



Overview

DocuFire has the ability to create a basic envelope out-of-the-box with your return address printed in basic black text. Alternatively, you can create your own custom envelope with your branding in full color and change it anytime of your choosing.

- Your recipients address will be re-printed on the front. Window envelopes are not used, so you need not be concerned where the address block prints on your forms (Invoice, statements, etc.).
- QuikPost supports a custom Front Page and Back Page image for your Envelope.
- Canada Post supports the return address being printed on the back and top of the Envelope as a single line string. For example, something like "123 Main Street, Toronto ON M2N 4Y2 Canada" would be sufficient.

The process to create a custom QuikPost envelope begins with composing your artwork, front page and back page in any format that you can print from Windows to the DocuFire Printer on your PC. It can be Microsoft Word, Adobe PDF or Adobe Illustrator for example.

It is a good idea to review Canada Post guidelines on graphics placement, see;

https://www.canadapost.ca/cpo/mc/assets/pdf/business/mmadvisor/SL_1W_105x241_7_E.pdf

We will use Microsoft Word for the examples below;

In idea circumstances, have DocuFire Workstation installed on the computer doing the design as the DocuFire Printer has support for Envelope #10 with the available paper sizes and margin settings. Set DocuFire Printer as your Default printer or establish it as the target Printer device when composing your Envelope image in the steps that follow.

Step 1

Create a new "Blank document" in Microsoft Word

Step 2

Navigate to the "Layout" tab;

- a. Change the Orientation to Landscape
- b. Under Size, select "Envelope #10" (If you do not have this size, proceed to "c")
- c. Under Size, select "More Paper Sizes...", under "Paper size" drop-down, select Custom and enter Width = 9.5" and Height 4.1"

Step 3

Under Layout, select "Margins" and at the bottom, choose "Custom Margins"

Top	0.0"
Bottom	0.01"

How to create a QuikPost Envelope

Left	0.43"
Right	0.43"

Important Notes;

- The printable image width for both Front and Back page is 8.6" inches.
- For the envelope back page, the printable area is 3.7" in height and the bottom of your image will be cropped 0.4")
- If upon saving your setting you are prompted that the margins are incorrect, select to "Fix" the settings, you may see a minor adjustment to what you entered.
- DocuFire enforces reserved space for address block placement and postage indicia. If your artwork extends into these reserved locations you will see a white box overlay on top of your artwork.

Step 4

Now you are ready to place your logo and content on the page.

Step 5

On a computer with DocuFire Workstation installed your next step is to print your Envelope to the DocuFire Printer.

DocuFire will automatically recognize the page size to be an Envelope (#10 envelope) and open an Envelope creation wizard to help you set things up.

Step 6

DocuFire will prompt you to set this image as the Front Page or Back Page. Make your selection and click Next.

Step 7

Give the Image a Name, for Example "My Company Envelope Front Page", etc...

Step 8

Do the same steps for all your individual Companies and back page images.

Step 9

Once all of your front page and back page images are imported, the next step is to open the DocuFire Server Manager and create your Envelope(s).

This is managed under the System / Post Office node and can also be set under the Company / Post Office nodes if you have multiple companies with different envelopes.

Printing from Adobe Acrobat Reader DC (PDF)

- Set the Printer to DocuFire Printer
- Set Page Scaling to None or Actual Size
- Page Setup -> Size: Envelope #10, Orientation: Landscape
- You should see a preview of your envelope looking like an envelope should look
- Print document and DocuFire Envelope Setup Wizard should launch

How to create a QuikPost Envelope

Here is a sample of the Envelope front page with address block and postage indicia.

QuikPost Envelope Setup ×

QuikPost Envelope Setup
Set this image as Envelope Front or Back



120A Willowdale Ave
Toronto ON M2N 4Y2



RECIPIENT NAME
RECIPIENT COMPANY
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE/PROV, POSTAL CODE
COUNTRY

Configure this image as:

QuikPost Envelope - Front page

QuikPost Envelope - Back page

Canada Post Requirements

