Electronic Postal Window

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The Main Screen

Click on the area you want help for...

Electronic Postal Window

File   Type   Mail   Zone   Help

Pounds   **Ounces**

0   1

Applied:

1.0 lbs.

Postage Due:

$3.00

Zone 1 | 1 2 3 4 5 6 7 8

Special Notes

Postal Rates based on the January 1, 1995 Postal Bulletin.

Postal Factoid

Use of nine-digitZIP codes is voluntary. Discounts are offered to large volume mailers using nine-digit ZIP codes.

Letter, Priority Mail - Domestic   2

The Electronic Postal Window is produced by EmmaSoft Software Company, Incorporated, specializing in innovative software for business.   Other products include the Catalog-On-A-Disk electronic product catalog system.   For Sales and Support:

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Types of Mail

Post Card

Letter

Package

Compare Rates

The Compare Rates button shows a quick comparison of the rates available.   Note that this comparison is for local rates only, comparing the local zone for each type of mail compared.

Compare Rates		
Express:	$9.00	OK
First Class:	$0.32	Help
Priority:	$3.00	Weight:
Parcel Post:	$2.24	
Book Rate:	$1.11	1 ozs

US or Foreign Rates

United States Rates

Foreign Rates

Pressing either of these buttons "homes" the Mail Type Palette (places it beneath the Postage Due window).

When finding foreign rates you can use the *country finder* button if you do not know which zone a country is in.   This pops up a list of countries to choose from.   Pick the country you want and the correct zone is automatically chosen.

Exit

Exit the program

 Help

 Get program help

 View "About" box

Mail Type Palette

First Class Mail

Second Class Mail

Third Class Mail

Parcel Post

Book Rate

Express Mail

Priority Mail

Ground Delivery

Air Mail

 Pounds and Ounces

Enter the weight of your mailing piece in pounds and ounces.   You may use decimals (such as 1.5 pounds).

Applied Weight

Applied weight refers to the next applicable weight for the kind of mail you have chosen. For example, if your mailing piece is .5 pounds and you have chosen Priority Mail the applied weight will be one pound, because the lowest Priority mail rate applies to packages 1 pound and less.

Postage Due

The postage due is based on the combination of buttons you have chosen (such as Priority Mail and Zone 1), and the weight of your mailing piece.

Zones and Types Tool Bar

If zones or special sub-types of mail apply to the kind of postage you have chosen, a second tool bar appears below the first one.   For example, when sending mail abroad, this bar has buttons for Canada, Mexico, Europe/South America, Asia, and the Pacific Rim.   Or when sending domestic parcel post the bar has buttons for local mail and zones one through 5.

You can also choose zones from the combo box on this tool bar.   The current choice is always displayed in the combo box's edit control.

Settings

Click on the area you want help for...

Preferences

☒ Enable Factoids

Rates Setup
- ○ Simple Setup
- ◉ All Rates

Starting Weight
- ☐ Use Last weight Entered

Default Pounds `0` Ounces `1`

Tips
- ☒ Tool Bar
- ☒ Zone Bar
- ☒ Mail Class Palette

[OK] [Cancel] [Help]

Use Last Weight

If checked, loads the last weight entered in the last session when re-starting the program. Otherwise the default weight is loaded.

Default Weight

This is the weight that is initially loaded when you start the program.

Simple Setup

If checked, Simple Setup does not use the Zones toolbar - it assumes all mail (except to foreign destinations) is local.

■ All Rates

Checking All Rates enables the Zones tool bar, which lets you choose the destination zones (or alternate delivery methods) for any type of mail that uses them.

Notes

The notes window has special notes about the type of mail you have chosen.   Optionally it can show   postal factoids.

Menu

The menu changes for each type of mail you choose.   Most menu choices are duplicated on tool bars.

Postal Factoid

The first US adhesive postage stamp was issued in 1847.
It was a five cent stamp picturing Benjamin Franklin.

Fun Factoids to know and share come from these sources:

Compton's Encyclopedia, Online Edition
Downloaded From America On Line, February 1995

Microsoft Encarta Encyclopedia
1994 Edition

The Concise Columbia Encyclopedia
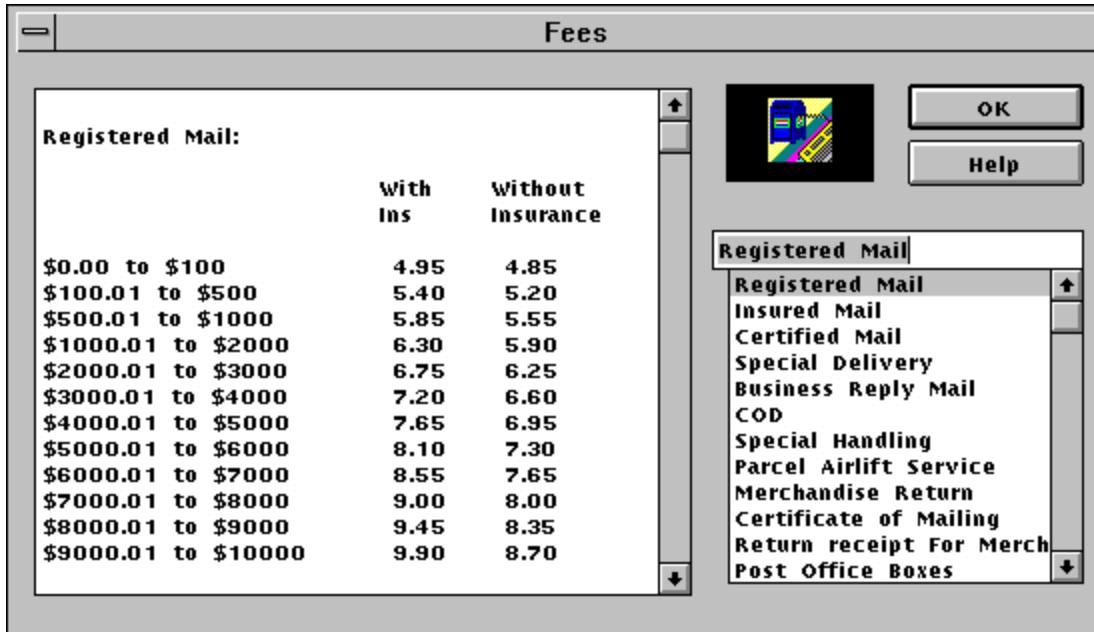Microsoft bookshelf 1992 edition

Fees

Displays Postal Fees dialog box.   Postal fees include fees for special handling such as COD, PO Box rental, etc.

Fees, Second and Third Class Mail

Some rates are displayed in a special dialog box.   Pick the category you want from the list on the right of the dialog box.   The information is displayed on the left.   Use the scroll bar to see more, if applicable.

```
                                   Fees

  Registered Mail:                                              OK

                      With      Without                        Help
                      Ins       Insurance
                                              Registered Mail
  $0.00 to $100        4.95       4.85        Registered Mail
  $100.01 to $500      5.40       5.20        Insured Mail
  $500.01 to $1000     5.85       5.55        Certified Mail
  $1000.01 to $2000    6.30       5.90        Special Delivery
  $2000.01 to $3000    6.75       6.25        Business Reply Mail
  $3000.01 to $4000    7.20       6.60        COD
  $4000.01 to $5000    7.65       6.95        Special Handling
  $5000.01 to $6000    8.10       7.30        Parcel Airlift Service
  $6000.01 to $7000    8.55       7.65        Merchandise Return
  $7000.01 to $8000    9.00       8.00        Certificate of Mailing
  $8000.01 to $9000    9.45       8.35        Return receipt For Merch
  $9000.01 to $10000   9.90       8.70        Post Office Boxes
```

 Status Bar

The status bar reports on the combination of buttons you have chosen, indicating the kind of mail the "Postage Due" window refers to.

Fact Number

The little window on the right of the status bar tells which "Fun Factoid" number you are viewing.

 Enable Factoids

When checked, <u>Fun Factoids</u> appear on the main screen.   You can disable them by un-checking this option.

Classes and Types of Mail

First Class
Second Class
Third Class
Fourth Class
Express Mail
Priority Mail

First Class Mail

Sealed letters and any other sealed mail sent at the same postage rate as letters.   Pieces 12 ounces and higher can be sent by priority Mail.   All First Class Mail is sent by air if it is feasible.

Second Class Mail

Second class mail is for periodicals.

Third Class Mail

Third class mail includes printed matter (including books and catalogs), merchandise, plant cuttings and seedlings, and other matter weighing less than 16 ounces.

Fourth Class Mail

Fourth Class Mail includes mail weighing 16 ounces or more.   Rates vary according to distance and weight.

 Express Mail

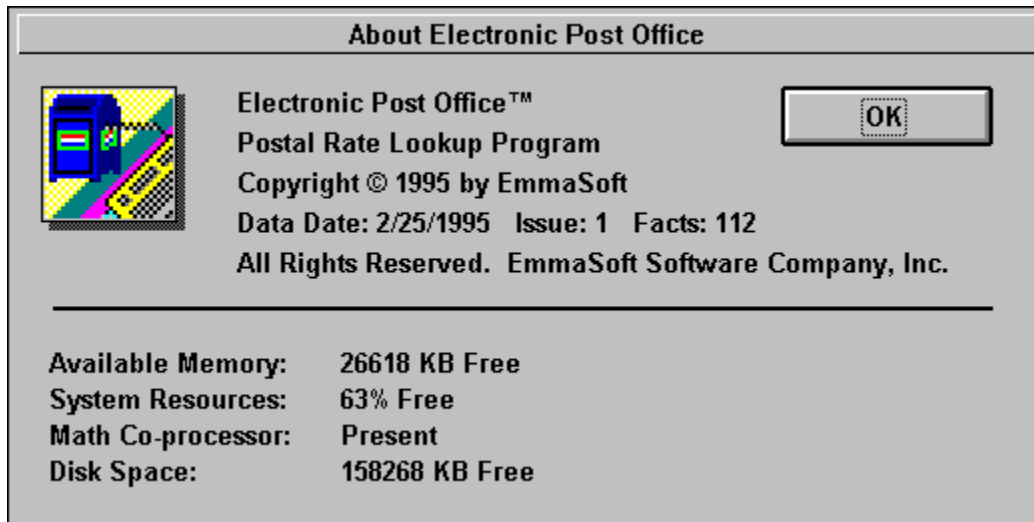Express mail guarantees next day delivery.

 Priority Mail

Priority mail is like first class mail, but it receives special handling, and you can mail packages weighing more than 12 ounces.   The Post Office no longer guarantees two day delivery, but Priority Mail packages most often are delivered within two days.

▣ Data Validity

From time to time postal rates change.   You will find the date the data was entered in the "About" box (you can view it by pressing the mail box button ▣).   Updates are available from EmmaSoft Software Company, Inc.   Note: We have made every effort to   enter the correct, current rates into the program.   If you are not sure about the rates or how they apply to your mail, please consult with the Postal Service.

About Electronic Post Office
Electronic Post Office™
Postal Rate Lookup Program
Copyright © 1995 by EmmaSoft
Data Date: 2/25/1995   Issue: 1   Facts: 112
All Rights Reserved. EmmaSoft Software Company, Inc.

[OK]

Available Memory:	26618 KB Free
System Resources:	63% Free
Math Co-processor:	Present
Disk Space:	158268 KB Free

Using This Program

For the most common postal rates

1. Enter the weight of your mailing piece.

2. Press buttons to determine the type of mail, and the type of service or zone applicable.

Use the comparison feature to find the best rate for your mail.

If you do not need all the zone and special service information you can turn it off in the "Settings" dialog box.   Pick File/Settings to get this dialog.

![Tips icon] **Tips**

![Toolbar with Post Card balloon tip]

   The Tips section of the Preferences dialog turn the yellow balloon tips on or off.   These can be separately controlled for the main tool bar, the secondary zone bar, and the mail types palette.

What You get

When you register you get:

Registration Key Version:
    A special key that disables the shareware message

Full Version:
    The latest version on disk.
    A printed manual.

Both versions:
Shareware reminder screen is removed.
Over 100 Fun Factoids (the shareware version is limited to 25).
Free Support BBS Subscription.
Free technical support.
Discounted Upgrades.
Newsletter.

Also see:
    Shareware
    Ordering Help

🔲 Shareware Help

By evaluating this shareware program you can determine whether it is useful to you before buying it.   If, after evaluating it, you decide to use the software you are required to purchase the software.

What You Get	Evaluate	Help	Registration	*** Order Now ***
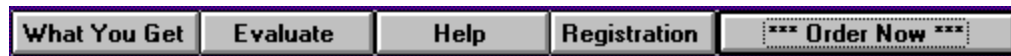
Click on the ***Order Now ***   button for a handy order form.

What You Get explains what is included in the registered package.

To evaluate the program before making your purchasing decision, click on "evaluate."

The help button pops up this help screen.

The registration button is used when you purchase your registration key.

EmmaSoft Software Company, Inc.

Ordering Help

Click Here to print this information.

Click Here if you have received a registration key and want to know how to enter it.

Registration Key version is $29.95 plus s&h.   The full version with printed manual and disk is $39.95 plus s&h.   Shipping & Handling is $5 in the US and Canada, $10 elsewhere.   New York State residents must pay sales tax on the total of merchandise and s&h (please indicate your local tax rate percentage on the order form).   These prices are good until at least December 1996.

Fill out all the information on the order form.   Print the order on your printer, or to a file (the file will be called ORDER.TXT).   Send the completed order form by mail or email to:

EmmaSoft Software Company
PO Box 238
Lansing, NY 14882-0238
Voice: (607) 533-4685
BBS: (607) 533-3685
                (607) 533-7072
FAX: (607) 533-3524
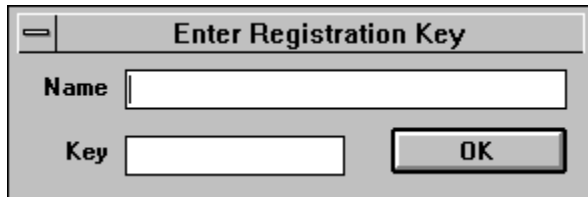
Also see:
     Shareware
     What You Get

Registering Shareware

 When you purchase a copy of the software you can buy the *Registration Key* version, or get a package with the registered version on disk and a printed manual.   If you get the former you are given a registration key that disables the shareware reminder screens.   To enter this number press the Registration button on the shareware reminder screen.

Enter Registration Key

Name [ ]

Key [ ]   [OK]

 Then enter your name and registration number exactly as you have been instructed when you received your key, and press OK.   You will be prompted that the registration process has been successful.   Press "Cancel" and then press "Evaluate."   The next time you start the program the shareware screens will not appear.

■ The Last Word...
Postal Rates, Warranty, License Agreement

Postal Rates

While we make every effort to present timely and accurate information in this program, the US Postal Service is the ultimate authority on postal rates.   If you are not sure which rate applies to your mailing piece, ask a Postal Service representative.

If you find errors in the program please let us know.   We will correct errors in the data base as soon as we learn of them.

Warranty

1.   This program is provided "as is" without warrantee of any kind, either expressed or implied, including, including any warranty of merchantability or fitness for a particular purpose.   In no event shall EmmaSoft be held liable for any loss of profit, special, incidental, consequential, or other similar claims.

2.   EmmaSoft does warrant that the magnetic media on which the software is furnished is free of defects of materials and workmanship under normal use for 60 days if the media came from EmmaSoft.   If during this period the diskette should become defective it may be returned to EmmaSoft for replacement without charge.

License

Registered version:

A *registered version* is a copy of the software to which a registration key has been applied, or a pre-registered copy of the software originating at EmmaSoft Software Company, Inc.

You may use the program on a single computer at one time.   You may not copy the program and accompanying materials except for backup purposes to use in support of using the program on a single machine at one time.

You may not make copies of the program for sale or distribution.

Shareware Version:

A *shareware version* is a copy of the software to which a registration key has not been applied, and that displays the registration screen when starting the program.   You may freely distribute shareware versions provided that you keep all files together and unchanged as originally shipped from EmmaSoft Software Company, Inc.

Shareware Vendors have permission to distribute the shareware version provided they meet the above requirement, and that they have an acceptable explanation of shareware prominently displayed in catalogs, advertisements, and other distribution media (such as CD-ROM collections).   Shareware explanations must explain that shareware is not free, that registration is mandatory after the trial period, and that it is protected under US and International Copyright law.

The latest shareware version can always be found on ESC, Inc's support BBS.