

**WCS Bookkeepers’ Blogs**

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# Current Forum questions/Topics:

**My printer is printing blank envelopes!**

# Solutions:

How many times have we fired up our computers just to find it will not perform the functions that we have done a million times a day? The issue at hand today comes to us from Brenda Green at the SBO who could not get her envelopes to print. She was able to print documents but when she loaded and printed her envelope in Word 2010, it came out blank.

I ran to the rescue only to be baffled. Being myself and overthinking the problem and performing multiple settings checks, the solution was discovered by Brenda who watched me fumble my way through undiscovered territory. If you can’t get your envelopes to print, try this:

* (Regardless of the version of Word you are using)Collapse this imageExpand this image Click **Mailings**
* **Envelopes**
* Look at your **preview** of the envelope. If the size does not look correct, click on the preview square
* **If you are trying to print a standard envelope, your setting should be Size 10 (4 1/8 x 9 1/2 in)**

I have always changed my settings from the “Printers and Devices” section of the start menu. However, this did not work for me today and even though I changed the main settings, it did not correct the problem and the settings had to be changed in the Word envelope printing screen.

I hope you find this information helpful and…

Thank you Brenda for teaching an old dog a new trick!!!Collapse this imageExpand this image

Collapse this imageExpand this image

**Note: See “Additional Comments” below**



## **Additional Comments**:

**Helpful hint**:

If you change any settings from Start: Printers and Devices (which is your main printing setup), remember to go back in and change the settings to what you previously had them set to or you will be printing your documents on envelopes. That makes for tiny documents that are very difficult to read! LOL