How To · Print on Envelopes

Ah, the power to print Paper Source style! From envelopes to favor boxes, we’ll teach you how to print directly onto keen Paper Source products that go beyond printing onto an ordinary sheet of 8 ½” x 11” paper. Spice things up a bit and do something creative!

These printing techniques were developed using the Epson® Stylus Photo RX595 all-in-one printer/copier/scanner (we think this machine is divine). Note that if you are using a different all-in-one printer model at home, these instructions may not apply. Other Epson models these techniques work with include: RX580, RX680, and CX9400FAX.

tools needed:  exacto knife & straight edge | removable doublesided tape | copy paper | envelopes | photos or images

Step-by-Step

1. Download the PDF printing template for the envelope of your choice and print two copies. The first copy will be used to create a photo placement guide and the second will be used to do a test print. Review template for photo placement suggestions, match lines, directions for feeding and all other information before getting started.

2. Choose your photo or image. (See tips on reverse.)

3. Decide where you want your photo to go. Place a small piece of removable doublesided tape onto the back of your photo and adhere it to one of the print templates in the appropriate place.

4. Carefully trace around the photo with pencil and remove the photo when finished.

5. Using an exacto knife & straight edge, cut out the traced photo area. This will create a window in the print template that will help you place your photo later.

6. Take the print template (now with window cutout) and place it directly on top of a clean sheet of copy paper.

7. Place a small piece of removable doublesided tape on the back of your photo and set into the window, making sure the photo is facing the correct direction. Press photo into place and lift the print template away. The bottom blank sheet with the photo attached is the copy sheet that you will print from.

8. Lift lower right corner of copy sheet. Flip paper over and place this corner into the upper left corner of the scanner bed (photo-side down). Correct corner will be marked with an arrow on the scanner bed of the printer. Your sheet should now be horizontal.

9. Load the second copy of the print template (face up) into the paper tray of the printer. Print a test copy onto this by pressing the START button. Double check your photo placement and direction. Make adjustments as needed.

10. Now you're ready to print onto your envelope! Feed the bottom of the envelope directly into the printer—the front should be facing you with the flap open. Slide the guide arm over.

11. Press the START button and Voila! You now have an amazing photo printed directly onto your envelope!

Photo Tips

· Keep size in mind when selecting images. Wallets, 2 ½” x 3 ¾”, 3 ½” x 5” and some 4” x 6” work for placement. (Image size featured on template is 2 ½” x 3 ¾”, or a 4” x 6” reduced 65%)  
· It’s easiest to print onto your project when your image is the correct size. If you need to reduce or enlarge an image, do this first on a separate sheet of paper to test your reproduction scaling. When size is determined, create a new original on a sheet of glossy paper, cut and you are ready to print.

· To resize a 4” x 6” photo to fit smaller window cutouts use the following as approximates:  
  For a 3 ½” x 5” size image, reduce 4” x 6” by approximately 85%.
  For a 3” x 4 ¼” size image, reduce 4” x 6” by approximately 75%.
  For a 2 ½” x 3 ¾” size image, reduce 4” x 6” by approximately 65%.

· Take care when working with old photos, especially with the double stick tapes. Be gentle!

· Darker photos do not reproduce very well. Choose a photo with good tonal ranges.

· Reproducing images onto dark papers is not recommended (the image quality isn’t always easy to read). We love our ivory, white and soft white stocks for these projects!