



**UNIVERSITY OF MIAMI**  
**MANAGED PRINT SERVICES**  
**MAKING SMARTER IMPRESSIONS**

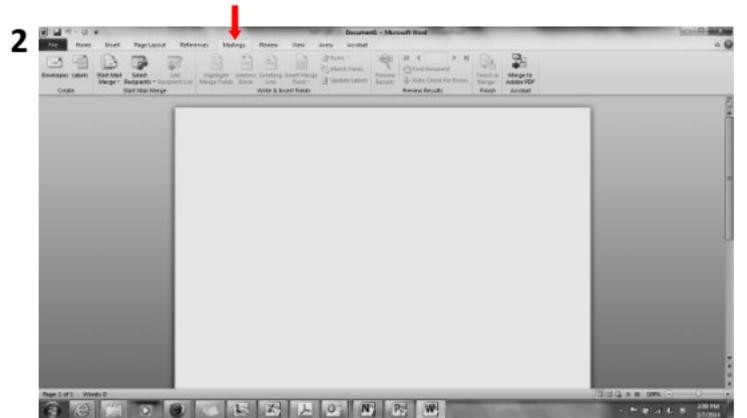
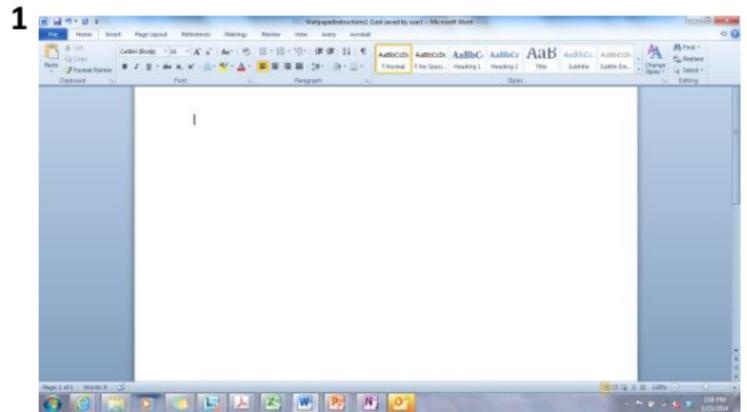
**QUICK REFERENCE GUIDE**

Envelope Template Creation and Printing

# Envelope Template Creation

(MS Word 2010 example)

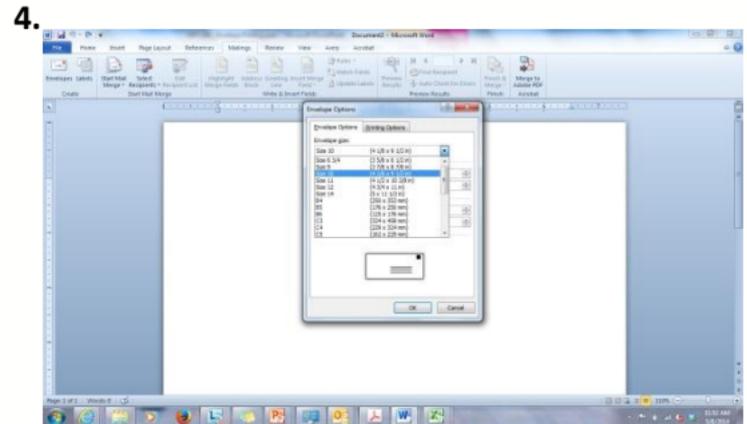
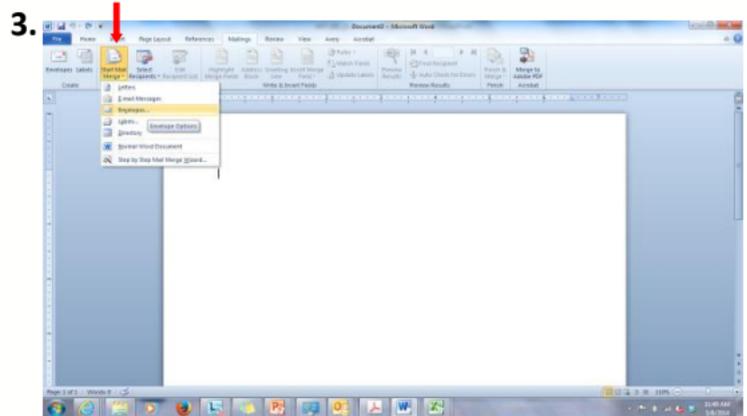
1. Open a new blank document in MS Word.
2. Next, select the **Mailings** tab at the top of the screen



## Envelope Template Creation

(MS Word 2010 example)

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



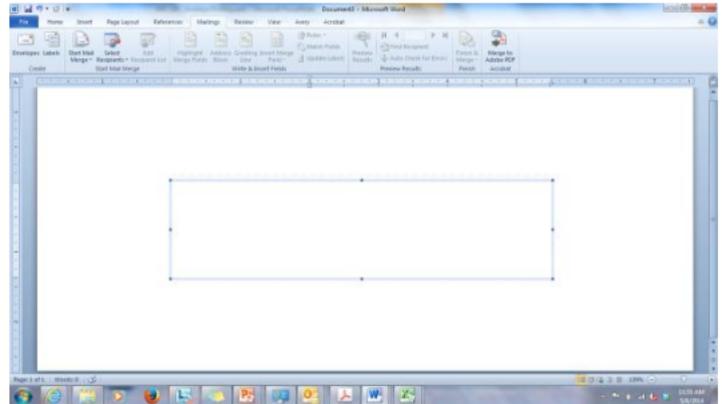
## Envelope Template Creation

(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.*

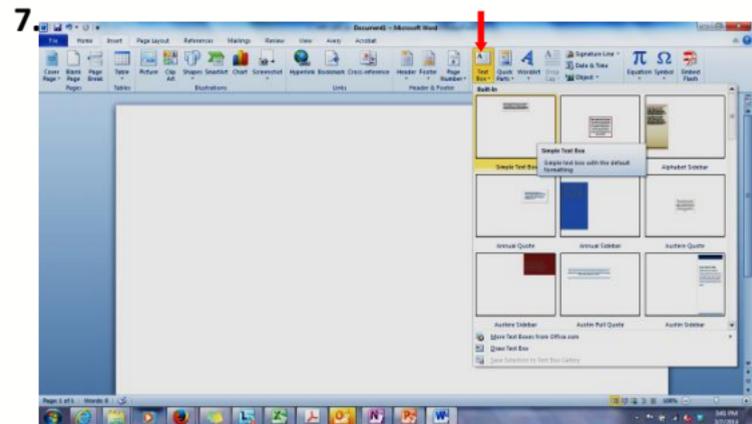
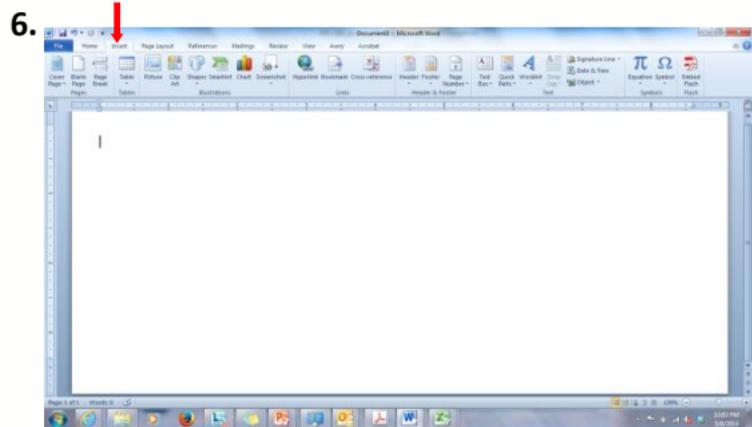
5.



## Envelope Template Creation (MS Word 2010 example)

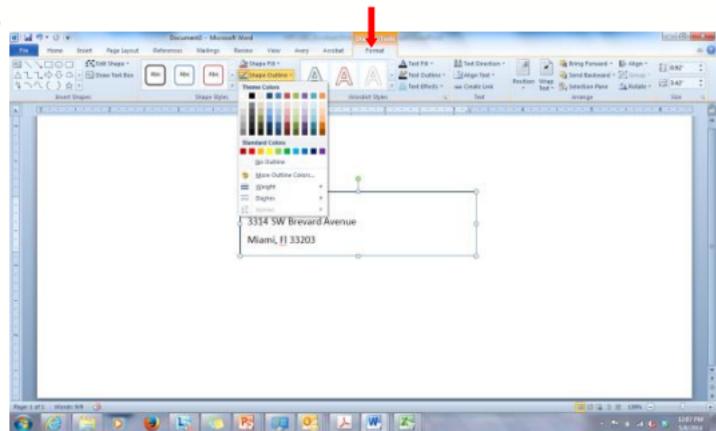
6. Select the **Insert** tab at the top of the page.
7. Next, select **Text Box**, followed by selecting **Simple Text Box** in the drop down menu to create a text box for address input for the envelope

*\*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*

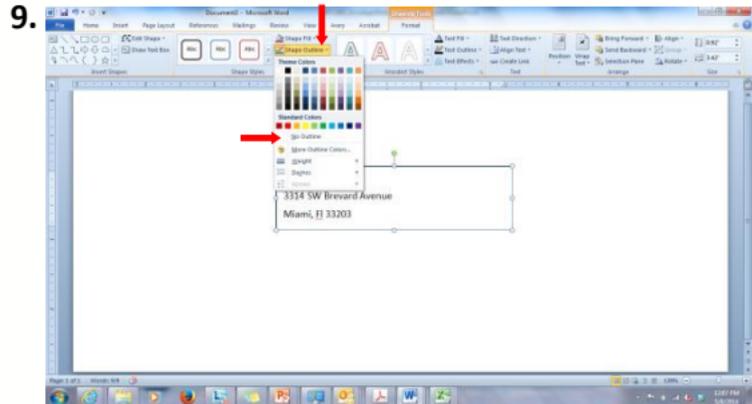


## Envelope Template Creation (MS Word 2010 example)

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.



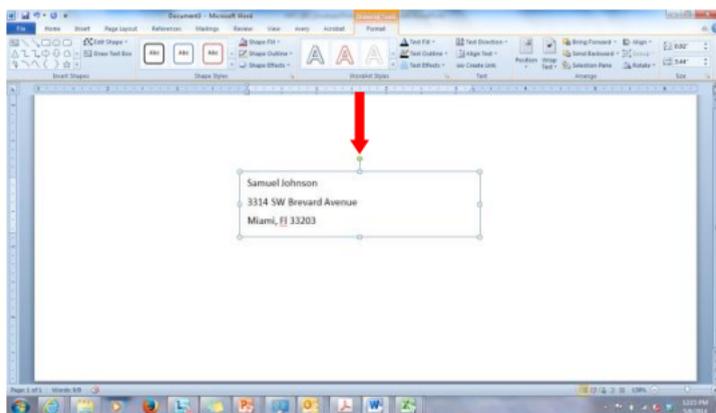
*\*To edit the inserted text box, select the text box and then select the **Format** tab at the top of the screen to adjust fill, outline, and effects of shape and/or text*

## Envelope Template Creation (MS Word 2010 example)

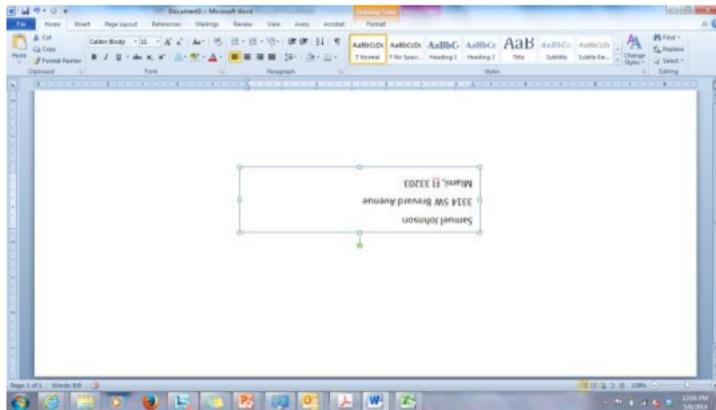
- Using the Rotator tool on the textbox, click-hold and rotate it 180 degrees
- Notice the text in the example textbox appears to be upside down. Don't worry! Once you click in the textbox to type, your text will appear right-side up.

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

10.



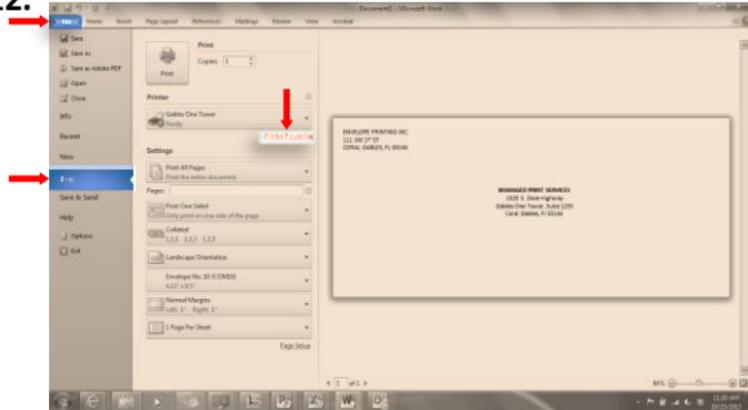
11.



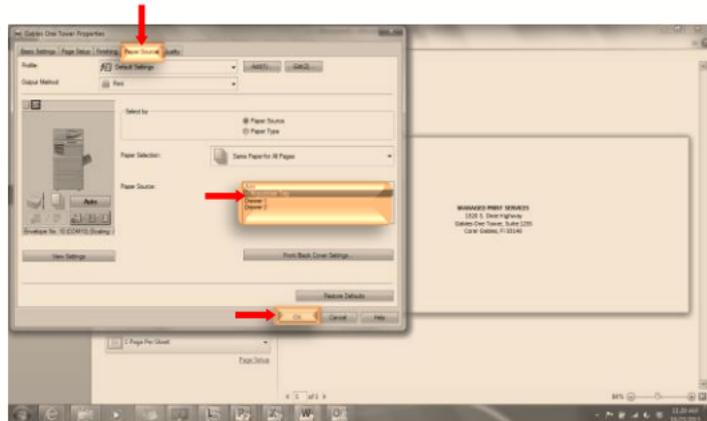
## Envelope Template Creation (MS Word 2010 example)

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.

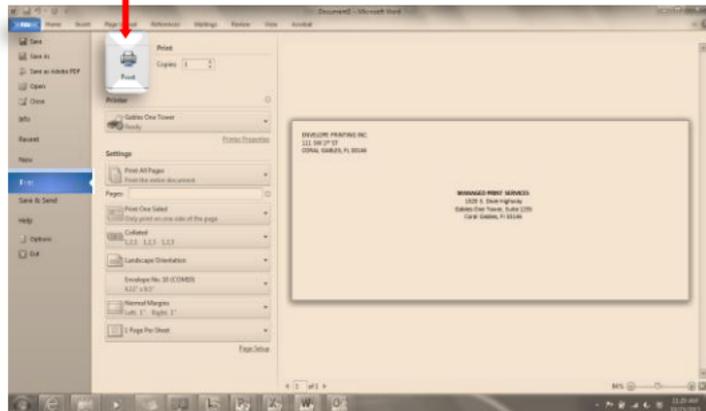


14.

## 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**

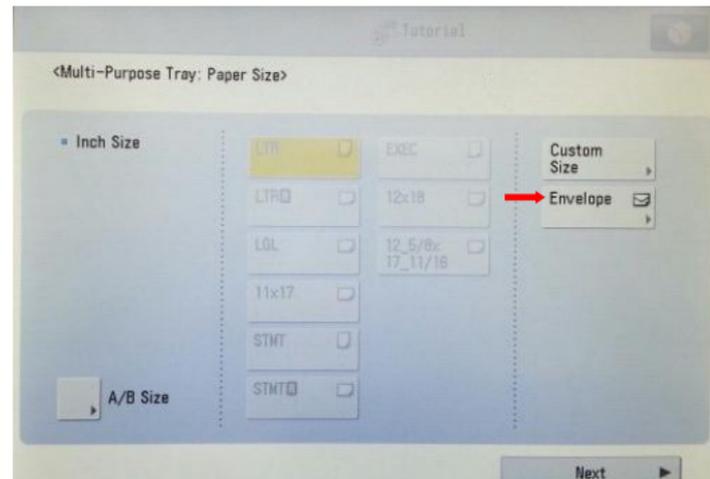
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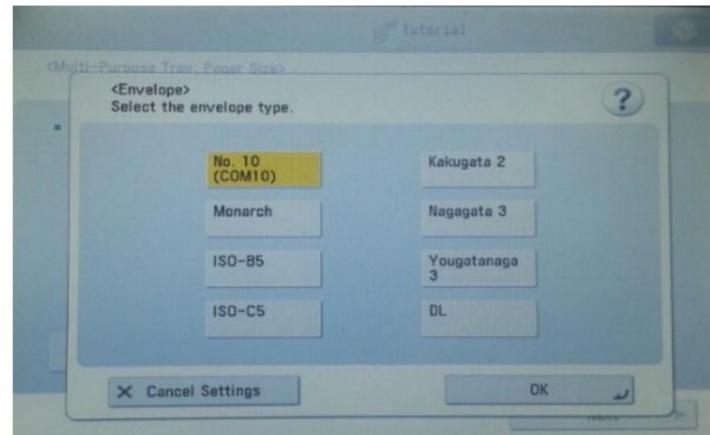
## Envelope Printing

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.



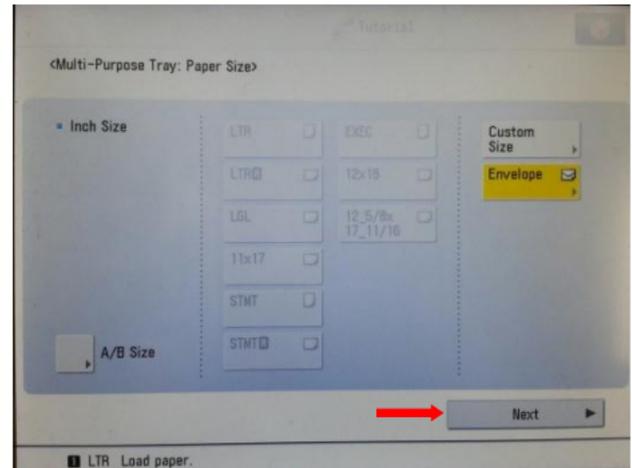
17.



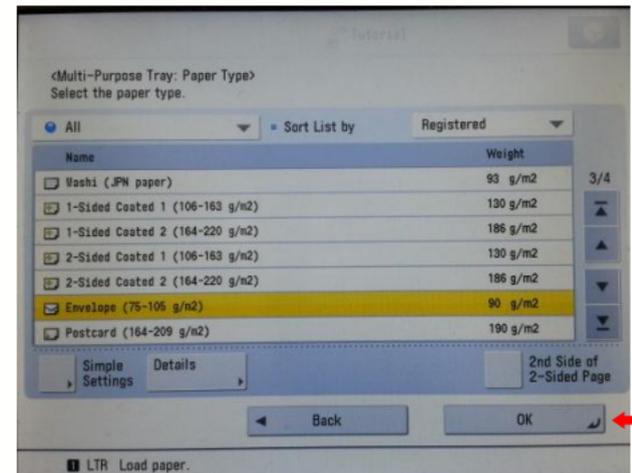
## Envelope Printing

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](http://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](mailto:dlawrence@miami.edu).

