



## Print An Envelope

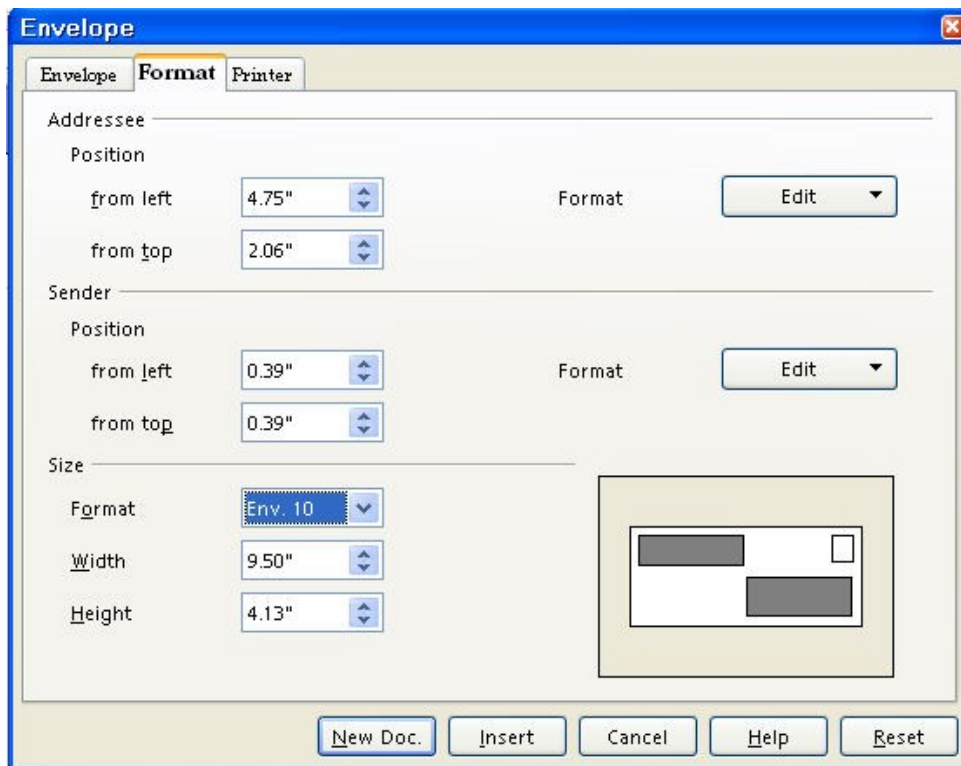
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This tutorial shows how to print a #10 envelope that is 9.50" wide by 4.13" high..

### Setup The Envelope

1. Click **File** > **New** > **Text Document**. (The **Untitled1 - OpenOffice.org Writer** document appears.)
2. On the menu bar, click **Insert** > **Envelope**. (The **Envelope** window appears.)

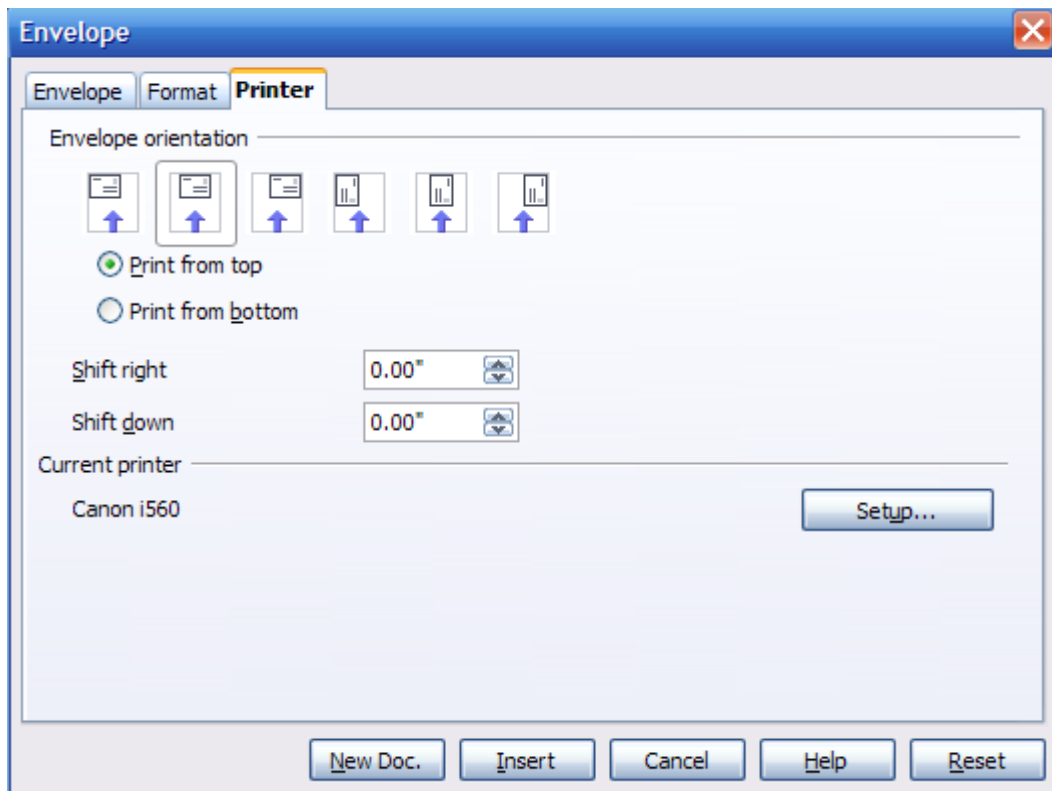


3. Click the **Format** tab. In the **Size** section, In the **Format** pull-down menu, select **Env. 10**. (The correct numbers appear in the “Addressee”, “Sender”, and “Size” sections.)
4. The **Envelope** window should appear as above with the numbers already added for the **Addressee**, (Position: from left and from top) **Sender**, (Position: from left and from top.) and **Size** (Format, the Width, and Height.)

5. Click on the **Envelope** tab. Click anywhere within the **Addresses** dialog box. Add an address of your choice. For example, type the words **Bob Smith** then press **Enter**. (the cursor goes down to the next line) type the words **1 Main Street** then press **Enter**. Type the words **Denver, Colorado** then press **Enter**. Type the numbers **12345**.
6. **IF** you want the envelope to have just the name and address of the person receiving the letter (not have your return address on the envelope), remove the check mark before the word **Sender**.
7. **IF** you want to add your name and address to the envelope, leave the check mark. Click anywhere within the **Sender** dialog box then add your name and address.

## Print The Envelope

1. Click on the **Printer** tab. (The screen below appears.). Select your printer's **Envelope orientation**.



2. Click on the **New Doc** button. (An image of how the envelope will be printed will appear on your screen)
3. **IF** you want to change your return address information (Sender) or the addressee information, click in that box and make the changes.
4. Have an envelope in your printer feed tray.
5. Click **File > Print**.

### Note

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