

Envelope

THE HUB

WRD
4

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 name and 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

1. To establish a consistent, professional image for The Hub, 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 prior to completing the project.

INSTRUCTIONS

1. Using Microsoft Word, create a new document.
 2. Save the document as Project WRD-4 Envelope in your "Word" folder under "The Hub" folder.
 3. Set the page size to 9.5 inches wide x 4.125 inches tall with .25 inches for the top, bottom, and left margins and 1 inch for the right margin. Set the 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.
- NOTE:** Be sure to use the font you chose for your letterhead.
5. At the top left-hand corner of the envelope, insert The Hub logo, installed from The Hub Resource CD, followed by the return address information shown below single-spaced. Resize the logo so it is in proportion with the rest of the document.

[Insert The Hub logo]
600 Hub Street
Austin, TX 73301

6. Key your name and your school name, address, city, state, and zip code in the recipient's address area on the envelope left-aligned and single-spaced. See Figure WRD-4.1.
- NOTE:** The recipient area is approximately 2 inches from the top and 4 inches from the left-hand side of your envelope.
7. Carefully proofread your work for accuracy and format.
 8. Resave the file.
 9. Print a copy of the document if required by your instructor.

SUGGESTED: Print on a real envelope.

your TASK

Your task is to create and design a business size Envelope to coordinate with The Hub letterhead you created in Project WRD-3.

the SKILLS

- Format a business size envelope

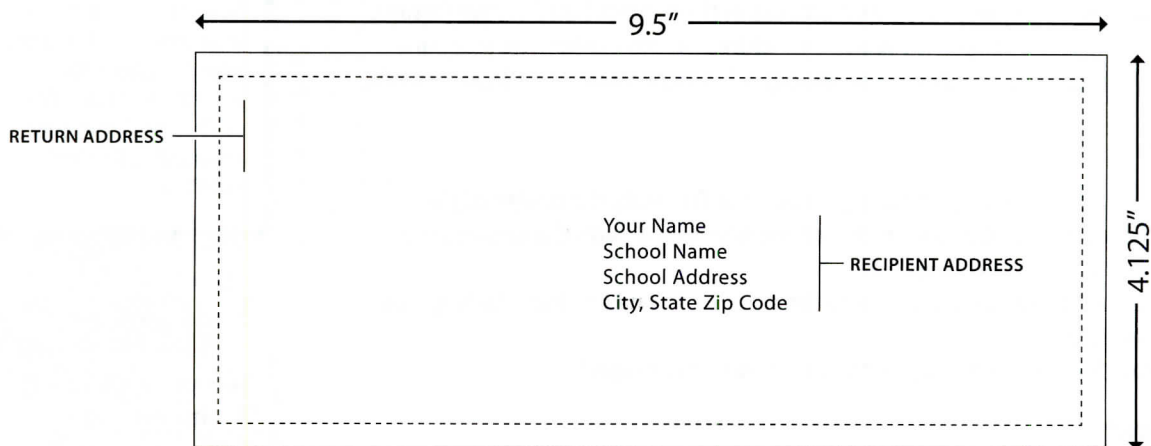


FIGURE **WRD-4.1**



600 Hub Street
Austin, TX 73301

Leah Johnson, Unity High School
453 West Collins Street, PO BOX 200
Mendon, IL 62351