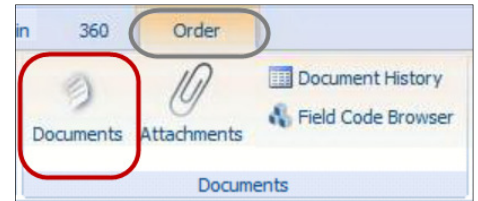


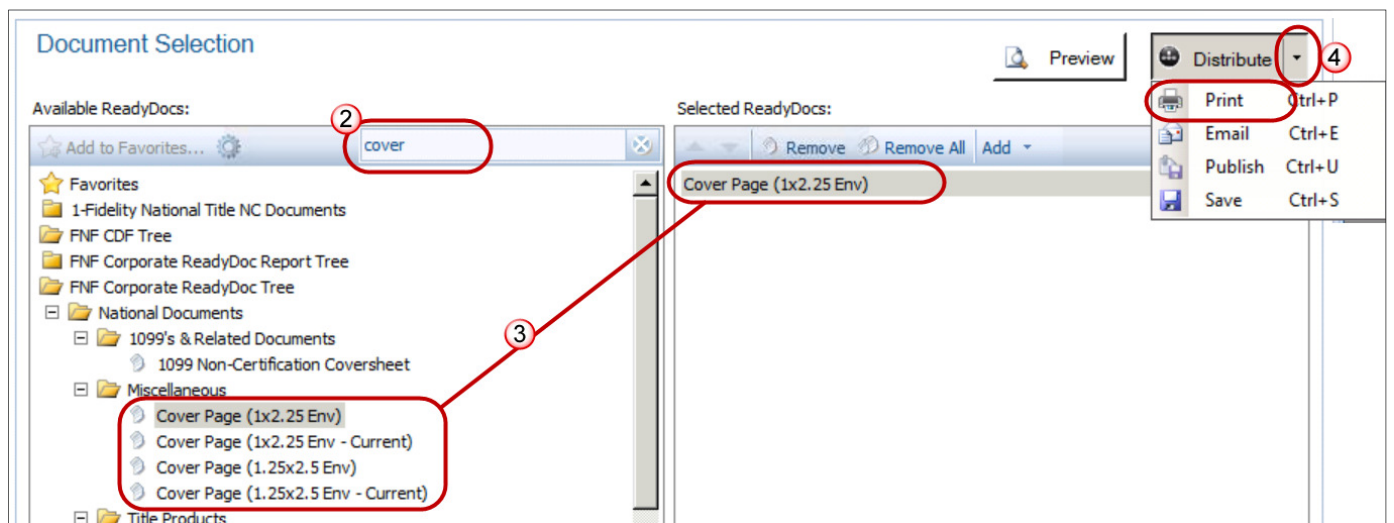
## Using the Cover Page Document to Align the Address

Several documents are available to accommodate properly aligning a recipient’s address in the envelope window. Follow these steps when you are ready to mail your document(s).

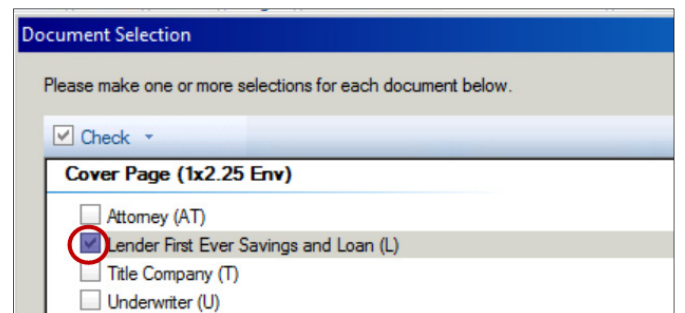
1. From the **Order** ribbon, click the **Documents** button



2. In the **Search** field, enter *cover*; press the **Enter** key
3. From your search results, double-click the document corresponding to the envelope size
4. Select **Print** from the **Distribute** drop-down menu (or the **Preview** button if you wish to view the address before printing)



5. When prompted, check the applicable addressee check box(es); click **OK**



The recipient is printed in the appropriate window location for the envelope type selected.