



How to set up Envelope Templates in Word using YourStamp stamps



MAKING AN MS WORD ENVELOPE TEMPLATE WITH YOURSTAMP STAMPS

1) Open Word. (These directions are written based on Word 2003)

2) From the FILE menu select PAGE SETUP, then click the PAPER tab. From the PAPER SIZE menu select CUSTOM, then enter the dimensions of the envelope you wish to print. For DL envelopes, the width is 22.00cm and the height is 11.00cm (8 2/3" x 4 1/3") . For #10 envelopes, the width is 24.13cm and the height is 10.48cm (9 1/2" x 4 1/8 "). The page on your screen will now be the shape of your envelope.

3) From the VIEW menu select HEADER AND FOOTER. Click in the Header zone at the top of envelope, and then from the INSERT menu select PICTURE and then FROM FILE. Select the YourStamp stamp you have created from wherever you have saved it. The stamp will appear on the envelope document.

You can position the stamp along the envelope using the usual tools for formatting position of images. These include the toolbar icons for LEFT/CENTER/RIGHT. If you right click the stamp and do FORMAT PICTURE>LAYOUT>IN FRONT OF TEXT>OK, you will be able to drag the stamp to wherever you want it on the envelope. If you wish to place 2 copies of your YourStamp stamp onto your envelope, you may copy and paste a second one now and position alongside the first. alternatively, you may insert a second, different stamp image. When you are done, from the VIEW menu select PRINT LAYOUT.

4) From the FILE menu, select SAVE AS and enter a name for your stamp. Under SAVE AS TYPE select DOCUMENT TEMPLATE. This will automatically save the template file to C:/Documents and Settings/(User name if in use)/Application Data/Microsoft/Templates. From the FILE menu select CLOSE.

ADDRESSING AN ENVELOPE USING THE TEMPLATE

5) From the FILE menu select NEW. From the New Document panel select TEMPLATES>ON MY COMPUTER. From the TEMPLATES panel which opens, choose your YourStamp envelope template. The envelope will appear with the stamps in position but locked in the Header and Footer layer.

6) Type the address of the recipient and print your envelope. Save or discard the addressed file. When you next wish to address an envelope with these stamps on it, simply return to 5)