



Company Name
Street Address, Office
City, State
Zip

Name
Company
Address
City, State
Zip

Attention:
Your Name Here

To use the “Envelope LW/LW+” template:

- 1. Use the text tool to delete the current text in the envelope and type in your own information.**
- 2. Choose Print from the File menu.**
- 3. Select Manual feed as the paper source and click Options... to select Landscape orientation.**
- 4. Click OK to Print.**
- 5. On a LaserWriter, LaserWriter+ or similar printer, when the middle printer light is a steady yellow, insert your envelope face up, as shown on the right.**
- 6. Keep a modest amount of pressure on the envelope until it has been taken into the printer.**

