To use the ''Envelope LWII'' 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 LaserWriterII NT, NTX or similar printer, when the middle printer light is a steady yellow, insert your envelope face down within the guides, as shown below.
6.   Keep a modest amount of pressure on the envelope until it has been taken into the printer.

Company Name
Street Address, Office
City, State
Zip

Name
Company
Address
City, State
Zip

Attention:
Your Name Here