

WordPerfect Office: Why do my Envelopes print off center

• WordPerfect Office Suite

When printing to #10 sized envelopes, the return address may not print and the destination address may print near the top of the envelope.

This can be resolved by creating a custom envelope size as follows:

- 1. Click Format, Envelope...
- 2. Click the "Create New Definition..." button
- 3. Enter the following values:

Name: Env #10 Custom

Type: Envelope

Size: Letter (When this is selected the height will change to 11", and the width will change to 8.5")

Source: Only change this if your printer requires a specific envelope feeder or tray.

The remaining settings do not need to be changed.

- 4. Click Ok
- 5. Using the "Default Envelope:" dropdown, pick "Env #10 Custom"
- 6. Click the "Address positions..." button
- 7. Enter values as follows (do not use the up/down buttons, simply type them in):

Return address: From Left 0.25" Return address: From Top: 4.65"

Mailing Address Position: From Left: 4.50" Mailing Address Position: From Top: 6.46"

8. Click Ok.

The address positions in the preview window will appear to be too far down on the envelope. This is normal. The envelope will print correctly.

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