

Creating A Return Address Template

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Abstract: How to create a custom return address template using the NJCU standard business envelope with the NJCU logo. [Ed. Note: A pre-defined template for Envelopes is available as part of the NJCU Templates collection. See <http://web.njcu.edu/mis/support> for details.

Objective

Create mailing envelopes with the return address nestled in the college logo, like the following:



It's easy! Just follow the directions below:

1. Open a new document.
2. Select Tools → "Envelopes and Labels..." from the Menu bar. (Figure 2, below)

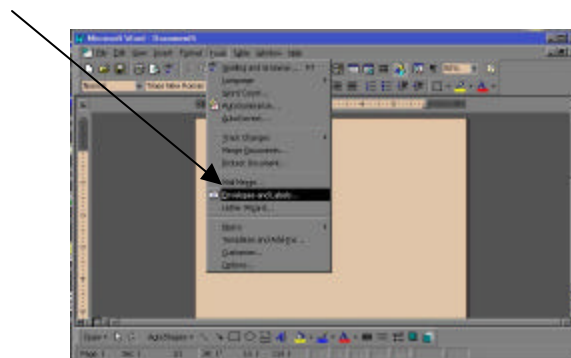


Figure 2

3. Click on the Envelopes tab in the "Envelopes and Labels" dialog window (Figure 3, below)

4. Fill in the delivery address

5. Fill in the return address

6. Click on the "Options" button. This will pop up another window. (figure 4, below)

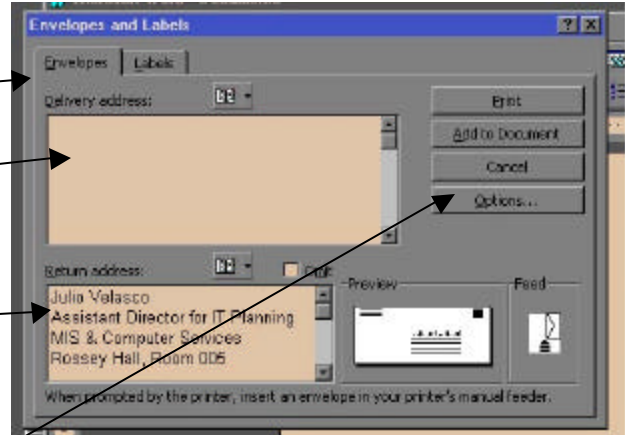


Figure 3

7. In the Options dialog box, make sure the Envelope Size is "Size 10 (4 1/8 X 9 1/2 in.)"

8. Make sure "Delivery Point Bar Code" is checked

9. Change the Return Address Spacing as follows:

- From Left: 1.25"
- From Top: .85"

10. Click on Delivery Address Font. This will open up a new dialog window. (figure 5, below)

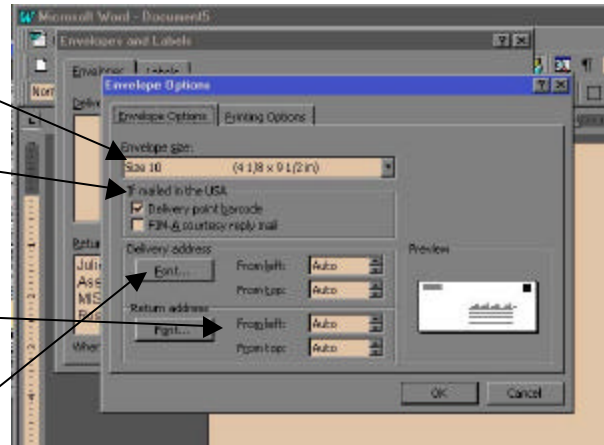


Figure 4

11. Click on "Bold" in the Attributes box.. You can also change the font type, color, etc. of your return address, but black, Ariel Bold is a good selection.

12. Click "OK". This will bring you back to the previous dialog window.

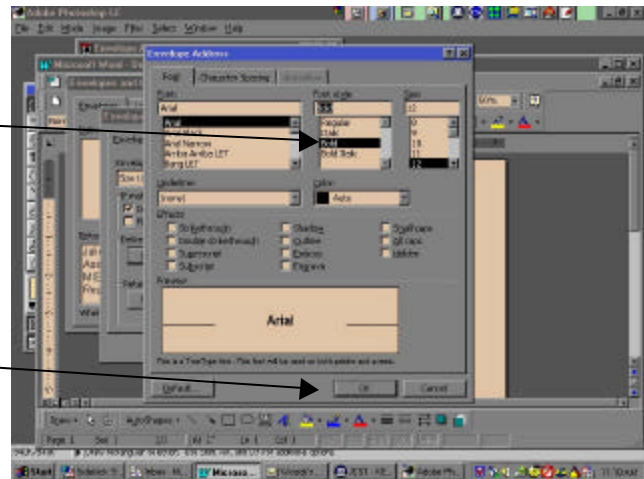


Figure 5

You should now see the following:
(figure 6, right)

- Click on "Add to Document" button to save this formatting to the current document.

(As this envelope was previously saved to the document, the button description reworded to "Change Document", you will see this happen once you add the envelope to the document.)

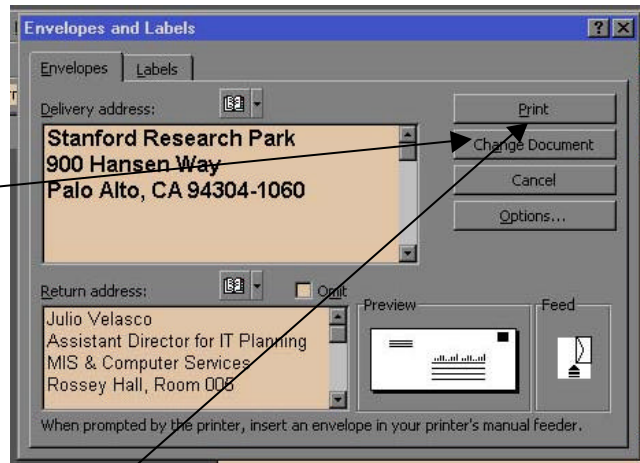


Figure 6

- At this point you can also click on the "Print" button to print your envelope. Before doing so, be sure to place an envelope in the special envelope slot of your printer.¹

Saving The Envelope As A Template

The envelope formatting has been saved to a work document. If you wish to use this as a template, you must save it as such.

- Select File → "Save As..." from the Menu bar.

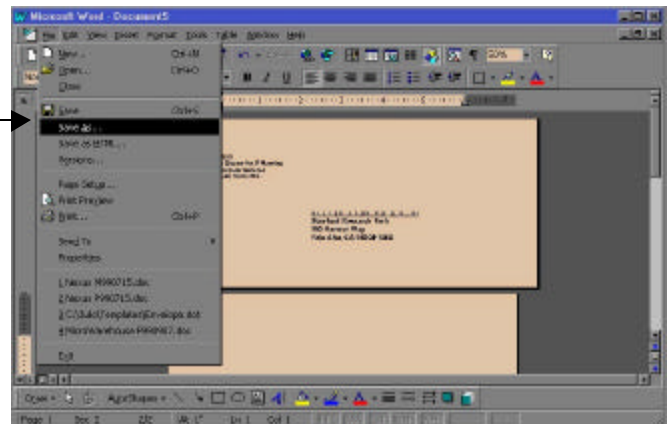


Figure 7

(Continues on next page)

¹ For the Hewlett-Packard Deskjet 722C, the slot is in the return tray. Look for the special icon. Also note that the envelope goes in face-down, with the flap to the left (just like the icon). Finally, be sure that the envelope is all the way in otherwise it will not feed.

2. Save As Type "Document Template (*.DOT), using the drop-down menu. (figure 8, right)
3. Type "**Envelope**" in the Filename box.

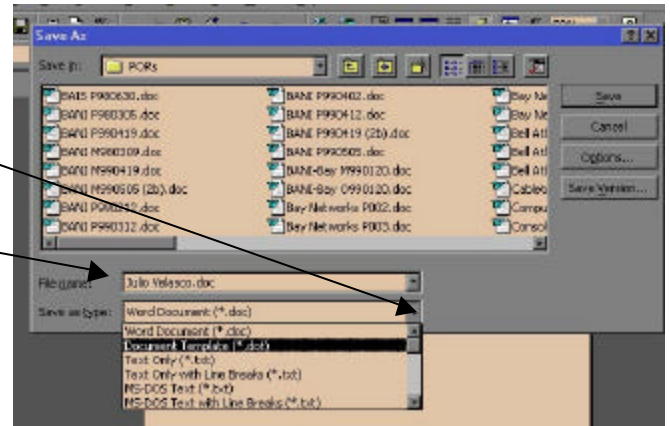


Figure 8

4. Also be sure that it is Saved To the Templates folder. This should have changed automatically when you selected Document Template type. (figure 9, right)
5. Click on "Save"

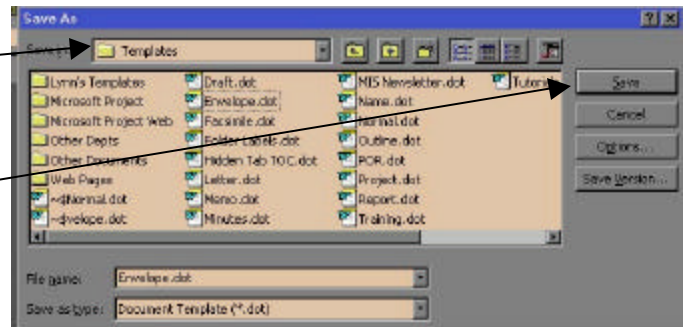


Figure 9

Using the Envelope Template

1. For a new envelope, Select File → "New" from the Menu bar.
2. From the Templates window, chose the Envelope template. (figure 10, right)

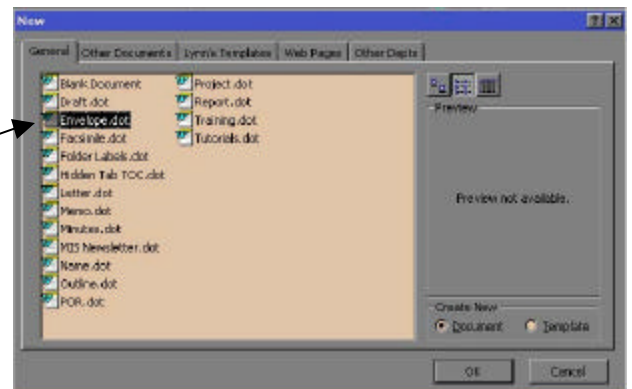


Figure 10

3. Select Tools → "Envelopes and Labels..." from the Menu bar, as you did before.
4. Change the Addressee information to the new address
5. Click on "Print"
6. Close the document. You do not need to save the document unless you wish to keep the new address as the default address.