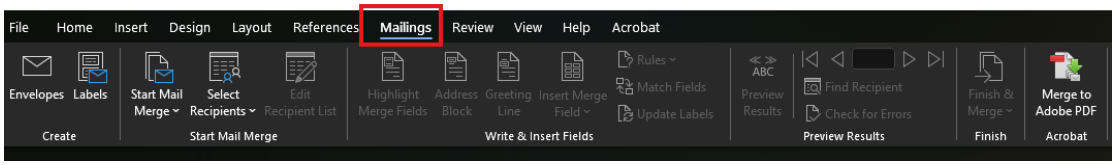
FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

Printing Envelopes - Fixing Unusual Characters

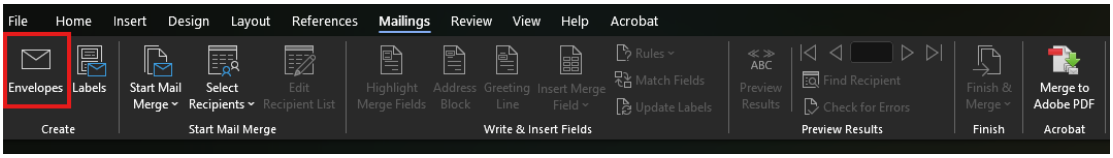
Kevin Tran - 2026-06-01 - Desktop Computing and Printing

How to Fix Characters Appearing as “?’s” in Microsoft Office Word.

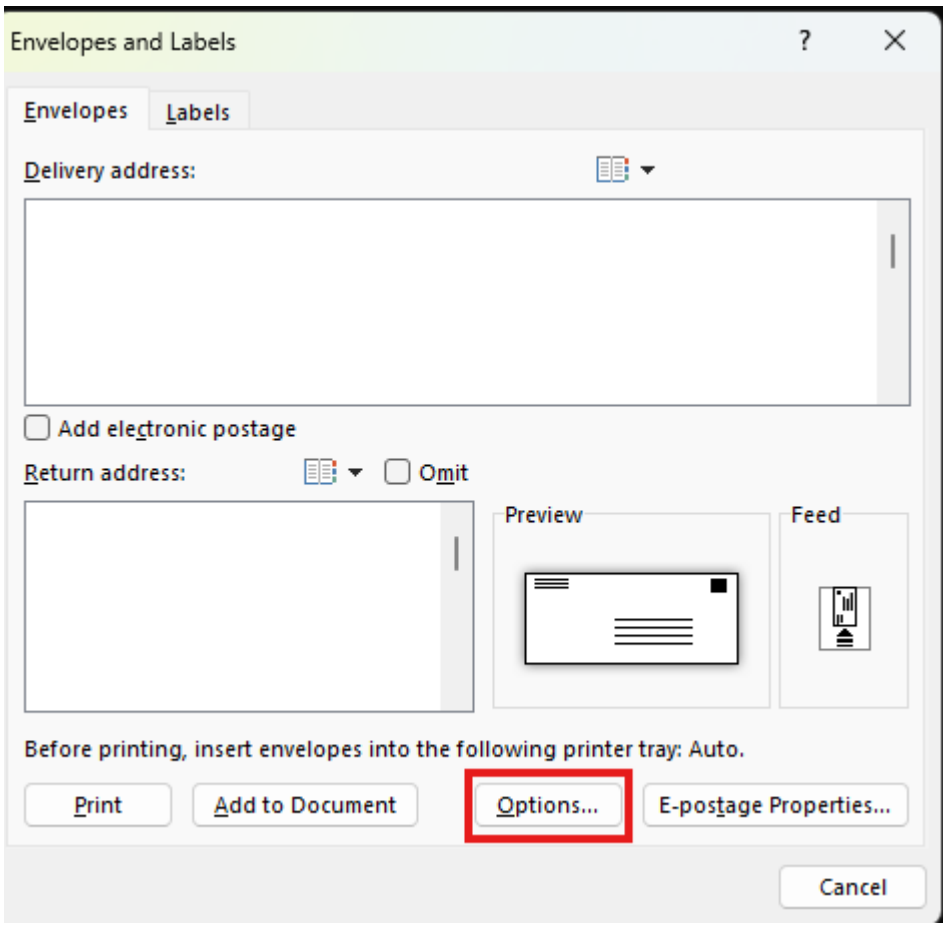
1. Open “Mailings”



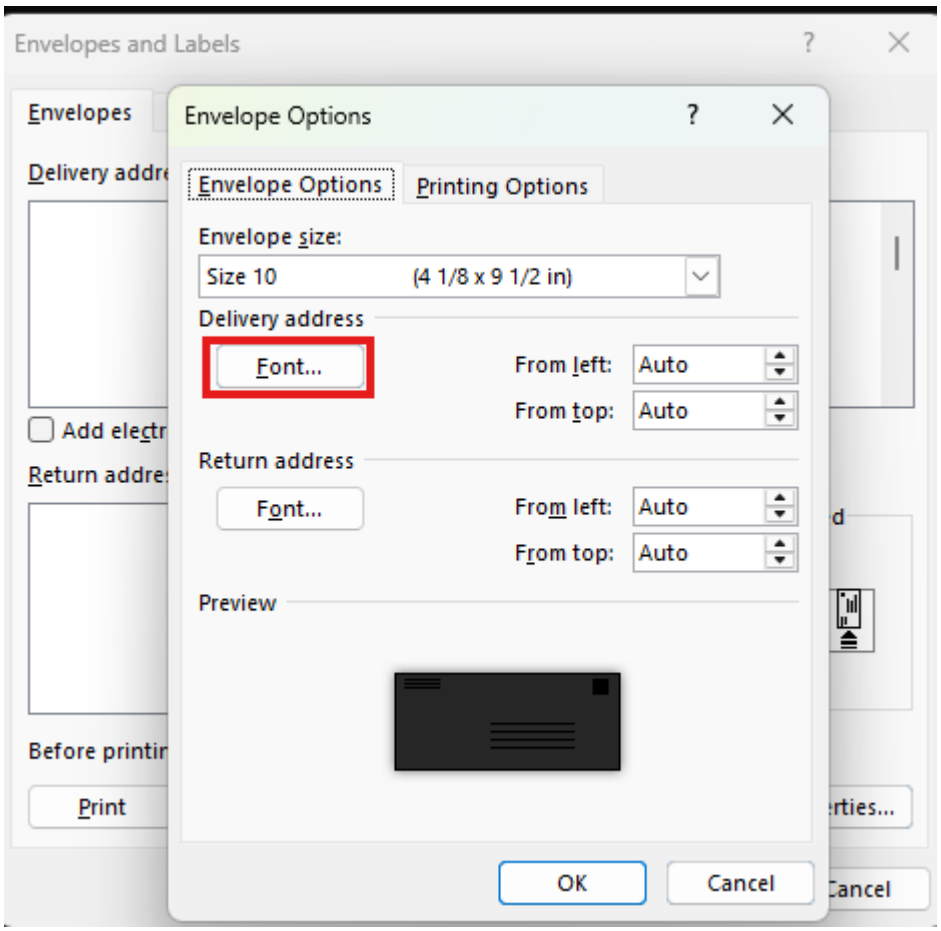
2. Press “Envelops”



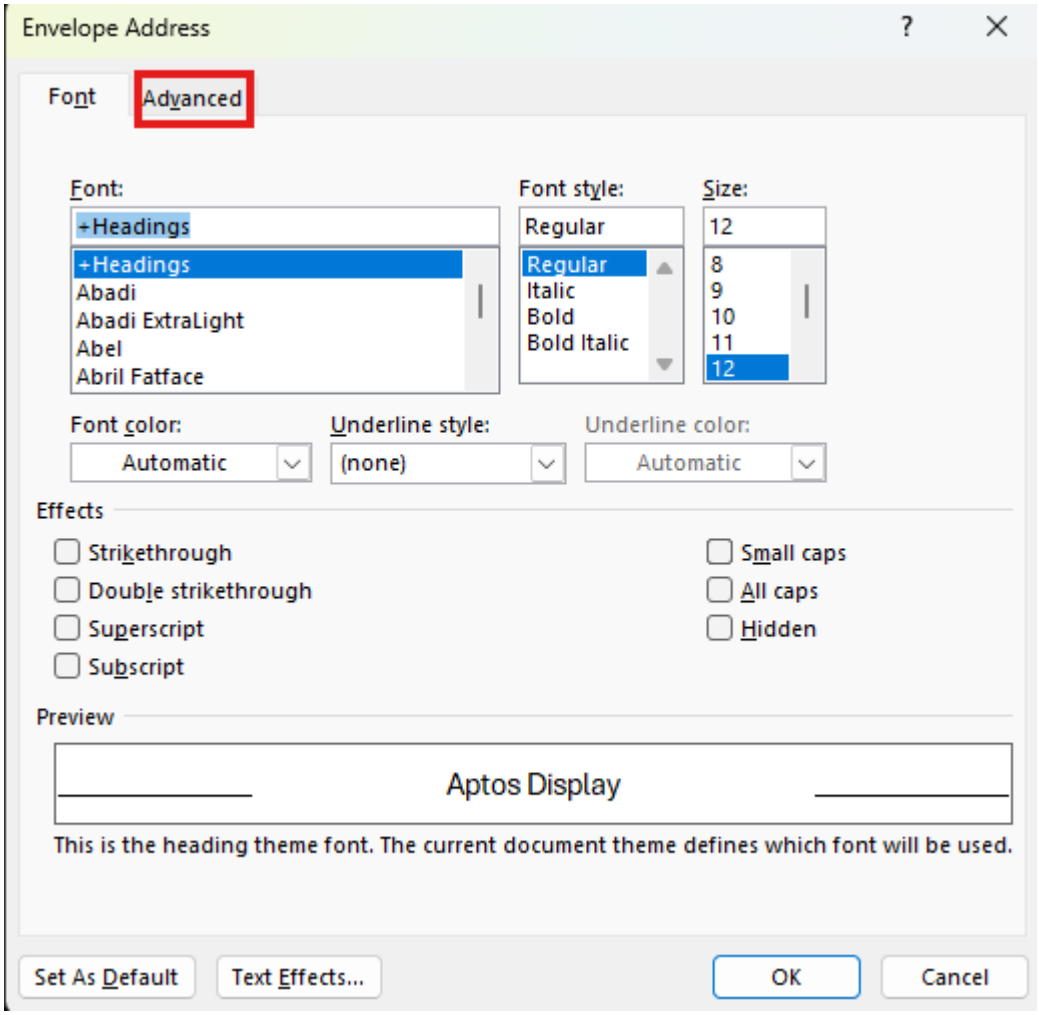
3. Press “Options”



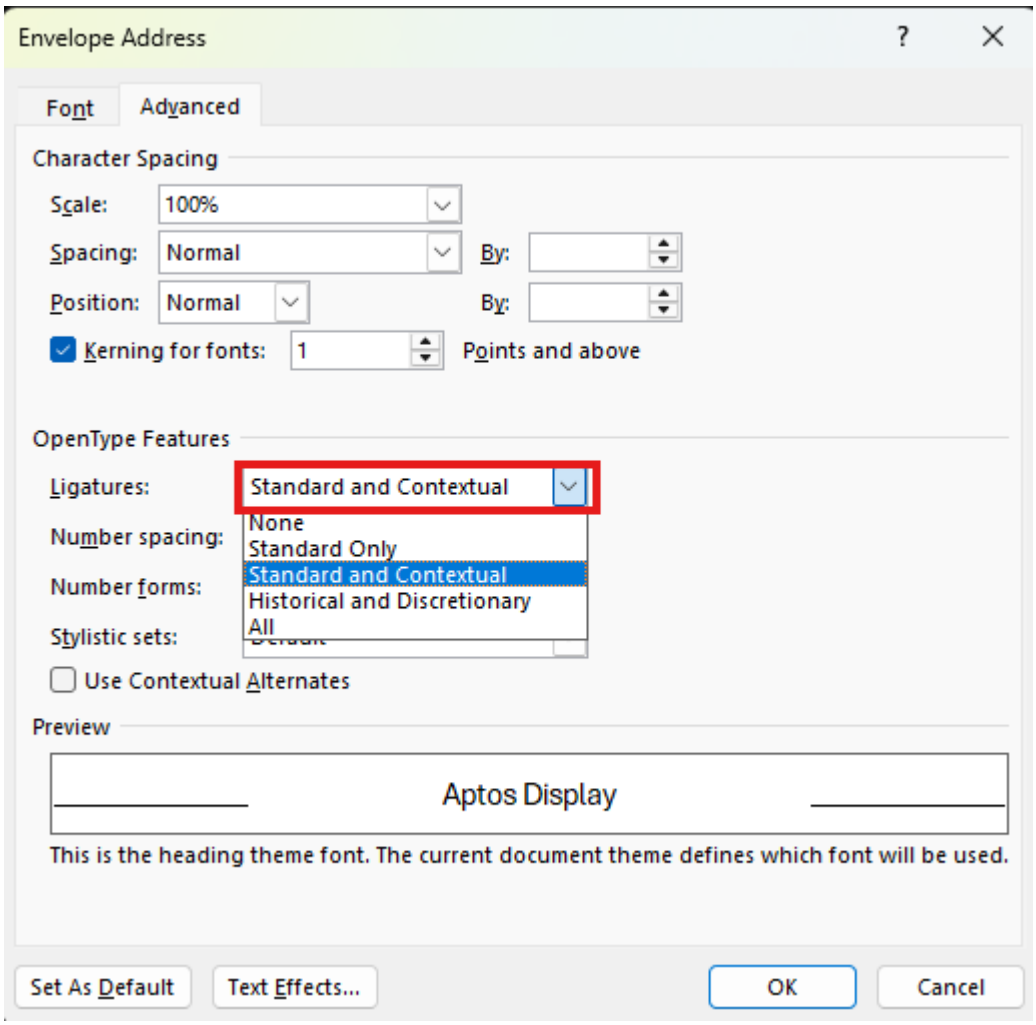
4. Select “Font” under Delivery Address



5. Select “Advanced”



6. Under Ligatures, select “Standard and Contextual” then hit “OK”



7. After selecting “OK” you are able to print envelops without strange characters.