# Envelopes and Paper Sizes

Envelopes
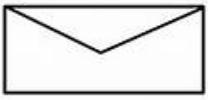
#10 Envelope - 4.125 x 9.5 inches. Standard envelope for a folded letter size paper to fit.

#10 Window Envelope - Standard envelope for a folded letter size paper to fit with front window to allow a mailing address to show.
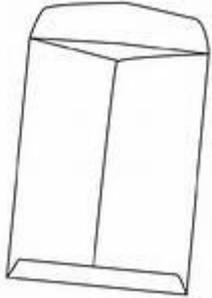
9 x 12 - Fits an unfolded letter size paper.
10 x 13 - Fits letter size paper or a 9 x 12 folder.
Both envelopes are brown in color and open at the short end.

Paper Sizes

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12 x 18
  11 x 17 - TABLOID
    8.5 x 14 - LEGAL
      8.5 x 11 – LETTER
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8.5 x 11 Letter - Smallest page size we print on. If we are printing smaller items, they are printed in multiples on a larger sheet.

8.5 x 11 Legal - Slightly longer than a letter paper. Used commonly for exams and legal documents.

11 x 17 Tabloid - Equivalent of two 8.5 x 11 letter paper side by side. Used commonly for posters and 4 page folded documents. Some posters are not printed on this size since they require an image edge to edge (*bleed).

12 x 18 - One inch larger on both sides than 11x17. This is the paper that some posters are printed on and then trimmed to size to allow for bleed.

14 x 20 - We can print this size paper on our high volume printer. It is not a standard size paper, but allows for us to print at a slightly larger size.

Larger than 14 x 20 would be printed on our large format printer.

Anything larger than a 12 x 18 page cannot be printed by our front desk staff and needs to go to our designer so it can be printed on the appropriate device.

*Bleed is when a document has a background color or image that runs to the very edge of the page. Since printers do not print to the edge of the page, it is common practice to print the document on a larger piece of paper and cut it down to needed size. If you are designing a poster with bleed the background should be 1/4 inch bigger then the actual size of the poster. See our printing tips section on our website to help explain how to create this. (http://www.uregina.ca/is/printing/printing/tips/index.html)