

1. When a letter consists of two or more pages, do not staple it before sending it out. If the recipient wants to make copies, having to remove staples is a nuisance and may even cause the original pages to tear. If the letter consists of too many pages to be folded, clip the pages together in some way that can be easily undone. As an alternative, insert the letter in a clear acetate report cover (with an optional plastic side grip that can easily be removed).

## Envelopes

For useful guidance on sending business mail, go to <<http://www.usps.com>>, the Web site established by the United States Postal Service (USPS); there you will find online brochures titled “An Introduction to Mailing for Business and Organizations” and “Business Mail 101.” For guidelines on personal mail, get a copy of “A Customer’s Guide to Mailing.”

### Selecting the Right Size

- 1367** a. The following chart indicates the envelope to be used, depending on the size of the stationery and the way in which the stationery is folded (see ¶1370).

Stationery	Fold	Envelope
Letter (8½" x 11")	In thirds In half, then in thirds	No. 10 (9½" x 4½") No. 6¾ (6½" x 3⅝")
Executive (7¼" x 10½")	In thirds In thirds	No. 9 (8⅞" x 3⅞") Monarch (7½" x 3⅞")
Half Letter (5½" x 8½")	In thirds	No. 6¾ (6½" x 3⅝")

**NOTE:** If you are using stationery and envelopes other than those shown above, consult the standards established by the USPS for envelope size and thickness in order to qualify for automated processing.

- b. If you use the *envelope* feature of your word processing program, you will be presented with a menu from which you can select the envelope size you want to use. Moreover, your program will automatically place the return address and the mailing address in positions appropriate for the envelope size you have selected.

**NOTE:** You can modify these default placement specifications to meet special requirements. You can also use a custom-size envelope (assuming your printer will support it) and establish appropriate placement specifications for that size.

- ➡ *For an illustration of an envelope prepared by Microsoft Word (using the envelope feature and all the default specifications), see page 479.*

### Addressing Envelopes

#### 1368 The Inside-Address Style

The traditional style for addressing envelopes—and the style most commonly seen on envelopes—uses caps and lowercase plus punctuation as appropriate. This style

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