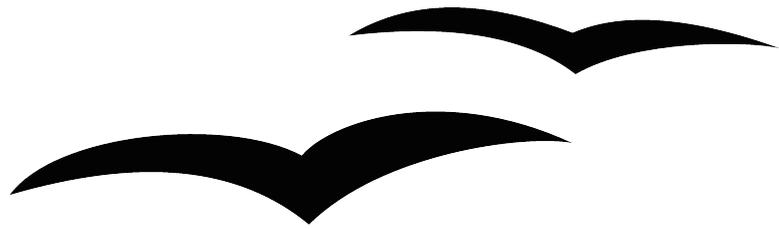


# *How To Setup Your System for Envelope Printing*

*Diagnostic Kit*



[HowTo printing envelopes diagnostics.]  
[0.8]  
First edition: [2006-01-13]  
First English edition: [2006-01-13]



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## Overview

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Many people have difficulty printing envelopes from OpenOffice.org. This document is an attempt to make the process easier to determine envelope orientation and printer setup. For those who expect that setting up OpenOffice.org alone is sufficient will find that the process is actually two stages which can be confusing. This difference is covered by [Issue Number 55499](#) and you are encouraged to vote for its resolution.

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### Feedback

Please direct any comments or suggestions about this document to: [maxweber@openoffice.org](mailto:maxweber@openoffice.org)

### Acknowledgments

### Modifications and updates

<i>Version</i>	<i>Date</i>	<i>Description of Change</i>
[0.1]	[2006-01-13]	[mw: Initial edition issued for comment]
[0.8]	[2006-01-16]	[grs: convert to standard format and additional graphics]

# Printing Envelopes Diagnostics for OpenOffice.Org -

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## Prerequisites:

- OpenOffice.Org 2.0 or later (always use the **latest stable** version)
- The [Envelope Diagnostic Kit](#) containing this document in PDF and the two diagnostic documents.
- Product specifications of your printer hardware
- 1 sheet of paper media you normally use ("Letter" for countries using imperial paper sizes or "A4" for countries using metric paper sizes)

## Step #1:

**Question:** Does your printer support the desired envelope media size by default (check with the product specifications of your printer)?

Yes	No
No problems with printing envelopes should arise, you can quit this sheet.	Please proceed with step #2.

## Step #2:

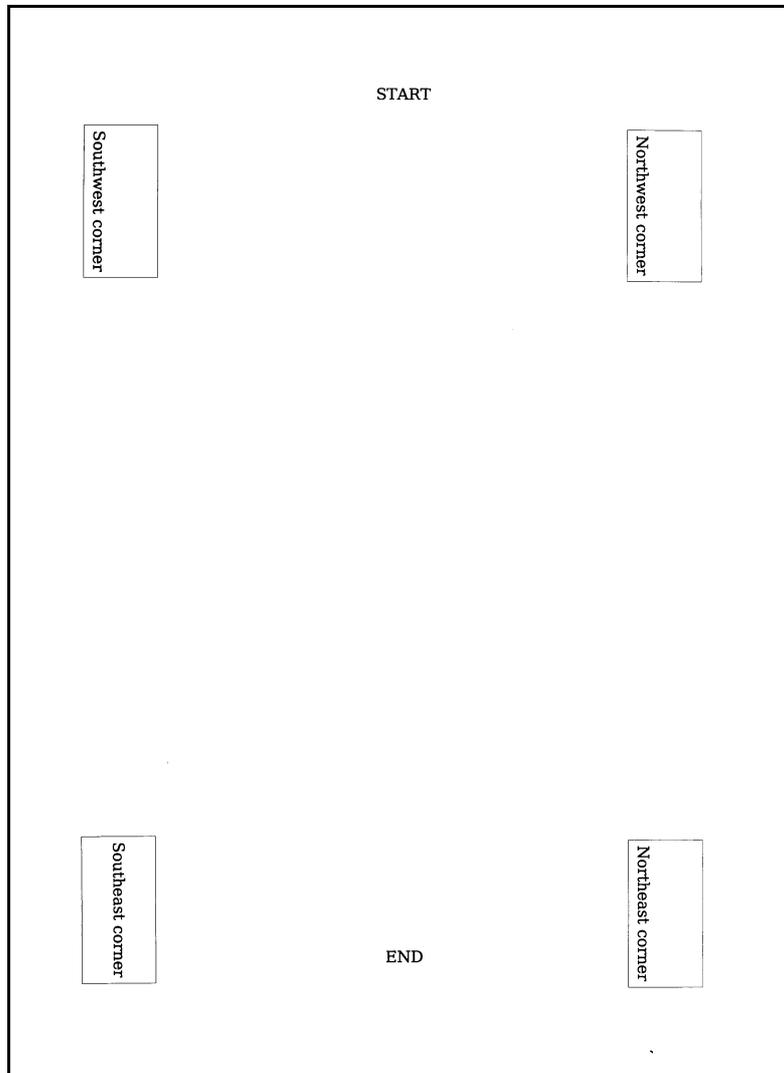
**Task:** Open `printing-template.odt` and ensure that the page style matches the paper size you use. For example, if your paper tray holds A4, please change the page-settings of to reflect the media size of `_your_` sheets using **Format > Page**.

Next print the document.

### Step #3:

**Task:** Refill the printout into the paper tray so that on the next run printing will be done on that sheet-side that is already printed.

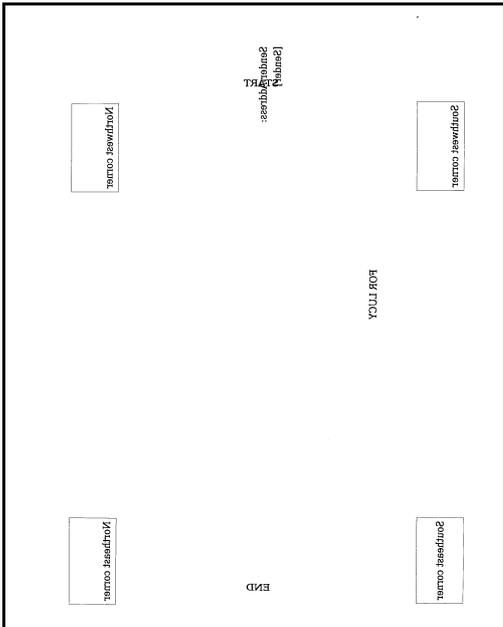
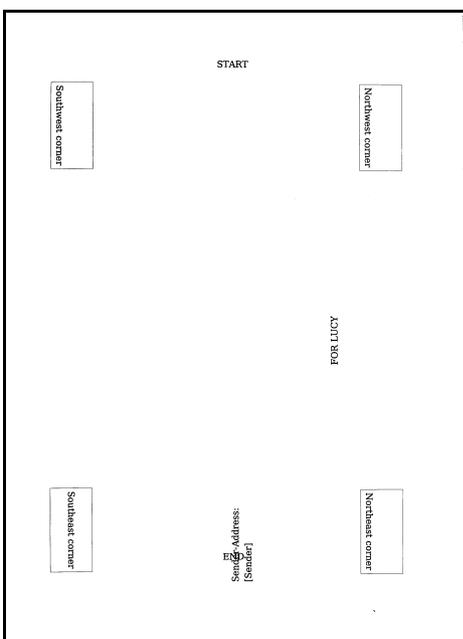
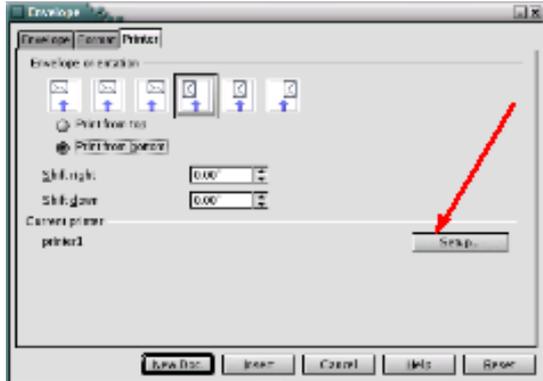
**Note:** Please ensure that the sheets will feed in the same direction as they are printed. In most cases this will be with the **Start** heading as shown below.



## Step #4:

**Task:** Open test-envelope.odt from the [Envelope Diagnostic Kit](#) and print it.

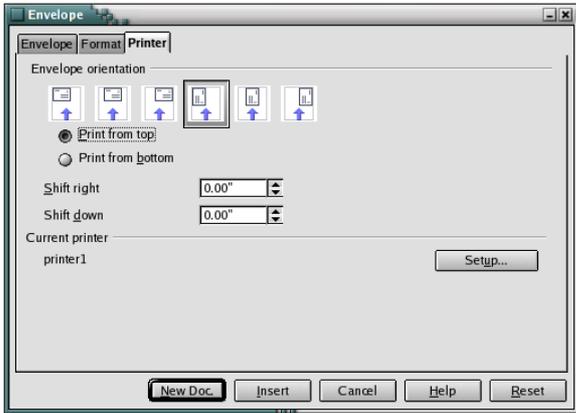
**Question:** Where is the sender address located on the printout?

<p>Near the header line („START“)</p> <p>If your output looks like the graphic below you will have should no problems with printing envelopes. You can quit this sheet.</p> 	<p>Near the bottom line („END“).</p> <p>As shown in the following graphic.</p>  <p>To correct for this, change your printer setup to print "upside down" or "rotated by 180°", which is the same. (Why? <sup>1)</sup>)</p> <p>For accessing the printer setup use the button as indicated on this graphic.</p> 
--	--

## Step #5:

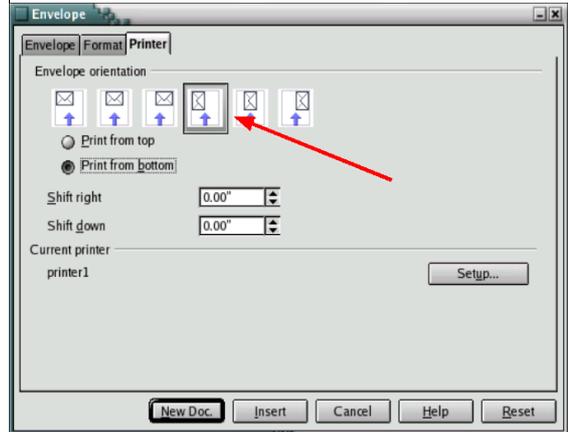
### Sender Address near Start

**Task:** Create and print your envelopes by using the OpenOffice.Org envelope wizard via Insert > Envelope. Feed the envelopes as indicated on the graphic in manner suitable for your printer.

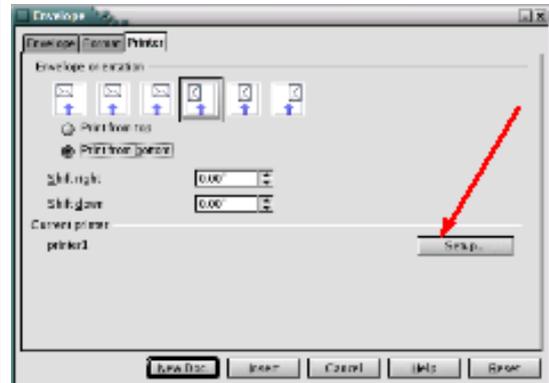


### Sender Address near End

If in Step 4 your test printout printed near the End label, you can correct for this by changing your printer setup to print "upside down" or you can rotate your envelope by 180°. This is effectively the same action.



Do not forget that you specify the envelope type in the printer setup by using the Setup button as indicated on this graphic. Remember to select orientation, the printer tray and the envelope type.



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