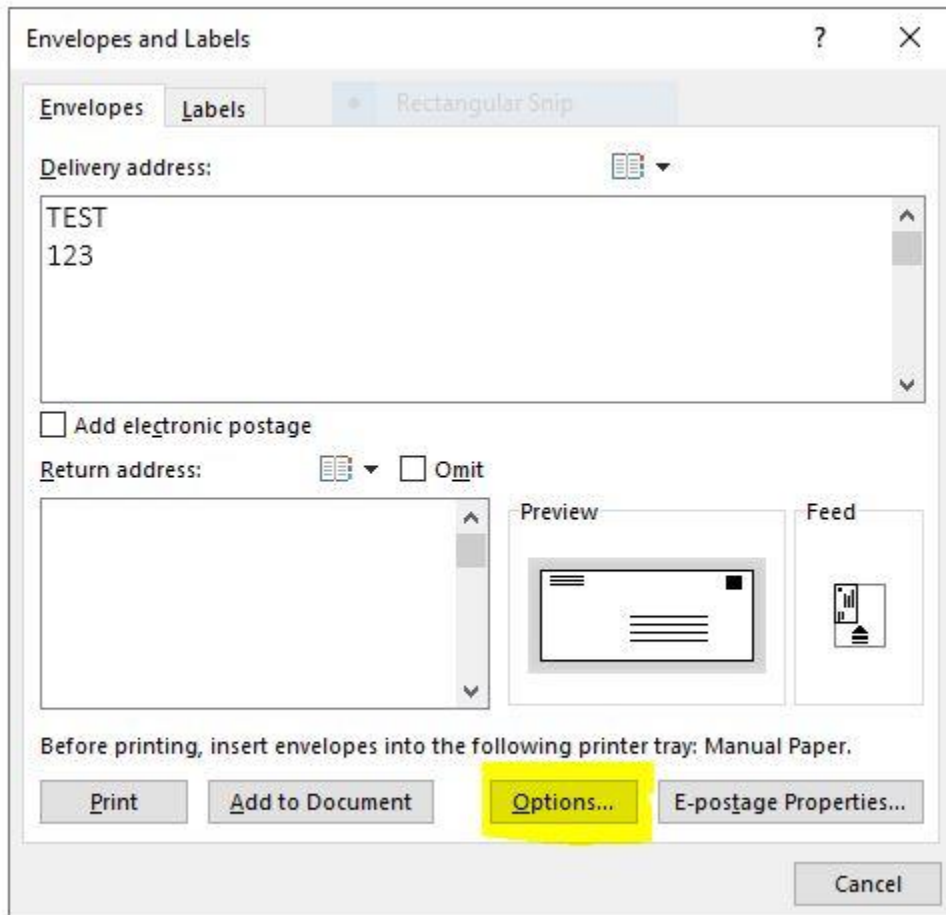
Step 1

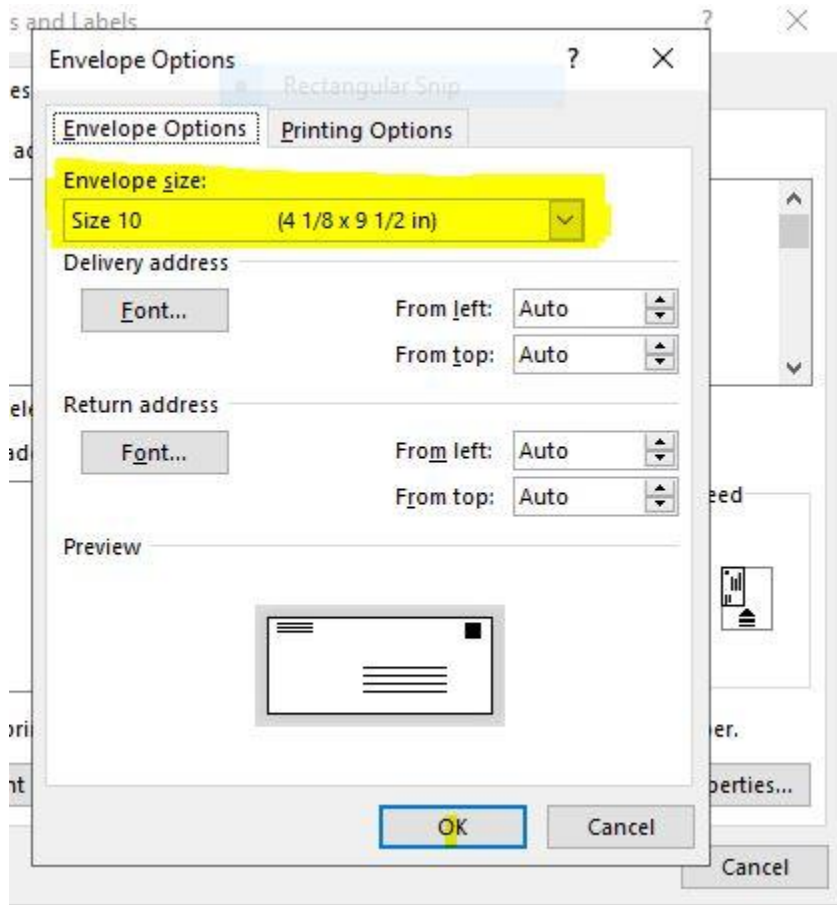Open Microsoft Word and at the top of the screen click on "Mailings" and then "Envelopes."

Step 2

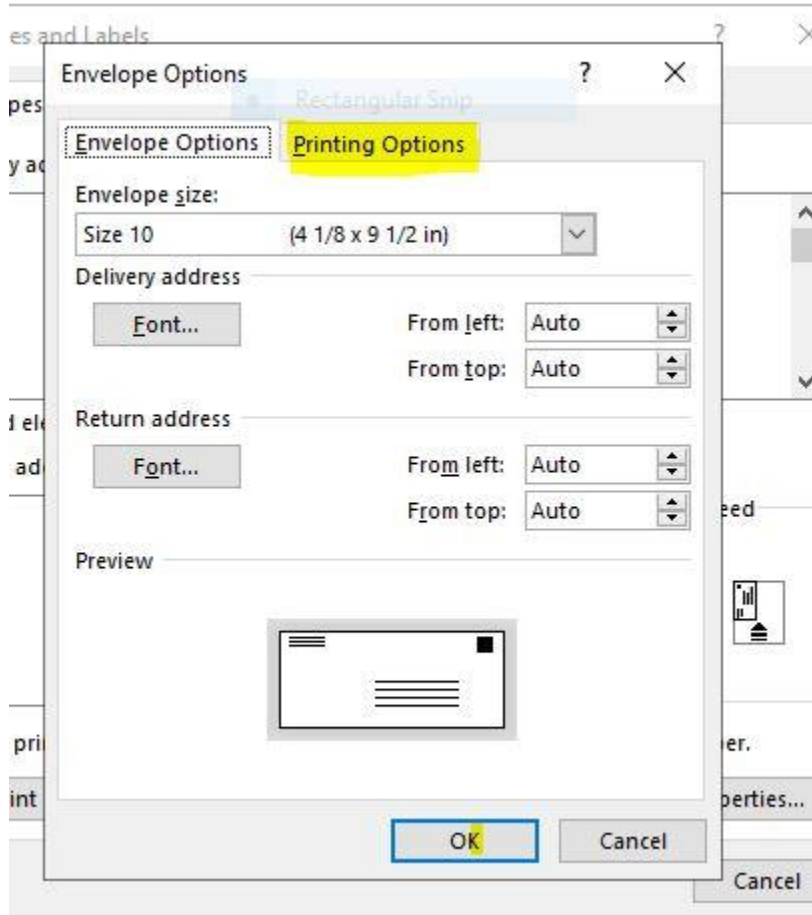At the bottom of the newly opened window click "Options."

Step 3

Now be sure the Envelope size shows "Size 10."

Step 4

From the same screen that shows Envelope Size, click the "Printing Options" tab.

Step 5

In the final step, be sure the "Feed from" indicates "Manual Paper," the "Feed method" selected should be the 4th option from the left as illustrated below. Click "ok" and create your envelope.