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Winvelope is a utility for addressing and printing any size envelope from within the Windows environment.

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An Overview of Winvelope

Winvelope is a utility that simplifies the addressing and printing of envelopes from within the Windows environment. Any size envelope can be addressed and printed with just a few quick keystrokes (or mouse clicks). Windows COPY and PASTE functions may be used to transfer addresses from any Windows document to Winvelope for printing. Winvelope includes an address manager that utilizes the Microsoft Access file format for storing and retrieving addresses.

With Winvelope, you can create unlimited envelope and return address files, format text with any font installed in Windows, optionally use a graphic file as a logo return address, print to most HP compatible laser printers without having to switch back and forth from landscape to portrait orientation, and print POSTNET bar codes for 'speedy' delivery through our beloved Postal Service.

Statement of Disclaimer

J. E. McCullum, the author of Winvelope, hereby disclaims all warranties relating to this software, whether expressed or implied, including without limitation any implied warranties of merchantability or fitness for a particular purpose. The author will not be liable for any special, incidental, consequential, indirect or similar damages due to loss of data or any other reason, even if the author or an agent of the author has been advised of the possibility of such damages. In no event shall the author's liability for any damages ever exceed the price paid for the license to use the software, regardless of the form of the claim. The person using the software bears all risk as to the quality and performance of the software.

See also...

[Register Winvelope](#)

Configuring Winvelope for your Printer

Winvelope Default Printer Setup

Prior to trying to print from Winvelope, activate the FILE pull-down menu and select PRINTER SETUP. From this screen, select the printer you wish to have Winvelope use as default. When the printer selection is made, the printer driver setup dialog for your printer will appear. Winvelope will save all necessary settings as default for its own use, allowing operation without having to setup the printer each time and will not alter your system default printer setup.

Paper Size, Source, and Orientation

Choose the correct Paper Size, Paper Source, and Orientation for your printer. Most laser printers and some inkjets should leave the Paper Size set to LETTER (8.5 x 11) and the Source set to the default tray used for normal printing. You should NOT select ENVELOPE as the Paper Size or ENVELOPE FEED as the Source unless you find that your printer will not feed envelopes properly otherwise. Some printers such as the HP Deskjet family, lasers with dedicated envelope trays (feeders), and various models of dot matrix printers must select for the Paper Size an ENVELOPE size provided by the printer driver to operate properly. These printers should also have the Source set to ENVELOPE or ENVELOPE MANUAL FEED. Please refer to the Winvelope user's manual, WV50DOC.WRI, for more information.

Graphics Print Resolution, Envelope Feed Options

Select the correct graphics print resolution for your printer. (refer to your printer documentation for help if needed) Choose the Envelope Feed Option that describes the type printer and its method of envelope feeding.

See also...

[Change the Print Margins](#)

Using Existing Envelope Files

To use an envelope file that was supplied with Winvelope or one that you have previously created and saved, select 'Open Envelope...' from the FILE menu and make a selection from the dialog box. You may also open envelope files by using the buttons along the left side of the screen.

The active envelope file will remain the default until a new selection is made and its filename will display in Winvelope's status bar at the lower left of the screen

See also...

[Create a New Envelope File](#)

Creating New Envelope Files

To create a new envelope file, select 'New Envelope...' from the FILE menu. Save the file using a descriptive filename that can be easily recognized for selection from the 'Open Envelope...' file dialog box. Next, fill in the width and height dimensions of the new envelope. Winvelope will automatically calculate the approximate print margins for each text item (these can be manually adjusted later if so desired).

The envelope file can now be selected by using the 'FILE, Open Envelope...' menu command. You can also modify the button toolbar to display a description of your new envelope and to load this file when clicked. To edit the button bar, select 'Modify Envelope Buttons' under the OPTIONS menu.

See also...

[Change the Print Margins](#)

[Use an Existing Envelope File](#)

Creating Return Address Files

To create a return address file, select 'Create New Return Address...' from the FILE menu. Enter the return address text as you wish it to appear on the envelope and save using a descriptive filename that you will be able to recognize later. You may create as many return address files as needed.

You may edit an existing return address file by selecting 'Edit Existing Return Address...' from the FILE menu.

See also...

[Use Graphic Files for Return Address Logos](#)

Addressing an Envelope

Addressing the envelope can be accomplished by typing the address text directly onto Winvelope's addressee textbox, pasting an address that has been copied to Windows Clipboard from a wordprocessing document, or by accessing Winvelope's Address Manager feature and selecting a previously stored address.

See also...

[Select Fonts and Attributes](#)

Selecting Fonts and Attributes

To change fonts and/or font attributes, either click on the Winvelope Fonts button or TEXT pulldown menu. Next, choose the text that you wish to modify, (return address, addressee, or message text). The standard Windows font common dialog box will appear from which you can make your selections.

Font and attribute selections will automatically be saved as default for the corresponding envelope file until changed again by this procedure.

Changing Print Margins

Adjustment down to a tenth of an inch can be made to the top and left print margins for the return address text, addressee text, bar code, FIM code, and message text positions. These adjustments are made by selecting 'Print margins...' from the File menu.

Using Graphic Files as Return Address Logos

You may optionally choose to use a graphic file as a logo for the return address. This feature also supports POSTSCRIPT printers.

First, you will need to create a logo. The image needs to be rather large. Winvelope prints at a scale of 1 printed inch per 300 screen pixels. To print a logo 2 inches wide by 1 inch tall, you will need to create a graphic image 600 x 300 pixels. Use Paintbrush or similar application to create the logo by setting the scaling units to pixels (PELS), size the work area to 300 times the size in inches that you want to print, (600 x 300 in the example above), and use all of the work area to create your image. You can also work with scanned images, but the same sizing considerations will hold true. You can incorporate a return address in your logo by adding it in with the text tool of your paint/drawing program. Save the image in a supported graphic file format. Printers using 600 dpi resolution such as the HP LJ4, will have to create images 600 pixels to the printed inch.

After the logo has been created, activate 'Select Graphic Logo...' under Winvelope's OPTION menu. Use the directory/file listbox to search for and select the graphic file. This file will remain the default logo until changed by this process again. Select the icon button depicting an envelope with a logo (fourth from the left) to print the graphic as the return address. The print position of the logo is controlled by the return address margin settings. The selected logo will display on the screen envelope graphic, but the screen image will not be an indication of the printed size of the image. The screen image will always be enlarged to fill all the allotted screen space.

Winvelope's Address Manager

The Winvelope Address Manager is a mini-database program provided to maintain a list of address information. The Address Manager is file compatible with Microsoft's Access database software. To store a new address in the database, click the 'ADD' button and move the cursor from field to field using the [TAB] key. Use the left and right arrow buttons at the top of the screen to move forward and backward through the database of addresses. The |< button moves to the first record in the database and >| moves to the last record. To delete the current displayed address record, click the 'DELETE' button.

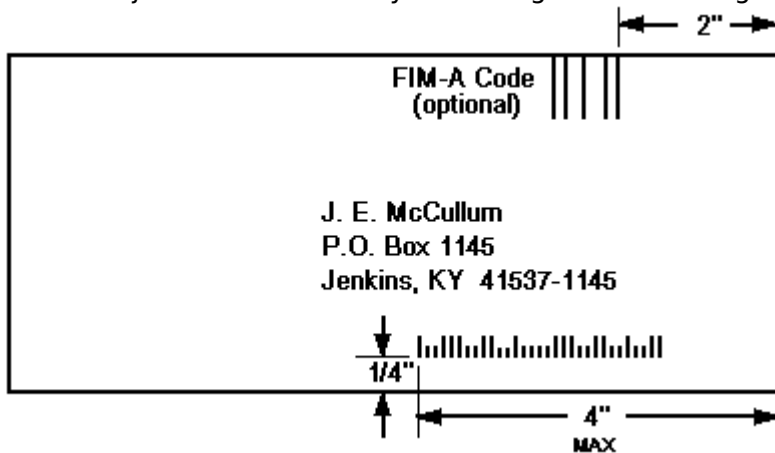
To view the address data in tabular form, click the 'TABLE VIEW' button. You can navigate through the database information as you would in a spreadsheet. To select a single address for printing, click on the row containing the desired address and it will become highlighted. Clicking the 'PRINT ENV' button will print the selected address. To select multiple addresses for printing, move the cursor to the left edge of the LAST NAME column and the mouse cursor changes from an arrow to a checkmark. While the mouse cursor is shown as a checkmark, you can select multiple addresses from the table for printing.

You can use the 'SEARCH' button to query the database for a group of matching records. Suppose you wanted to create a mailing list for your monthly bills or Christmas card mailings. You could type 'monthly bill' or 'Christmas card list' in the NOTES field of all address records that fall into these categories. You could then 'SEARCH' for 'monthly bill' or 'Christmas card list' and the Address Manager will find all addresses that contain the subject text, creating a new sub-group of matching records. You would then use the 'Select All Records' under the RECORDS menu to select all the records in the sub-group for printing. It is easier to work from the 'Table View' for this type of operation.

The 'File...Save As...' command saves a group of selected address records from the open data file to a new filename. Only address records selected by using the multi-select cursor (checkmark), or the 'Records...Select All' menu command will be saved to the new filename. If you select 'File...Save As...' without first selecting records by one of the above mentioned methods, only the address record on the highlighted row will be saved to the new filename. The 'File... Save As...' menu command is not available in 'Form View'.

Printing with POSTNET Bar Codes

POSTNET bar codes and the FIM -A code may be printed by making the appropriate selections under the OPTIONS menu or clicking the corresponding icon buttons. Print position adjustment is made by activating the 'Print Margins...' under FILE menu.



The FIM code should be printed no more than 2 inches from the right edge of the envelope and as close to the top edge as possible.

The beginning of the POSTNET bar code can be no more than 4 inches from the right edge of the envelope and approximately 1/4 inch from the bottom edge. See the Winvelope documentation for more detailed information on this subject.

See also...

[Change the Print Margins](#)

[Print the Envelope](#)

Registering Winvelope

...and getting a good night's sleep!

Winvelope is user supported (SHAREWARE) software and is not free. Users may evaluate the shareware version of Winvelope for a maximum of 30 days, after which a registration fee must be paid or Winvelope should be deleted from your system. This will keep you from feeling guilty and losing sleep. Registering shareware has also been said to cause Windows to run up to 500% faster, help in weight loss, grow hair on balding men, and more! The shareware version is identified as such by both the opening screen and the 'About Winvelope....' dialog. The registered version must not be copied or distributed.

Registered users receive the latest version of Winvelope in their choice of diskette size, and extended product support.

You can register by completing and printing the online registration form provided under the shareware version of Winvelope's HELP menu.

MAIL ORDERS: Send order/registration form with Mastercard, Visa, check, or moneyorder to: Winvelope Software P.O. Box 1145 Jenkins, KY 41537-1145

FAX ORDERS: Fax registration/order form with Mastercard or Visa account number and expiration date to (606) 832-2493.

BBS ORDERS: You can call the Winvelope Support BBS and order a registered copy by supplying your Mastercard or Visa information.

Getting Product Support

Product support may be obtained by any of the following:

Telephone: (606) 832-2493 Please call between 6:00 pm and 9:00 pm Eastern Time Zone, Monday - Friday only.

Fax: (606) 832-2493

BBS: (606) 832-4029

Compuserve: ID 71620,24

Internet: 71620,24@compuserve.com

Software registration is not required for product support, however the author cannot return phone calls to non-registered users.

See also...

[Register Winvelope](#)

Upgrading Winvelope

Information on the latest editions for both the shareware and registered versions of Winvelope and the cost and methods for upgrading is available by calling the Winvelope Support BBS. The phone number for the Winvelope Support BBS is (606) 832-4029, 24 hrs. Baud rates of 2,400-14,400 are supported at N/8/1.

Callers are granted immediate access to a limited number of file areas including the latest Winvelope shareware version. Access to the Registered Winvelope File Area and the CD-ROM Shareware File Areas requires a small subscription fee. The Registered Winvelope File Area contains the latest upgrades and .EXE updates as well as beta versions of future releases.

BBS Upgrade Subscription Fees (subject to change):

Registered Winvelope users: \$5.00 for a 1 year subscription.

Non-registered users may download the latest shareware version of Winvelope without purchasing a subscription.

To sign up for the online upgrade service, call the BBS number and complete the new user questionnaire. Enter the Order Dept. and use your Mastercard or Visa to subscribe to the service. Registered users are granted free downloads of upgrades for 6 months from registration date.

If for some reason you prefer not to upgrade by modem, you may make arrangements to be upgraded by diskette by contacting the author. You may inquire as to the latest version of Winvelope by dialing the BBS: (606) 832-4029, Compuserve e-mail: 71620,24, or FAX: (606) 832-2493.

See also...

[Register Winvelope](#)

[Product Support](#)

Finding Other Good Windows Shareware

Shareware distributors (call for catalog)

The Software Labs - (800) 359-9998

CWI - (800) 777-5636

The Public Software Library (PsL) - (800) 242-4775

Public BBS's

Winvelope Support BBS: Jenkins, KY - (606) 832-4029

Atlanta Windows BBS: Woodstock, GA - (404) 516-0048

Toolbar Icon Button Functions



This icon button turns off the return address printing option, so that the envelope prints without a return address.



This icon button turns on the return address printing option and imports the default return address for the active envelope. A return address file must have been previously chosen to be default or the return address area will remain blank.



This icon button activates a file open dialog box for the user to select a return address file to import to the active envelope. This return address will then remain the default until another is chosen. You must have previously created and saved at least one return address file or the file listbox will be empty.



This icon button turns on the graphic logo return option. When activated, the default graphic file is displayed in the return address area. A graphic file must have been previously chosen using Select Graphic Logo under the Options menu or the area will remain blank.



This icon button turns the POSTNET bar code printing option on or off.



This icon button turns the FIM code printing option on or off.

POSTNET

POSTNET is a bar coding system used by the U.S. Postal Service to allow high speed sorting equipment to recognize the addressee ZIPCODE. It is identified as a series of tall and short vertical marks, most often found in the lower right corner of an envelope that has passed through the mail system.

common dialog

Common dialog refers to the standard dialog selection box used by Windows 3.1 applications for opening and saving files, selecting fonts, printer selection and setup, and color selection.

FIM code

FIM code refers to the 'Facing Identification Mark' used by the Postal Service to help in mail sorting. The 'FIM-A' pattern supplied with Winvelope consists of 5 vertical lines printed just to the left of the postage area of the envelope. The presence of this mark alerts the automatic scanning equipment that the envelope has been pre-printed with a ZIP+4 POSTNET bar code.

