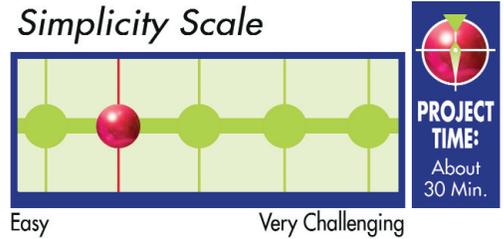




# #10 Business Envelope Template

## “HOW-TO” INSTRUCTIONS:

average per project



1. Download and open the template in Microsoft Word.
2. Customize text in the designated areas. Note that once it is highlighted, you can type your text in the font style, size and color of your choice.
3. Set up your printer settings ahead of time so you can see a preview of your printed envelope. To do this, go to “File > Print...”, click on “Properties”, and select the “Print Preview” box located within the “Print Options” section. *You aren't ready to print yet*, so just click “OK”, and then click “Close”.
4. Go to “Tools > Letters and Mailings > Envelopes and Labels” and select the “Envelopes” tab.
4. In the “Envelopes” tab, click “Options” to bring up another dialog window.
5. Click on the “Envelope Options” tab. The drop down menu should show the Envelope size selected is **Size 10 (4 1/8 x 9 1/2 in)**.
6. Click on the “Printing Options” tab to select the correct feed method for your printer (refer to your printer's user guide). Click “OK” to return to the “Envelopes and Labels” dialog box.
7. Once you are back on the “Envelopes and Labels” dialog box. Click “Print”.
8. A “Print Preview” window should appear, showing you what your envelope will look like when printed. If everything looks okay, click “Print”. **NOTE:** If you see a blank envelope, you will need to adjust your settings (go back to step 4) and try printing again.