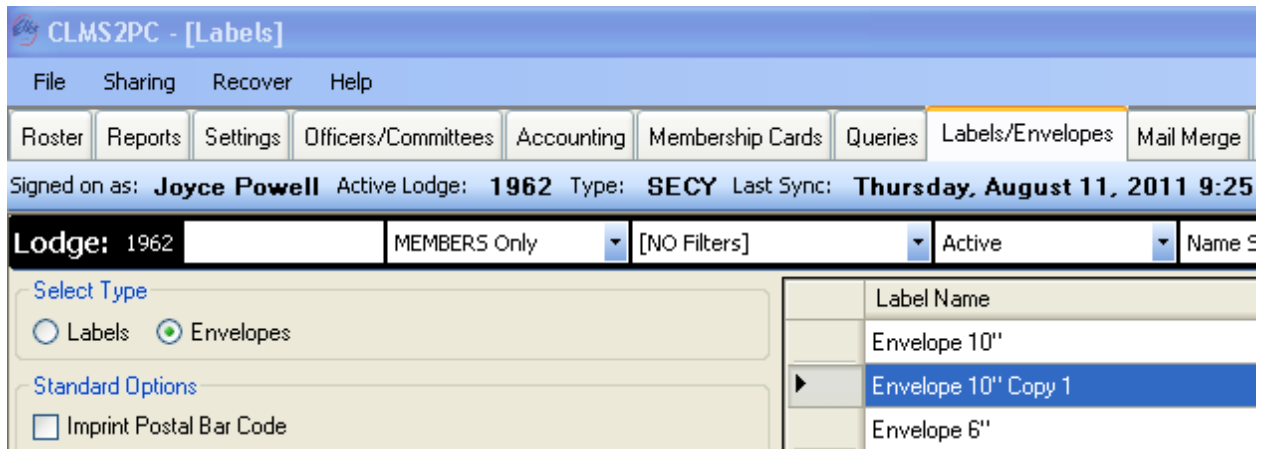


Creating a Envelope 10 and 6

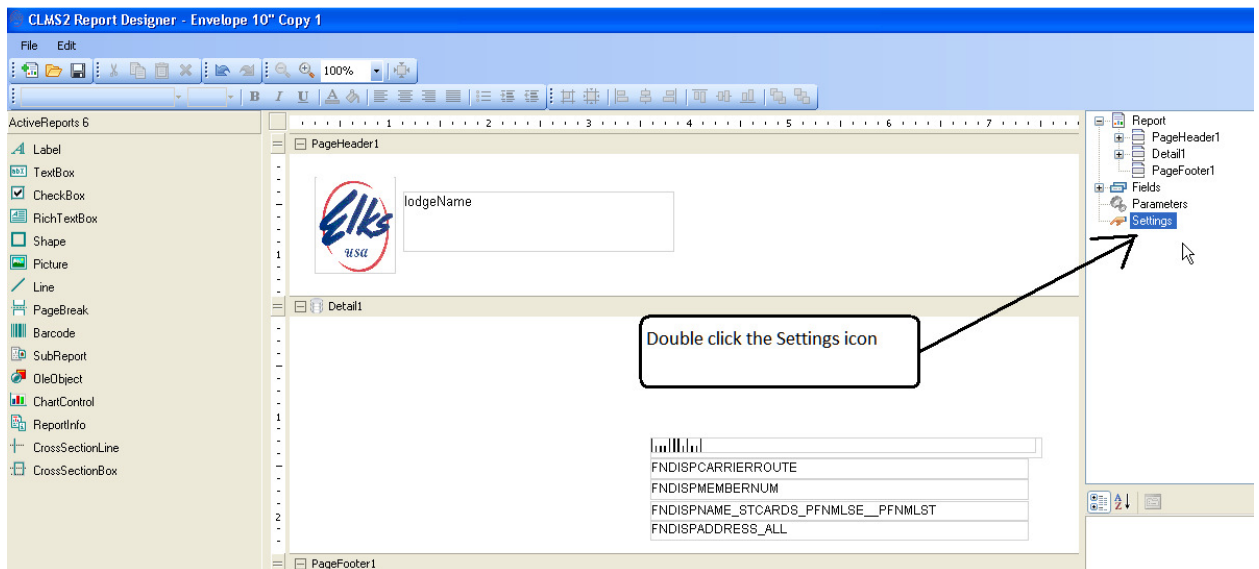
(These steps are provided for individuals that are having lineup issues for printing #10 and #6 envelopes these settings should work as a work around so that you can create custom envelopes for your printer)

Use these steps to modify the current #10 Envelope provided in CLMS2PC. Note that these changes are based on a printer that provides a center feeding style of printer. Some printers have a right or left aligning paper feed. Also these exact changes to the margins may not work for your printer exactly you may need to try several modifications to find the margin settings that work best for you.

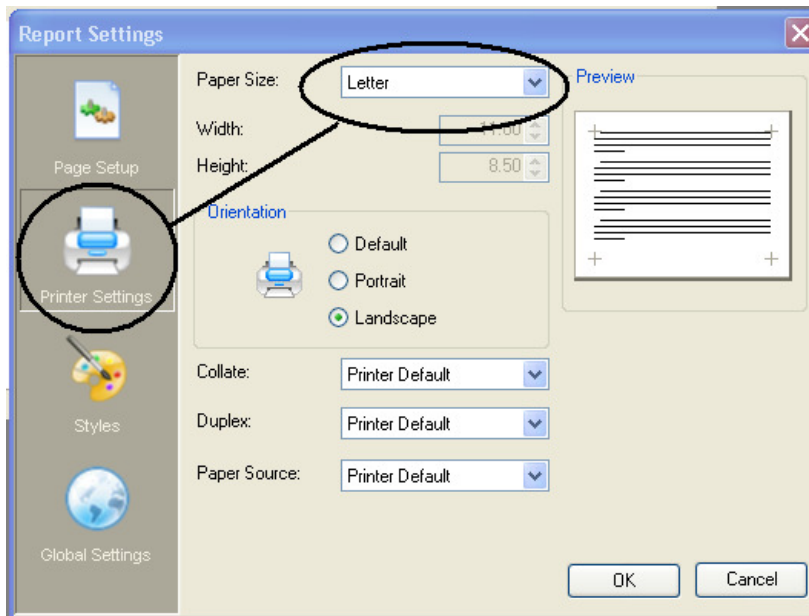
1. Make a copy of the



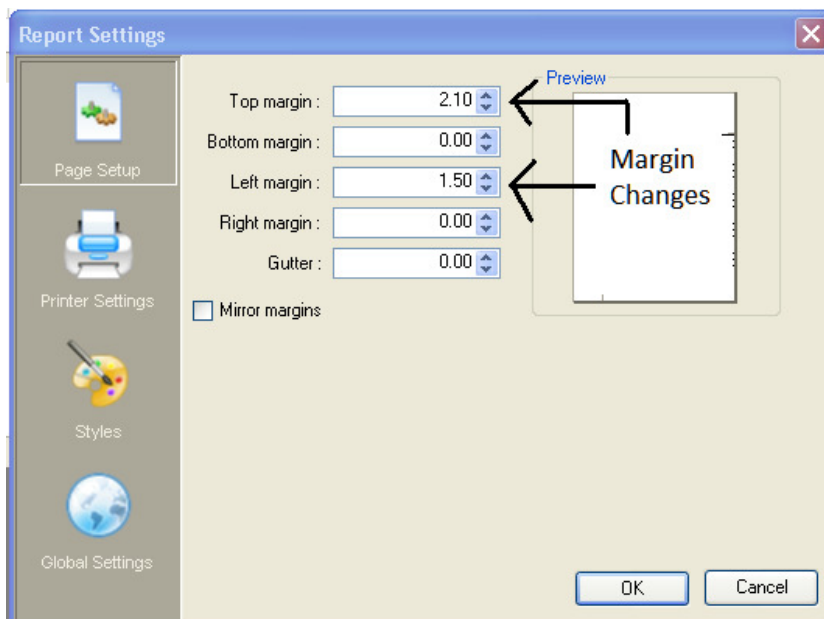
1. Select the newly copied Envelope and click the “Edit” button on the bottom of the “Labels/Envelopes” tab. Once you are in the editor locate the settings icon in the editor.



2. Once the “Report Settings” screen appears, click on the “Printer Settings” button, and change the Paper Size to “Letter”



3. Next click the “Page Setup” button on the “Report Settings” window, change the following margins from “0” to the specified.
 - a. For Envelope 10”
 - i. Top margin: 2.10
 1. For Left Feeding Printers
 - a. Top margin: .5 or 1 (*this is just an estimate try and adjust as needed*)
 2. For Right Feeding Printers
 - a. Top margin: 4.5 (*estimated*)
 - ii. Left margin: 1.50 (*same setting for left and right feeding printers*)



- b. For Envelope 6”

- i. Top margin: 2.50
 - 1. For Left Feeding Printers
 - a. Top margin: .5 or 1 (this is just an estimate try and adjust as needed)
 - 2. For Right Feeding Printers
 - a. Top margin: 5.5 (estimated)
- ii. Left margin: 4.75 (same setting for left and right feeding printers)

