

## Party Envelope Instructions

1. Fill Out Pertinent Party Information on Page 2
  - a. Return Address Information
  - b. Guest's Information
2. Click on the menu "File" and then select "Print"
3. Click on the Radio Button "Pages" and change the numbers to pages "2" to "2"
4. Change the number of copies to 1
5. Make sure Page Scaling is set to "Fit to Paper"
6. Make sure "Auto-Rotate and Center" is checked
7. Now click on the button "Properties"
8. Change Paper Size to "No. 10 Envelope (4.12 in x 9.5 in.)" This envelope was designed for the No. 10, but can be used on a variety of others.
  - a. If you have a different sized envelope, select it now
9. Click "Ok"
10. Click "Ok" to print

If you are having problems, please send an email to: [Contact@Ultimate-Kid-Birthday-Parties.Com](mailto:Contact@Ultimate-Kid-Birthday-Parties.Com) and I will help you print your free invitations.

