



UNIVERSITY OF MIAMI
MANAGED PRINT SERVICES
MAKING SMARTER IMPRESSIONS

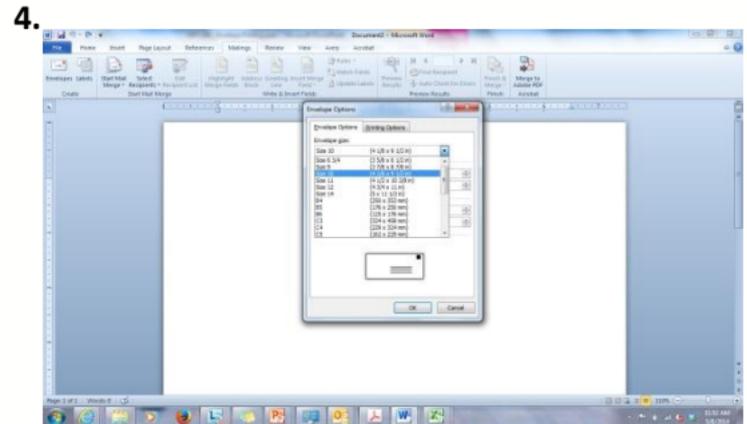
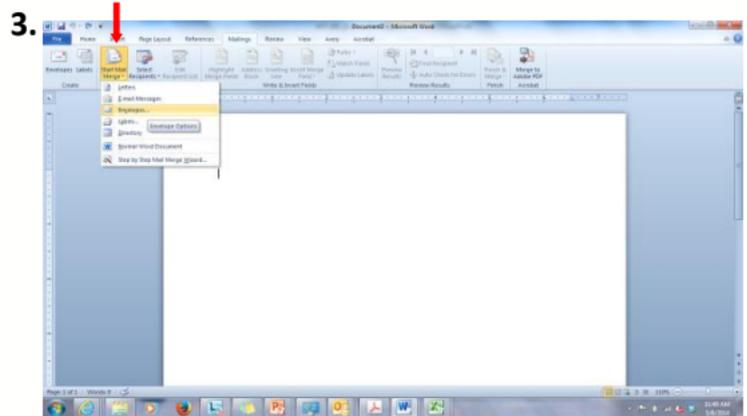
QUICK REFERENCE GUIDE

Envelope Template Creation and Printing

Envelope Template Creation

(MS Word 2010 example)

- Next, select **Start Mail Merge** and select **Envelope**
- Select your choice from a variety of envelope options



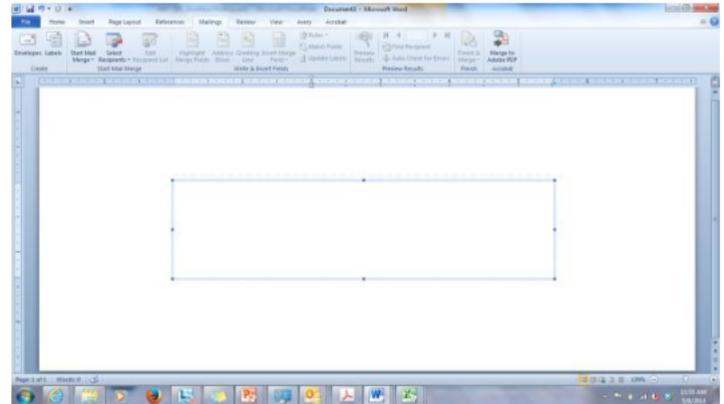
Envelope Template Creation

(MS Word 2010 example)

5. Click on the center of the envelope template, selecting its edge and delete the textbox

**The purpose of this is to insert a new textbox, which we will cover in the following steps that enables you to perform additional functions required to print on envelopes properly.*

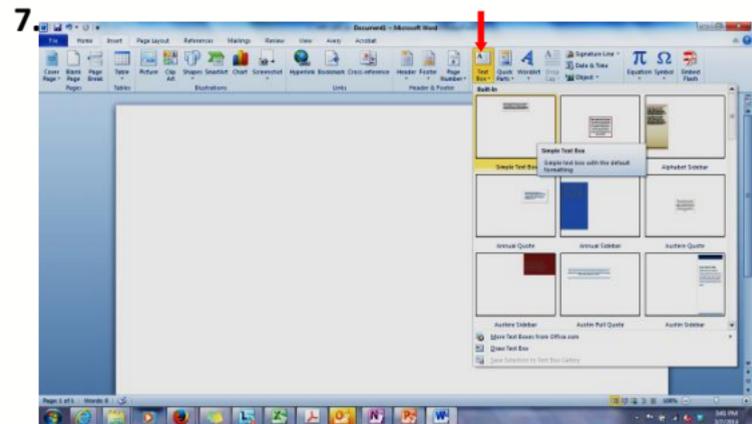
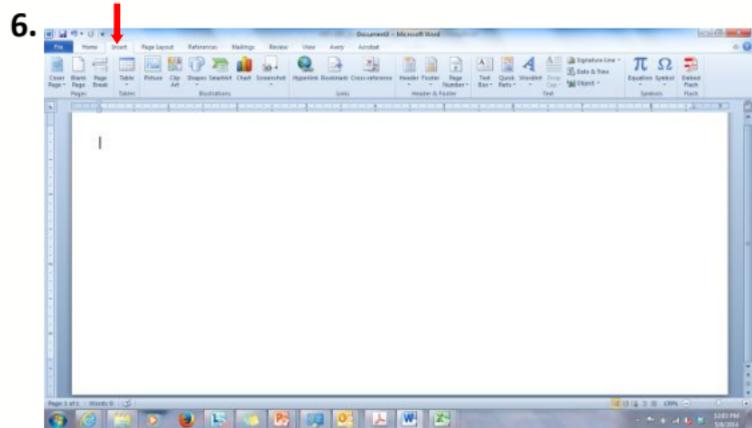
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Envelope Template Creation (MS Word 2010 example)

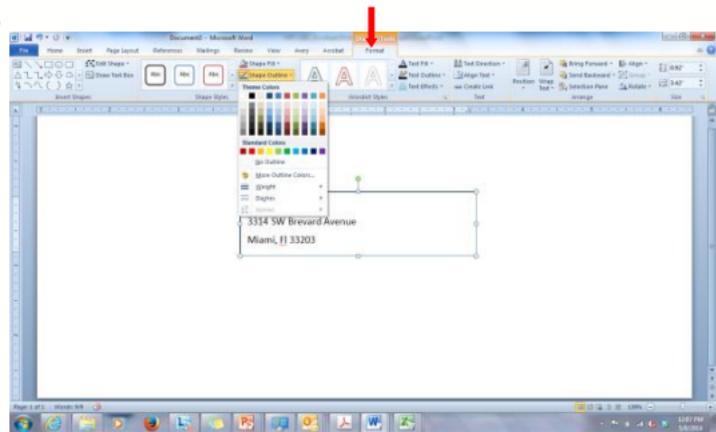
6. Select the **Insert** tab at the top of the page.
7. Next, select **Text Box**, followed by selecting **Simple Text Box** in the drop down menu to create a text box for address input for the envelope

To edit the inserted text box, select the text box and then select the **Format tab at the top of the screen to adjust fill, outline, and effects of shape and/or text*

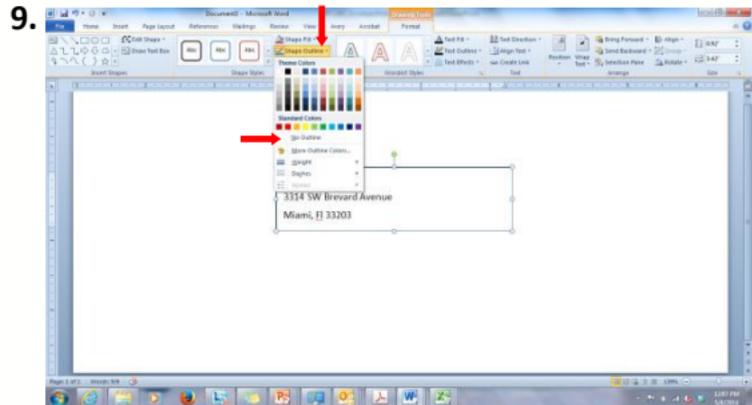


Envelope Template Creation (MS Word 2010 example)

8. Select the textbox on the envelope template, followed by selecting the **Format** tab at the top of the page.



9. Next, select the **Shape Outline** tab and choose **No Outline** to remove the outline of the textbox.



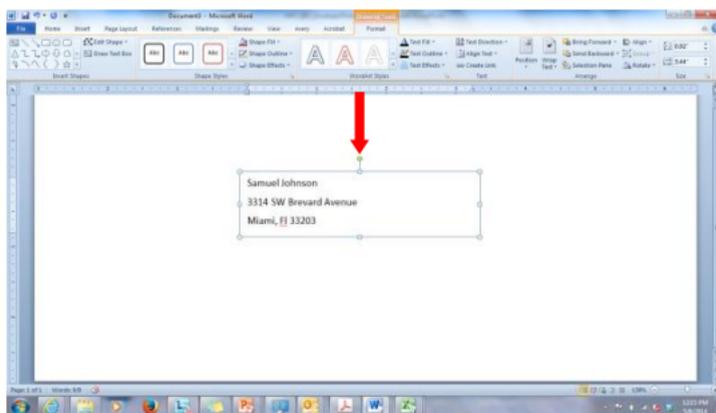
To edit the inserted text box, select the text box and then select the **Format tab at the top of the screen to adjust fill, outline, and effects of shape and/or text*

Envelope Template Creation (MS Word 2010 example)

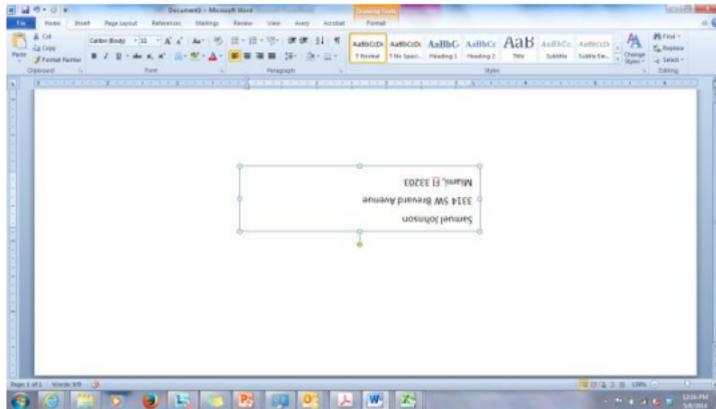
- Using the Rotator tool on the textbox, click-hold and rotate it 180 degrees
- Notice the text in the example textbox appears to be upside down. Don't worry! Once you click in the textbox to type, your text will appear right-side up.

**Due to specific envelope placement requirements at the device, this process must be done in order to print neat and creaseless envelopes.*

10.



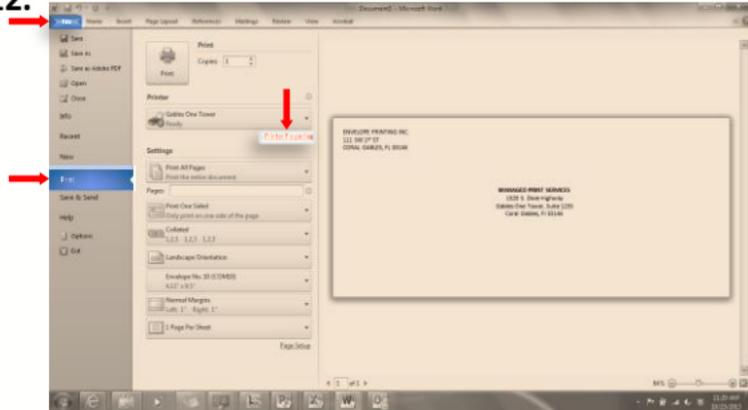
11.



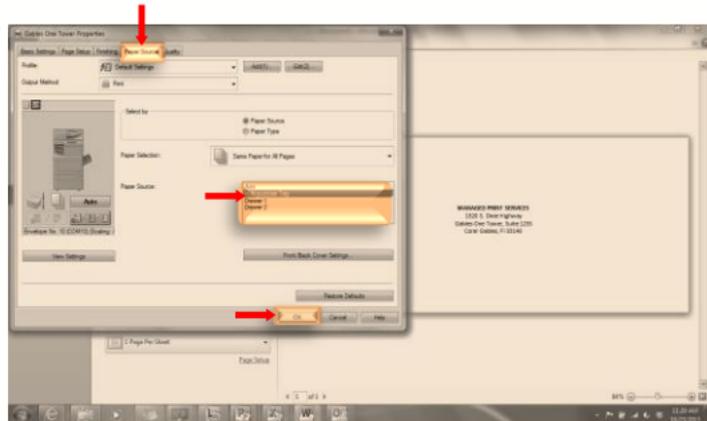
Envelope Template Creation (MS Word 2010 example)

12. Select **File**, then **Print**, then **Printer Properties**
13. Select the **Paper Source** tab, followed by selecting the **Multipurpose Tray** as the Paper Source. Select **OK** at the bottom of the window once all property selections are made.

12.



13.

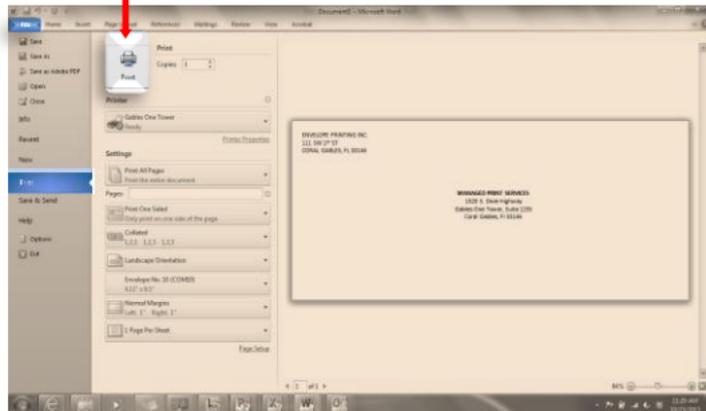


14.

Envelope Template Creation (MS Word 2010 example)

14. Select Print to send the envelope job to the device.

**Depending if you are sending your job as Secure Print or to Mailbox, be sure to select your job first, in addition to following steps.*



Envelope Printing

15. At the device, place the envelope face down on the multipurpose tray and adjust the guides to fit the envelope borders.

***Note the envelope flap is facing toward the back of the device**

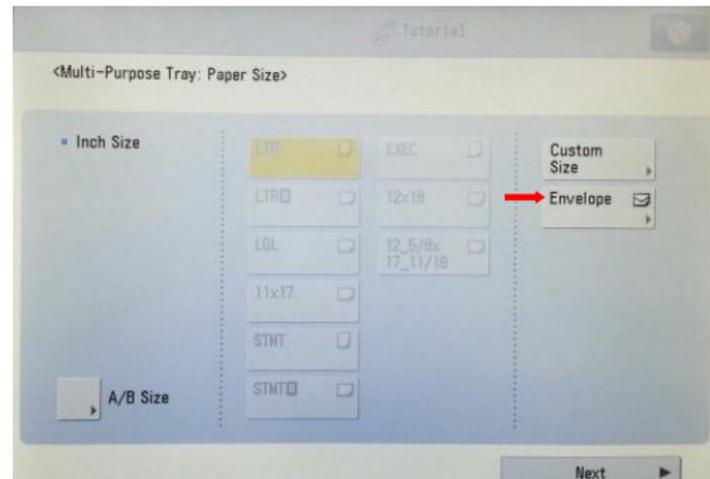
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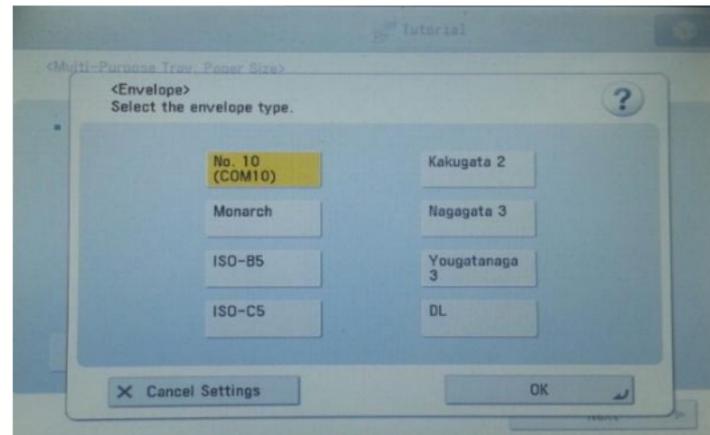
Envelope Printing

16. Select **Envelope** on your Canon device's display screen or **Custom Size** if required for custom envelope size.
17. Once envelope is selected, select the appropriate envelope size and press **OK**

16.



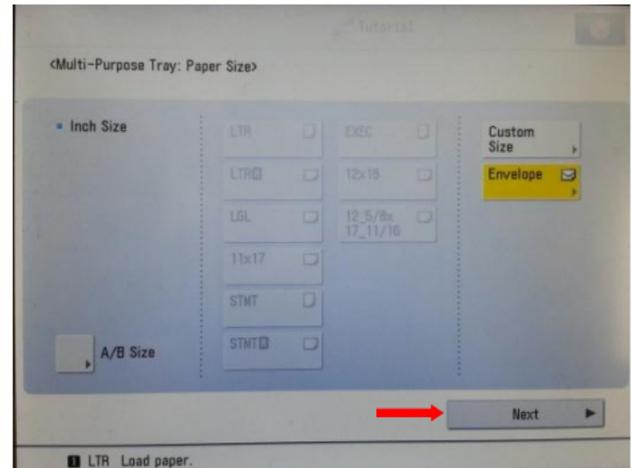
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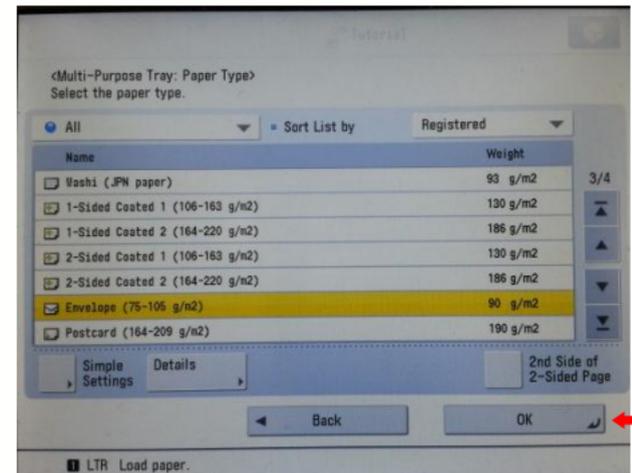
Envelope Printing

18. Select **Next** to proceed to the next screen
19. Lastly, select **OK** to execute your job.

18.



19.



Envelope Printing

20. Once all information is selected, your job will print.

20.

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Additional Information

If you have additional questions, please refer to our website at www.miami.edu/mps for additional details, information, instruction and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training, or contact Derek Lawrence at dlawrence@miami.edu.



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