



Print Envelopes

by
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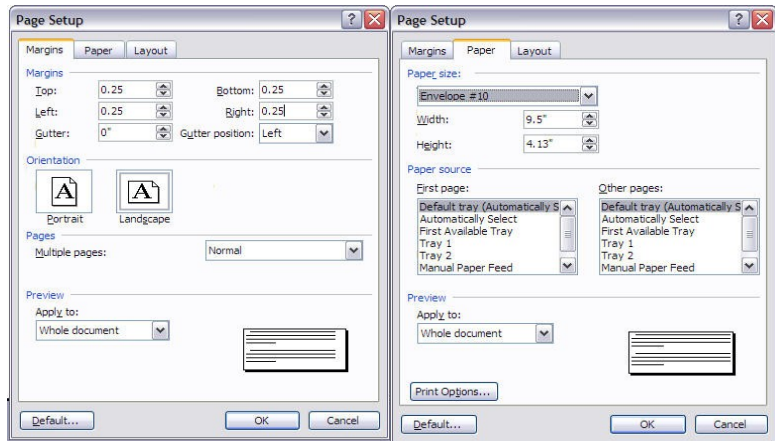
Most word processors provide a method for printing envelopes. The following method is very simple and can be used with any word processor that is capable of creating a template. I will attempt to show you how its done using MS Word and OpenOffice Writer. The two procedures are very similar but I will try to show all the details. Either Word or Writer will create a new document when you start it.

MS Word Instructions

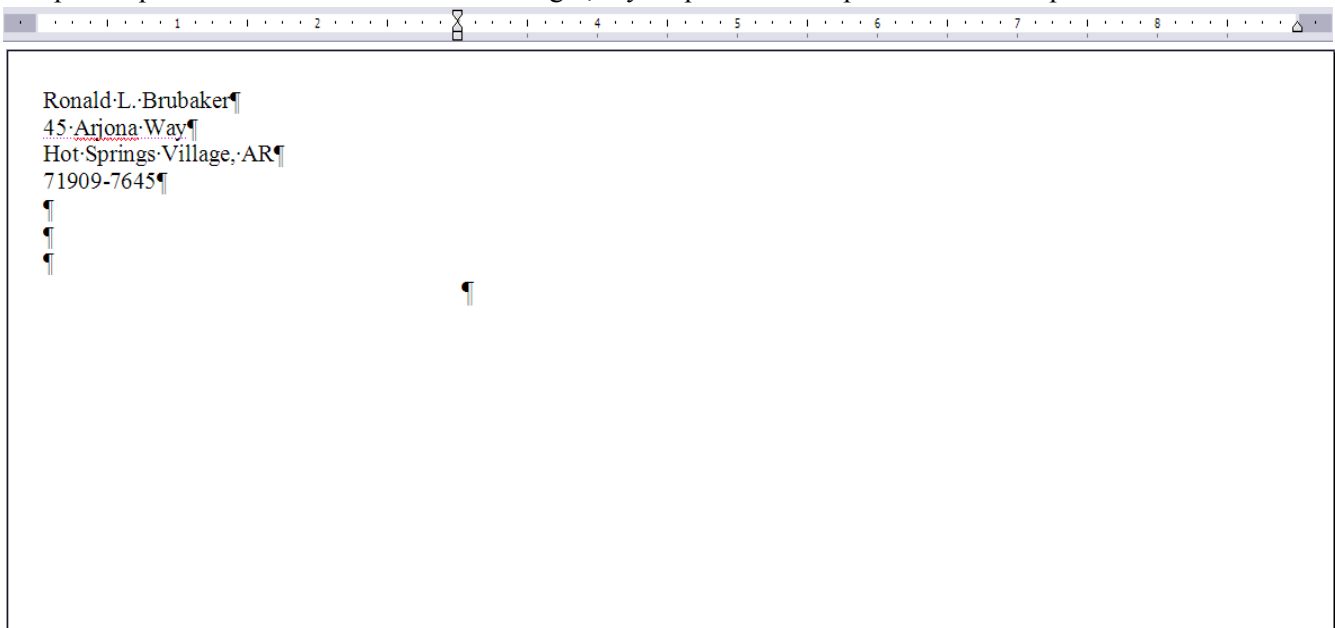
If Word is already up and running you can create a new document using File|New and choosing Blank document from the list in the New Document pane that opens on the right of the editing pane.

In Word use the File|Page Setup menu option to bring up the Page Setup dialog. You will need to set the margins to a small value. Most printers will print within 1/4" of the edges of the paper, but check your printer to be sure that it will do so. Most printers will print envelopes in the landscape orientation so be sure to set this as well. Go to the Paper tab of the Page Setup dialog and set the Paper size to #10 Envelope (or whatever size you are using).

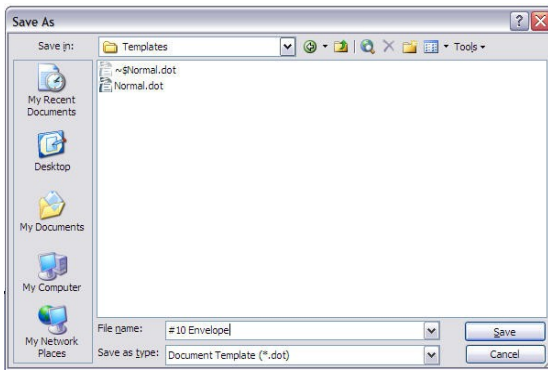
This will change the appearance of the current document to look like the figure below.



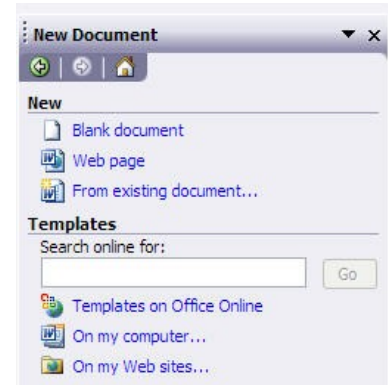
Type your return address in the upper left-hand corner and insert 3-4 blank lines. Move the left margin control to approx. the 3" mark on the ruler bar, this is where you will start typing the actual address of the addressee. At this point I prefer to set the font size a little larger, say 14 point for this part of the envelope.



Next we have to save this as a template. Use File|Save As to bring up the Save As dialog. Move to the input box for File Name and enter the name you wish to use (e.g. #10 envelope). In the "Save as" input box pull the list down and choose Document Template (*.dot). I would suggest that you do not change the "Save in" location at the top of the dialog. Word will place the template in the appropriate directory for it to be listed among the templates "On my computer" in the New Document window.



To test your work close all documents. You do not need to save the template as a normal .doc file so decline if it offers to do so. Use File|New but instead of choosing Blank document from the New Document window choose "On my computer..." from the items listed under Templates. This will bring up a dialog which will list the available

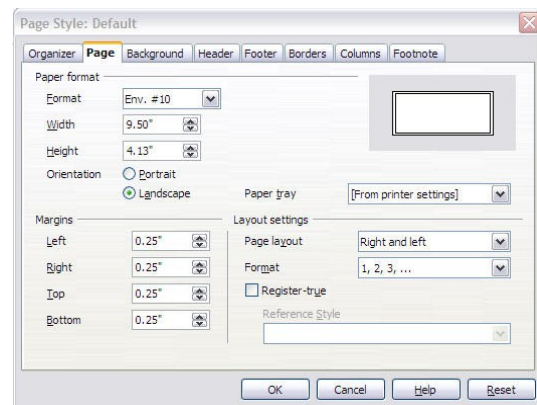


templates. Click on the template you just created and it should appear as the active document. Type in the address or use copy and paste to copy it from your letter and paste it into the envelope.

OpenOffice Writer Instructions

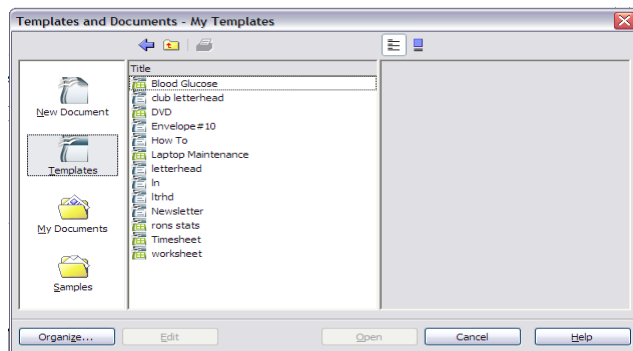
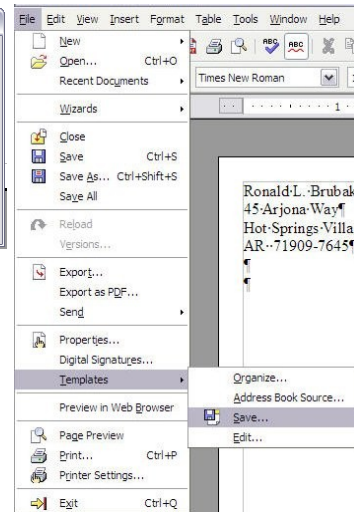
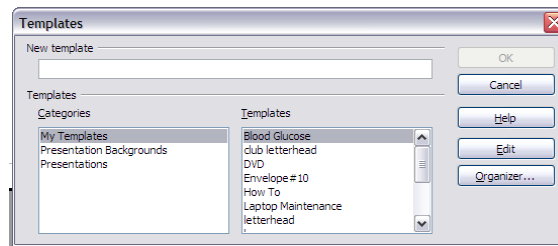
Open Writer, which will create a new document, or use File|New|Text Document to create one if you already have Writer open. Use the Format|Page menu option to bring up the Page Style dialog.

Set the Page Format|Format input box to Env. #10, the orientation to Landscape, and set all the margins to 1/4" if your printer will print that close to the edge of the sheet. Most printers will but check this.



Press Ok and you should see an envelope shaped page on in the edit area of the screen similar to the one shown on page 1. Type your return address into the upper left-hand corner. Add 3-4 returns and then adjust the left margin to the 3" mark on the ruler bar. While the cursor is positioned next to the return character on the first line of the addressee's address change the font size to 14 point for better readability.

To save the completed template use File|Templates|Save... as shown on the far right. This will bring up the dialog on the right. You may have to select the My Templates directory. Type the name you wish to use in the New template input box. As you can see I am accumulating quite a list of templates.



I noted that I already had one named #10 envelope so I told it to go ahead and replace the old one.

Once you have saved the template close all the windows that were opened in the process of creating the template.

Use File|New|Templates and Documents to open template list and choose the dialog you just created.

BIG FINISH

I'm afraid you are on your own when it comes time to insert the envelope into your printer. I'd suggest printing the results of the template on a regular sheet of paper as an aide to figuring out how to insert the envelope. If all else fails Read the Printer Manual.