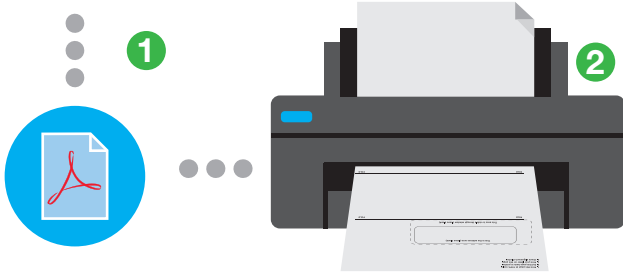
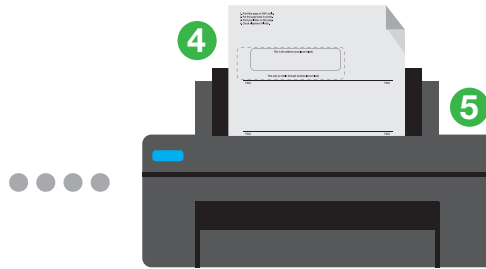
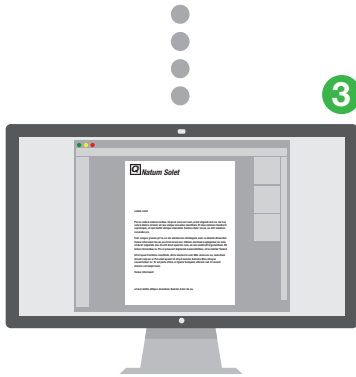


# #10 Window Envelope Alignment Guide

This guide is to assist you in formatting an 8 1/2 "X 11" letter so that the address block on the letter is best positioned to show through the window of a #10 window envelope.

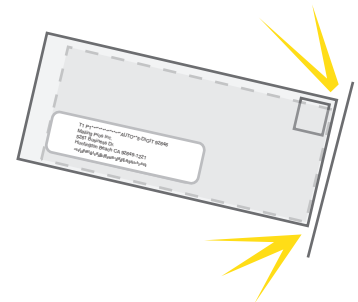
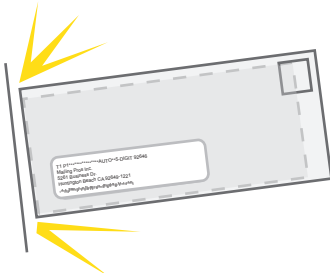


1. Download the PDF: "#10 Window Envelope Alignment Guide", from [mailingprosinc.com/envelopes-2/](http://mailingprosinc.com/envelopes-2/)
2. Print out template. Make sure to print the template at 100% scale.
3. Design your letter.
4. Put the alignment template back in the printer.
5. Print letter on top of template
6. Check alignment of letter and adjust as needed.



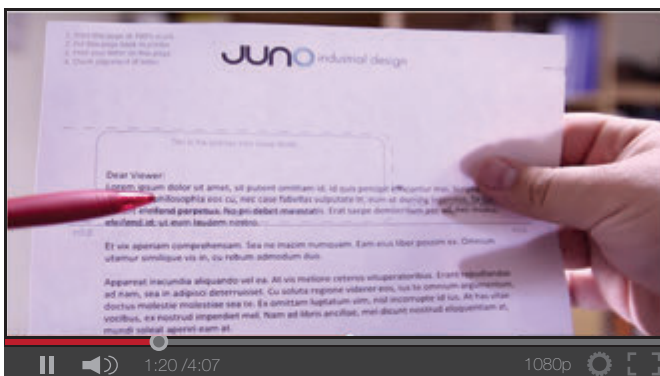
## Bonk Test

Letters tend to shift around inside a #10 Envelope. It is good practice to tap or "bonk" the envelope on all sides to make sure no part of the letter is visible through the window. Ideally the letter should be positioned in the lower left hand portion of the envelope.



## Video

For more information and step by step how to use the alignment template, please view our video at <http://mailingprosinc.com/envelopes-2/>



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