

Mr. Josh R. Taylor
73402 Ten Mile Road
Meridian, ID 83642-7340

RETURN ADDRESS

**Use standard capitalization
and punctuation rules**

DELIVERY ADDRESS

**Use ALL CAPS and omit punctuation (for
the mail sorting machines)*.**

**** OCR or USPS format (mean same thing)**

**STAMP
GOES
HERE**

MR JAMES W MCKNIGHT MANAGER
ORION COMPUTERS
7834 W MAIN STREET
MERIDIAN ID 83642-8945

HOW TO PRINT ENVELOPES IN THE LAB:

We will not print on actual envelopes (because of the shared printer)

To print an envelope on standard 8.5" x 11" size paper:

- ✓ ✓ **TOOLS / ENVELOPES AND LABELS**
- ✓ ✓ **Click OPTIONS button, then PRINTING OPTIONS
button**
- ✓ ✓ **FEED METHOD – Top Center alignment**
- ✓ ✓ **FEED FROM – Default Tray**
- ✓ ✓ **Click Print OR Add To Document (if for a screen check)**

ENVELOPE FORMAT