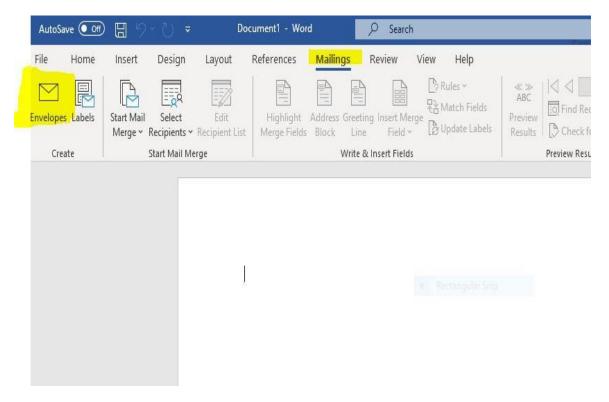


# **Envelope Settings**

CHANGE MICROSOFT WORD SETTINGS TO PRINT ENVELOPES

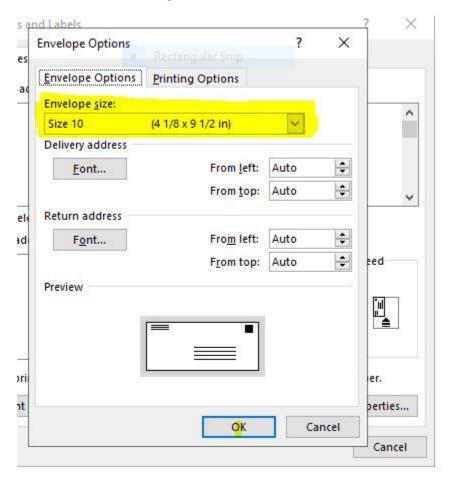
Open Microsoft Word and at the top of the screen click on "Mailings" and then "Envelopes."



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

in clopes and i	Labels			?	×
<u>E</u> nvelopes <u>I</u>	abels Recta				
<u>D</u> elivery addre	ss:		•		
TEST 123					^
Add ele <u>c</u> tro <u>R</u> eturn addres	onic postage s: 🔟 🔻 🗌 O	mit			~
		<ul> <li>Preview</li> </ul>		Feed	
Before printing	g, insert envelopes into th	e following printer	tray: Manual		
Before printing <u>P</u> rint	g, insert envelopes into th Add to Document		tray: Manual E-pos <u>t</u> age F	Paper.	es

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



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

Envelope Options		?	×
	Rectangular Snip		
Envelope Options	Printing Options		
Envelope size:			_
Size 10	(4 1/8 x 9 1/2 in)	~	
Delivery address		1	
Eont	From left:	Auto	-
	From top:	Auto	-
Return address			
F <u>o</u> nt	From left:	Auto	÷.
<u>ro</u> num			
	F <u>r</u> om top:	Auto	ted ed
Preview			
			-
			er.
			berti
	OK	Car	ncel
	U.	Cal	

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

