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Using PrintEnvelope

PrintEnvelope is designed to print any-size envelope or labels on your Windows supported printer.   PrintEnvelope gives you access to your printer fonts, font sizes ,attributes and graphic bitmaps.   When printing envelopes, there is no need to manually change your printer's orientation or to do a Printer Setup on most printers.   The program is written in Microsoft's Visual Basic and requires Windows Version 3.x and the Visual Basic runtime VBRUN300.DLL.   If you do not have a copy of the runtime DLL, it may be downloaded from CompuServe (MSBASIC forum, library 5) or most other BBS systems. Look for VBRUN3.ZIP.   You may also acquire a copy of the DLL by request from the author upon registration.

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Return Address

PrintEnvelope allows you to create new return addresses or to select previously created and saved ones.   You may also choose to use a graphic logo with your selected return address, a graphic in lieu of a text return address or no return address at all.   Select from the **Return Address** menu your choice of the return address and graphic to be printed on the envelope or label.

When printing labels, the return address text, logo and <u>note text</u>, if present, print together only on the 3 1/3 x 4 inch labels.   If the addressee text box is empty, the return address text, together with the return address graphic, if present, will print on the labels.   If there is addressee text, only the addressee text prints on smaller sized labels.

<u>Entering or Modifying a Text Return Address</u>

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Printer Fonts

The **Set selected document attributes** button of the **Document** menu allows for the selection of printer fonts, sizes, and attributes for the return address, addressee text and note text, individually.

First, select which element you want to change: return address, addressee or note text. Notice that each of these sections is displayed WYSIWYG, in the font, size and attribute to be used in printing.   This lets you preview your changes as they are made.   If you select a printer font for which there is no screen font, the selected font will be used for printing but may not display correctly.

Make your changes, then when finished with all elements, choose one of the following options:

> **Cancel**   Cancels changes made and restores default settings.
> **Save**   Use changes and save as default settings for the selected document size.

Positioning Printed Text

Envelope & Label Sizes

Choose the envelope or label size you wish to print on by clicking **Document** .   Click the appropriate button for the envelope or label you wish to print on.   If the envelope or label size you desire is not listed, choose **Other Size** and enter the envelope, label or post card dimensions in either inches or millimeters.   The size you enter is saved for future sessions and can be changed at any time.

Labels are designed to print on Avery® Laser Printer Labels or similar sized labels or on continuous pin feed forms. When a label size is selected, the **Document** window enlarges to offer additional printing choices.   If printing laser sheet feed labels, select the label size, starting position and number of labels desired.   The starting position can be set to print on a partially used sheet of laser labels.   On two-across labels, the top row left label is position #1, top row right is position #2, second row left is position #3, etc.   To print different addresses on the same label sheet and then print the sheet when finished, check **Accumulate Labels**.   When accumulating labels, the labels will print automatically when the sheet is full, or, you can click the **Print Labels in Buffer** button when ready to print the sheet.   If printing with on a dot-matrix printer to continuous labels, select the label size, the number of labels across and the number of labels desired.

Return Address text, logos and note text, if any, only prints on the 3 1/3 x 4 inch labels.   If the addressee text box is empty, then the return address text together with a return address graphic, if present, will print on the labels.   Only the addressee text prints on smaller sized labels if there is text in the addressee text box.

Positioning Printed Text

Address Book

Select your often-used addresses to paste into PrintEnvelope by using the **Address Book** feature.   Initially, Windows Cardfile is the default Address Book.   The default may   be changed to use your favorite PIM.

To change your Address Book, select the **Change Book FileSpec** menu option.   Enter the path and filename of the program you wish to use or use the file dialogs to find the program.

Select **Open Book** to access your address files and select the desired addressee text. Copy the selected text to the ClipBoard by pressing the **Ctrl** and **Insert** keys simultaneously.   Many programs also allow you to copy selected text by clicking the **Edit** menu and choosing **Copy**.   Exit your Address Book program and the address is automatically pasted into the envelope.   The address can also be pasted into the envelope by clicking the **Paste** button.   Using this technique, you can leave your address book open to copy another address for additional envelopes.

Importing a Mail List

Registration

PrintEnvelope is user-supported software provided to you at no charge on a **trial basis**.   If you use the software beyond a reasonable evaluation period and find it of value, please send $30.00 for a registered copy and support the shareware concept.   Registered users receive the most current version on disk, are provided with information about program updates and are entitled to <u>user support</u> .

You can register directly from Maurer Associates with payment by check or company purchase order.   To do so, run PrintEnvelope, Click **Help**, select **About** and choose **Register**.

You may also order from the Public Software Library with your MC, Visa, AmEx or Discover Card by calling 800-242-4775 (from overseas: 713-524-6394) or by FAX to 713-524-6398 or by CompuServe to 71355,470.   Ask for product number **10442, PrintEnvelope**.   These numbers are for ordering only. For Information about volume discounts, site licensing, the status of shipment of the product, the latest version number or for technical information call (914)562-6600.

In France, you may place your order through our agent, WindowShare SARL by calling (+33)87 30 85 57 or by Fax: (+33)87 32 37 75 or by Minitel: 3615 WinShare.

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All commercial, business and government users must register each copy in use.   Please contact us for multiple copy or site license terms.

<u>The Warranty</u>

Envelope Feed Options

PrintEnvelope is designed to print on a wide variety of laser, postscript and dot matrix printers.

Select **Paper Bins** to tell PrintEnvelope where to find the envelope to print on.   The choices presented are the various paper bins supported by Windows and your Printer Driver.   Your printer may not have all of the listed bins installed.   First, print using the **Default** menu choice.   If your envelope does not feed correctly, experimentation with the various bin choices should produce the desired results.

If your laser printer has a variable size center feed, select **Center**; otherwise select either **Side Feed (Right)** or **Side Feed (Left)**, depending on which side of the printer you feed an envelope.   Dot matrix users should choose the **Side Feed (Left)** option.

If you envelope prints too far to the right by 1½ inch, choose **Shift Left**; if return address text is missing, choose **Shift Right**.

The **Feed** options selected have no effect when printing labels.   Label sheets may be placed in the default paper tray, tractor feed or feed manually.

Some Feed selections for some printers are:

Printer	Feed	Shift	Paper bin	
Brother HL-8	center	right	default	
Cannon Bubble Jets	left	left	default	
HP DeskJet 500	left	left	env-manual	*Portrait
HP DeskJet 550C	left	left	env-autofeeder	*Landscape
HPIIP or IIIP	left	right	default	
HPIIP (lower tray inst)	left	right	upper	
HPII	center	right	default	
IBM4019	left	left	env-manual	
IBM4019 (w/envelope)	left	left	env-autofeeder	
Okidata 810	center	right	default	
Panasonic KX-P2124	center	right	default	
Most Dot Matrix	left	left	default	*Portrait

* HP DeskJets note: Place the envelope in the feed slot but DO NOT advance it into the printer via the two feed buttons.

Installation

PrintEnvelope and the PrintEnvelope Setup program require Microsoft's Visual Basic runtime VBRUN300.DLL.   This file is provided on the PrintEnvelope Install Disk #1 and will be properly installed for you.   If you acquired this copy of PrintEnvelope from a BBS, then the file is not included (to save space) and must be present in your WINDOWS\SYSTEM directory before running Setup.   You can find VBRUN300.DLL on most BBSs, look for VBRUN3.ZIP or call Maurer Associates for assistance in locating the file.

1.   If Windows in not already running, Type WIN at the DOS command prompt.

2.   Insert the PrintEnvelope Install Disk #1 in your computer's floppy disk drive.

3.   Double-click the Windows Program Manager, if it is not already open.

4.   From the Program Manager's File menu, choose Run.

5.   In the Run window, click in the Command Line box.   Now type a:setup if you are installing from drive A, or type b:setup if you are installing from Drive B.   (The setup program may also be run from a sub-directory on your hard disk if desired.)

6.   Click OK to continue and the PrintEnvelope Setup window will appear.

7.   Setup will create a Program Manager Group and install the PrintEnvelope in the new Group.   After installation, you may move the program icon to another group and delete the PrintEnvelope group if you desire.   If you are not using Program Manager as your desktop shell, the PrintEnvelope setup program may not have been able to create the new Program Manager group and copy the PrintEnvelope icon.   DDE is required for this operation and many replacement shells do not support DDE.   If this is the case, install the icon to your desktop using your shells directions or run the Program Manager and follow the following directions:

Install PrintEnvelope in the program group of your choice by:

1.   Open the Program Group you wish to install PrintEnvelope into.

2.   Select FILE in the Program Manager and choose NEW.

3.   Click OK to select Program Item.

4.   In the Description box enter: Envelope and press the Tab key.

5.   In the Command Line box, enter the full path name of the PrintEnvelope directory followed by \ENVELOPE.EXE.

6.   Click OK to complete the installation.

Special note for Network users:

If running on a network, the Setup program will not work properly in copying files to Network Drives.   First copy the PrintEnvelope files to a Local Drive and then copy to the Net Drive.

DoubleClick

Click the left mouse button twice in rapid succession.

Default Settings

Initially, PrintEnvelope default settings do not exist.   As you use the program and enter
return address information and select various menu options, PrintEnvelope will create an
initialization file named ENVELOPE.INI in your Windows directory.

To save the current configuration of PrintEnvelope as the default, click **File** and select **Save
configuration**.   Changes in your configuration may also be saved automatically when you
exit the program.   Click **File** and select **Preferences...** to set the way changes are made
to your ENVELOPE.INI file when you exit the program.

Printer Drivers

For PrintEnvelope to work automatically and without the need to do a Printer Setup, your Windows Printer Driver should be current and have been written for Windows Ver. 3.x. PrintEnvelope sends the codes necessary for landscape printing and paper bin selection via the Printer Driver so that the user does not need to do a Printer Setup or manually change the printers orientation.

If, when using PrintEnvelope, you do not get expected results, check to see that you have the latest version of the printer manufactures Windows Printer Driver.

Printer drivers are constantly being updated.   If you are running **Windows version 3.0**, the most current driver for your printer may be necessary to use PrintEnvelope without doing a Printer Setup through the Control Panel.   The IBM 4019 LaserPrinter, for example, is V3.01T and PrintEnvelope will not work correctly with the older driver V2.xx.   HP LaserJet III's may require Version 3.77 or higher of the HPPCL5A driver.   HPLaserJet IIP's with optional bottom trays will not pull an envelope correctly from the MP tray with versions 3.3 or 3.4 of the HPPCL driver.   This functionality has been fixed in Windows version 3.1.

The option, **Printer Setup** in the **File menu**, allows you to call for the printer setup window.   Use this option **only** if your printer driver will not work with PrintEnvelope to change the paper bin or orientation.

Word Processors

You can use PrintEnvelope from your word processor in three ways:

1) By selecting the Control Box and choosing **Run.**   Enter the command   ENVELOPE.EXE and click **OK**.

2) If PrintEnvelope is running as an icon. call the Task Manager by pressing the **Ctrl** and **Esc** keys simultaneously.   Select PrintEnvelope from the task list.

3) You can also automate printing envelopes from Word for Windows (or other word processors) by creating a macro to run after printing a letter.

A complete Word for Windows (version 2.0) macro is included as PE-MACRO.DOC as an example:

You can further automate printing envelopes with command line switches or when the envelope appears on the screen, Click the **Paste** button to copy the addressee information into the envelope.

Command Line Switches

Entering or Modifying Return Addresses

Up to four permanent return addresses can be entered, named with a caption that is used in the **Return Address** menu, and saved for easy re-use.

To enter new return address data, or change data displayed, Choose **Edit Return Address** from the **Return Address** menu.   Enter your new return address information, or make changes to the displayed return address text.

To **Save** the modified or new return address, choose one of the four menu # positions you want the return address to occupy in the **Return Address** menu. Give the return address a "Save as" menu caption name such as Home, Office, etc.   This short name now appears in the **Return Address** menu as a selection for the return address information you have entered.   The next time you run PrintEnvelope, the menu caption name appears in the **Return Address** menu and when selected, displays your return address information on the envelope.

Choose **Cancel** to abort the return address edit screen.

WYSIWYG

What you see is what you get.   Displays the text as it will be printed on the envelope or label if your system has a matching screen font.

Note Text

A note or attention line to be printed on the bottom left of the envelope or large label.

Select from a variety of descriptive notes by clicking the Note Text combo box arrow, or enter text of your choice in the Note Text box that appears in the lower right corner of the envelope screen.

Items that appear in the note text list may be easily deleted or added to.   Click the **Maintain Note Text List** selection of the **File** menu.   To delete items, select and highlight the items to be deleted and click the **Remove** button.

The printed position of the note text can be either below the addressee text or below the return address text.   From the Maintain Note Text dialog box, select Print Position to change the default selection.

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User Support & Assistance

Technical support is available for registered users and to those who desire to register PrintEnvelope.

Normal hours for support are Monday through Friday, 8:00 AM to 5:00 PM EST.

Phone: (914)562-6600

Fax: (914)562-6613

CompuServe: 74017,2140
Prodigy: HFJG92A
GEnie: T.MAURER
America Online: SMaurer

Mail: Maurer Associates
                          164 Lake Street Suite 15
                          Newburgh   NY   12550-5259

Older versions of shareware programs often exist far beyond postal or telephone forwarding times.   The above address and telephone numbers are valid as of October 1, 1993 but may have changed by the time you view this document.   If you can not contact Maurer Associates at the above number or your mail is returned, attempt to make contact via the Email addresses.   If all fails, Maurer Associates is a member of the **Association of Shareware Professionals**.   Contact the Association offices for current information on Maurer Associates.

<div align="center">

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</div>

PIM

Personal Information Manager such as Current, Desktop Set, etc.

Select

To mark an item by highlighting it with key combinations or by clicking it with the mouse. Selecting does not initiate an action.   After selecting an item you need perform an action such as copying to the ClipBoard.

Return Address Graphics

A bitmap created with PaintBrush or other drawing program, may be incorporated into your return address.   The bitmap, if used in conjunction with a text return address, will display your company's logo to the left of the return address or, if **No Return Address** is selected from the **Return Address** menu, the bitmap can serve as the entire return address. Currently, graphics will not print properly if a Postscript printer driver is the active printer in Windows.

Sample bitmaps are included with PrintEnvelope.   Sample1 is a logo designed be used with a text return address while sample2 is designed to serve as the entire return address. These sample bitmaps may also be used as a template in designing your own logos.   Load them into your drawing program, select and cut the contents, prepare your own design and save as a monochrome or 16 color BMP under a file name of your choice.

When designing bitmaps, set your image attributes to a size just large enough to hold your graphic.   Unused white space in the graphic will only extend the time necessary to print. Suggested size for logos is 50x50 pels (½ inch square) to a maximum of 400x100 pels (4x1 inch) for   full return address bitmaps.   Graphics larger than the maximum could print in the OCR read area of the address block of your envelope and cause the mail piece to be rejected by automated sorting equipment.   Thus, they can not be loaded into the return address area.

Logo Scanning Service Available

Logo Scanning Service

Camera ready art

The House of Scanning in Englewood, Colorado will be happy to prepare your logo or return address graphic, ready to be used in PrintEnvelope.   Camera ready Art or your Letterhead Stationary will be scanned, sized, edited and quality optimized for laser printing.   With your order, please enclose $30.00 for the first logo and $20.00 for each additional logo and a preformatted floppy diskette.

Hand Drawings

If you do not have Camera ready Art or Stationary, send the House of Scanning a hand drawing of what you expect to be created.   Your drawing will be reduced to fit the maximum logo size of 4 inches wide by 1 inch high.   With your order, please enclose $50.00 for each logo to be designed and a preformatted floppy diskette.

File Format Compatibility

All files delivered may be used in WordPerfect for Windows, Microsoft Word for Windows, Aldus Pagemaker, Ventura Publisher and a variety of other Windows Software.   Most Windows software packages allow you to manipulate the image, i.e. enlarge, reduce, rotate, etc.   Please note that the printing quality will be drastically reduced if the image is enlarged.   For a nominal rate, the House of Scanning will provide you with a full size image file and/or conversations to a variety of Image File formats.

Shipping

All orders are processed within 5-10 days and shipped to you via First Class mail.   For 24 hour priority service and shipping please call.

Other Services

The House of Scanning offers many other Scanning, Imaging, Design, Art and Publishing Services.   Contact them at:

House of Scanning, Ltd.
7609 East Jamison Drive
Englewood, CO   80112

Fax: (303)771-0250   **Phone: (303)771-4853**

Command Line Switches

When calling PrintEnvelope from a word processor with a macro or from a run command line, you can use optional switches to automate certain functions when the program first starts.   The switches and their usage are:

/P - Paste the contents of Windows Clipboard into the addressee box.

/Q - Paste the contents of the Clipboard and print the envelope or label using PrintEnvelopes default document size, return address and fonts.

/E - Exit PrintEnvelope when the current envelope or label is printed and return to the previous Windows application.

/M - Use this switch to Minimize PrintEnvelope when started from the strratup group.

The command line switches may be used alone or in combination with other switches.   As an example: **envelope /qe** will start PrintEnvelope, paste the contents of the Clipboard into the addressee box, print the envelope and exit back to the previous task.

PostNet bar coding

When the **Use PostNet** box is checked for the selected document size, PrintEnvelope will print USPS approved POSTNET bar codes in the new 11 digit DPBC (Delivery Point Bar Code) format on your envelope or label.   The printing position of the bar code is preset to above the addressee text in the newly implemented "address block" area.   Although you often see PostNet bar codes aligned on the bottom right area of the mailing piece, placement above the address text is a more reliable printing area for most printers and also allows PostNet bar codes to be printed on labels.

Initially, the default is to print only 11 digit ZIP+4 DPBC barcodes.   Five digit zip codes may be bar encoded but do not qualify for postal rate reductions.   To print five digit codes, click **File** and select **Preferences...** to set the way barcodes are printed.   Never add -0000 to a five digit code to make it a ZIP+4.

If you have altered the print position of your addressee text to other than PrintEnvelopes defaults, make sure that the printed PostNet bar code is within the acceptable printing region.   This region is within 1 inch from each side edge of the envelope, no lower than 5/8 inch from the bottom edge of the envelope and no higher than 2 3/4 inches from the bottom edge of the envelope.   Dot matrix printer users should have their print resolution set to the higher setting available.   PostNet bar codes should print crisply to assure an accurate read by Postal Service sorting equipment.   If your bar codes do not show good contrast between the bars and white space, you may need to change your ribbon or adjust the contrast on a laser printer.   If you are using PostNet bar codes on labels, the label must be affixed squarely upon the envelope as a skew of more than 5% to the bottom edge will cause a misread by the Postal Service sorting equipment.

Why use PostNet bar codes?   Application of bar codes will usually speed your mail through the Postal Service sorting process since mail bearing a PostNet bar code will normally bypass the OCR and go directly to the bar code sorter.   Volume mailers using DPBC bar codes also enjoy the benefit of reduced mailing costs.   Check with you local Post Office for complete details.

Importing a Mail List

A Windows Cardfile, dBase file or an ASCII delimited file may be imported and printed to either envelopes or labels.   Select **Import -Print Mail List file** from the **Address Book** menu.   The file open dialog defaults to .CRD for card files, .DBF for dBase files and .ADR for ASCII files.   Select one or more records from the list box to print.   The addresses selected will be continuously printed to the envelopes or labels as selected in the Document menu. If you need to manually feed envelopes or label sheets into the printer, check the "Pause to feed printer" box.   While printing, if PrintEnvelope encounters a questionable address, you will be prompted to verify its correctness.

Printing from a **Windows Cardfile**:   When printing a card file, PrintEnvelope will select all text up to the first blank line as the address.   When creating your card file, make sure that the address information is first on the card and that a blank line separates the address information from other data on the card.   If the first line of text on your card begins with a "**(**" or a numeral, then PrintEnvelope will assume that the line is a telephone number and will begin printing with the second line of text.

Printing from an **ASCII delimited file**:   An ASCII delimited file must be created with each field in the record enclosed by quotation marks and separated by a comma.   A typical record would look like : **"Mr. Henry Jones","XYZ Company","123 Main Street","Anywhere USA 12345-6789"**   Each record in the file must have the same number of fields and each field in the record will be printed so don't include items such as phone numbers, etc.   Empty fields (**"Mr. Henry Jones","","123 Main Street","Anywhere USA 12345-6789"**) are ignored and will not print.

Printing from a **dBase** file: When you first open a dBase file, you will be presented with a dialog box from which to select the appropriate records to use.   First select a field to use in the list box for selecting individual records.   Click the small "Copy ->" button to place the field name in the "Field to select records" box.   Next, "build" the addressee text by selecting individual records and "copying" them to the "Fields for addressee information" box.   Use the "Add Space" and "Next Line" buttons to format the addressee fields with spaces and linefeeds.

Using Postal Permit Imprints

Positioning Printed Text

By default, PrintEnvelope positions the return address in the upper left hand corner of the envelope or large label.   Addressee text is positioned, depending on the envelope size, a value from the left edge and 3/4" from the bottom edge of an envelope.   If your return address or addressee text is printing too far to the right by 1 1/4 inch, changing the Feed option should correct the situation.   Small labels, by default, center the text on the label.

If you are using envelopes or large labels with pre-printed return address information, use the positioning feature to align your department number, name or mail drop to the pre-printed text.   The positioning feature may also be used to change the position of the addressee text.

To set print positions, first choose the document size and print an envelope or label with the default settings.   Calculate the amounts to offset, both horizontally and vertically, for each of the return address and addressee text in inches.   Click Document, click Set selected document preferences and enter the calculated offsets in the appropriate areas of the dialog box.

Note that positive horizontal values move the text to the right.   Positive vertical values for the return address move the return address text down while positive vertical values for the addressee move the text up towards the top of the envelope or label.

The offsets you select will be saved for the active document size.

When changing the print positions for envelope sizes, use caution to conform with Postal Service regulations.   The bottom edge of the return address should be no lower than 2 3/4" from the bottom edge of the mail piece.   The addressee text should be positioned a minimum of 1" from each side edge and 5/8" from the bottom edge of the mail piece.

Postal Permit Imprints

The permit imprint is a popular method of postal payment used by many first-class, thrid-class, bulk-rate and non profit organizations.   Application must be made to the post office for a permit number, check with your local post office for details.

To imprint a postal permit on your envelopes, **Double Click** the stamp in the upper right hand corner of PrintEnvelope.   Edit the information displayed to conform with the information required by your individual permit.

To turn the permit imprint printing off, click the permit imprint edit box and press the **Esc** key.