

Positioning your address block on letters for window envelopes

Your address information should fall
within this box.

When setting up your letters in word your address block should start:
1 inch from left edge and 2 3/16 inch from top edge

Your address block should be no more than:
3 1/8 inches wide and 1 inch in height.

This will ensure that your entire address block is the only thing that shows through the window of the envelopes KCC uses.

The box above is created in the position and size referenced above.
You can print this page to use as guide for checking your address block position when creating letters.