



Create and Design an Envelope

New Skills: Formatting a Business Size Envelope



TASK AND PURPOSE:

Create and design a business-size envelope to coordinate with the Skateboards, Inc. letterhead.



OVERVIEW:

An envelope is used to send a letter and/or other documents. An envelope contains the company name and address in the top left-hand corner (return address area) and the recipient's address in the center. The standard size of a business envelope (No. 10 envelope) is 9.5 inches wide x 4.125 inches tall.



STRATEGIES AND TIPS TO CONSIDER:

1. To establish a consistent, professional image for Skateboards, Inc., the design of the envelope should coordinate with that of the letterhead, with the exception of where the information is placed.
2. Obtain some samples of real business envelopes and analyze them to help you design your own.
3. Read through all instructions before proceeding with the project.



INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-3 Envelope** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Set the page size to 9.5 inches wide x 4.125 inches tall with .25 inches for top, bottom, and left margins and 1 inch for right margin and set orientation to landscape.
Note: *This is the size of a standard business envelope.*
4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

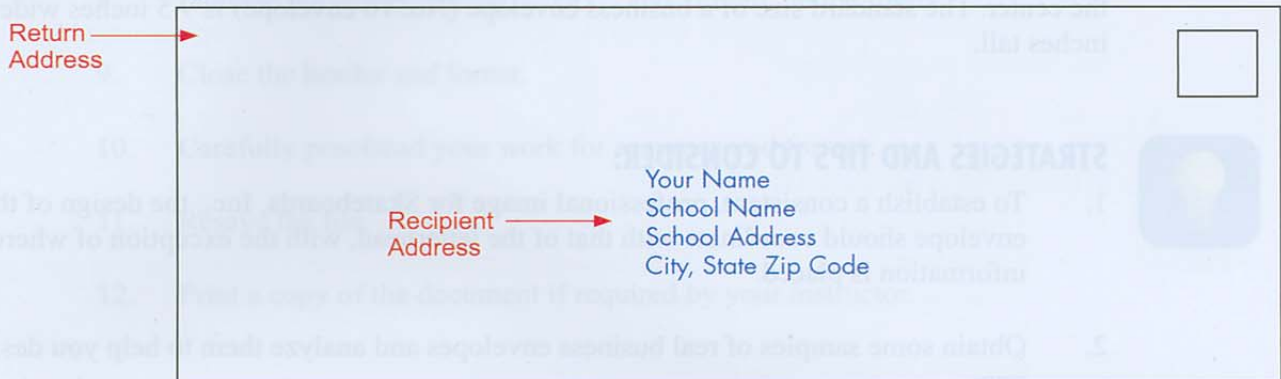
Project W-3: Create and Design an Envelope continued

- At the top left-hand corner of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD, followed by the return address information shown below. Resize the logo so it is in proportion with the rest of your document.
Note: Be sure to use the font you chose for your letterhead.

[Insert the Skateboards, Inc. logo]
360 Jackson Boulevard
Rapid City, SD 57702

- Key your name, and your school name and address in the recipient address area on the envelope left-aligned. See **Figure W-3-1** below.
Tip: The recipient area is approximately 2 inches from the top and 4 inches from the left-hand side of your envelope.

Figure W-3-1



- Carefully proofread your work for accuracy and format.
- Resave the file.
- Print a copy of the document if required by your instructor.
Suggested: Print on a real envelope.