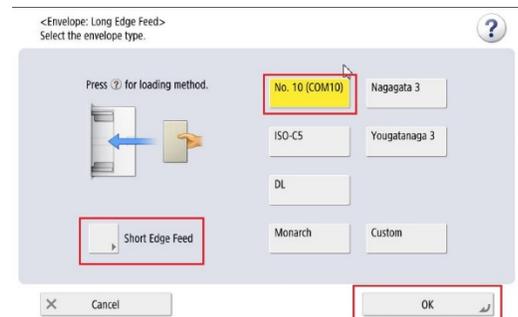
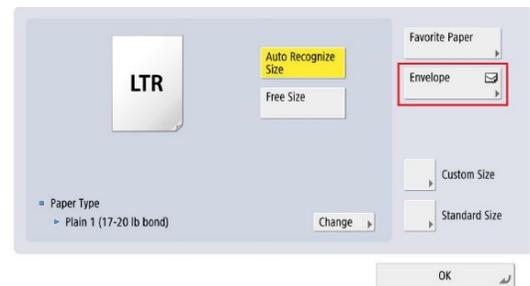
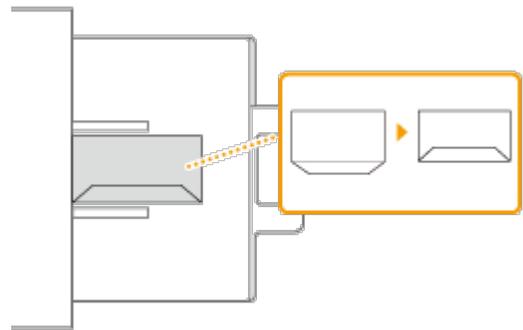


## Printing from “Envelopes” Option in MS Word on Mac:

### Setting up Envelopes at Machine:

1. Set the envelopes in multipurpose tray.
  - Keep flaps closed.
  - Adjust the guides to fit snugly around the sides of the envelope.
  - Follow pictures on multipurpose tray for direction of envelope (face up/down).
2. Adjust the side-guides to fit snugly around the envelope.
3. A pop-up will appear on the screen asking to confirm paper settings.
4. Select the “Envelope” button.
5. Choose from the standard list of envelope sizes. If a different size is needed, select the “custom” button, then type in the envelope dimensions.
6. Select OK to close.



## Setting up Print Job:

1. Open a Word Document.
2. Select "Envelopes" from the Mailing tab.
3. Set up the delivery/return address.
4. Select "Use settings from your printer."
5. Select "Page Setup..."
6. Select the Canon under "Format For:".
7. Select "Paper Size" as your envelope size.
  - If envelope size is not listed, select "Manage Custom Sizes" to create the custom paper type.
8. Select "Print..."
9. Select the paper tray under "Paper Source."
  - Note: Must pick "Multi-purpose tray" if going through the side feeder, it will not automatically pull from here!)
10. Confirm paper size is correct, and 1-sided printing is selected.
11. Print.

