

Printing to envelope sizes that are not available in your printer paper size menu.

In the programs on the Envelope Layout screen there are several of the more common envelope sizes to select from. The style selections indicate the envelope style name and the description of the dimensions.

The actual printer paper size selection box may not have all the sizes provided in the envelope style list as these paper sizes depend on the printer selected and the driver being used for that printer.

If there is an envelope style that you would like to use but your printer paper size selection list does not provide that size you can still use it if you want to.

Click on the Envelope report you want to print to highlight it.

Click the **Next** button to start the report wizard, which will first bring you to the Set Name and Description and Printer Selection screen.

Select the printer you will be printing to.

Click on the paper size pull down menu. If the size you need is not available select a size that is closest to the envelope size you are printing to.

Select the orientation. Check your printer user guide to find the orientation for printing envelopes.

Click the **Next** button after setting up the printer, paper size and orientation and this will bring you to the Envelope Layout screen.

If the envelope style dimensions are different from the paper size, you may need to adjust the margins of the mailing address and of the return address. If you would like to test the envelope layout before making any adjustments you could run the report selecting one family and print to an envelope or paper the size of the envelope you are using. This will help in determining whether you need to adjust the margins and if so by how much.

If adjustments need to be made to the mailing address you would make this change in the actual Envelope Style.

Click on the Envelope Style name pull down menu and select the style you need.

Click on the **Edit Style** button next to the Envelope Style name. Make the adjustments needed by either increasing or decreasing the left margin or the top margin if necessary. If adjustments were made, click the **Save/OK** button to save the changes. Make sure to **Save As** a new style name that best describes this new style to be used again when you are using this same envelope size (i.e. Beth's 6 ³/₄ Mailing Envelope or Beth's 6 ³/₄ Env 2.5" margins). The style name allows up to 40 characters including spaces.

Click on the **Close** button to close this layout screen.

If adjustments need to be made to the return address you would make this change in the return address style.

Click on the **Edit Style** button next to the return address style name and then click on the **Edit Layout** button.

There are no paper margin selection settings in the Edit Return Address screen, so you will need to change the margins manually.

You can move all the text lines at one time by highlighting the text and moving the ruler marker on the horizontal ruler to the location needed. To highlight all the text you would put your cursor at the beginning of the text to be highlighted and then click and hold the left mouse button and drag until all the text is highlighted.

Another way to move the text over is to put the cursor at the beginning of each line and move the ruler marker over for each line until they are all moved over or just simply tab each text line over.

Once you have adjusted the position of the text line click on the **OK** button and then click on the **Save/OK** button to save the changes you made. Make sure to **Save As** a new style name that best describes this new style to be used again when you are using this same envelope size (i.e. Beth's Return Address or Beth's Return Addr with a 1" margin). The style name allows up to 40 characters including spaces.

Click on the **Close** button to close this layout screen.

Now click on the **Next** button to bring you to the selection screen. If you have any selections make them before previewing and printing the report. As a precaution you can print just the current page to recheck your adjustments before printing all envelopes.

Depending on the printer, paper size and envelope style you may need to run a couple test runs to get the text to print in the correct location.

The Envelope dimension our office tested this with was 3 ^{5/8}" H x 6 ^{1/2}" W (6 ^{3/4} Envelope). The closest printer paper size available with the HP LaserJet 4 being used was Envelope Monarch 3 ^{7/8}" H x 7 ^{1/2}" W. Since the paper size was larger than the actual envelope size we had to adjust the left margin in the Envelope Style to 3.5 and we had to adjust the margin position in the Return address to 1". This allowed us to use a larger printer paper size on a smaller envelope. The adjustments will differ from printer to printer.

There are some other available resources. Some operating systems with certain printers may allow you to create custom paper sizes through your printer settings. Contact your printer manufacturer or refer to your printer user guide for information on drivers or creating custom paper sizes.