

## **Q'lope Overview**

Q'lope is designed to print business envelopes (size 10) from Windows 3.X. The design aims for simplicity and functionality. Address information can be entered directly, cut and pasted from other applications, or a stored return address can be used. While, the program was designed around the standard business envelope, using the print adjustment feature almost any size envelope can be accommodated. The only limitation is the printer's capabilities.

- Commands
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## Commands

- File New
- File Print
- File Printer Setup
- File Exit
- Edit Paste Address
- Edit Paste Return Address
- Address Set Address
- Address Set Return Address
- Address Use Default Return Address
- Fonts
- Options Print Adjustment
- Options Set Default Return Address
- Options Font Setup

## **File New**

This command clears all the current address information. This includes both the address and the return address. To change just one of these use the appropriate command either Address Set Address or Address Set Return Address

## **File Print**

This command brings up the standard Windows 3.X printer dialogue window. The printer can be changed from the default printer or other settings can be adjusted using the setup button. Clicking OK will print the envelope. For more information on printing envelopes see [PRINTING ENVELOPES](#)

## **File Printer Setup**

This command brings up the standard Windows 3.X printer setup dialogue window. For more information on printing envelopes see PRINTING ENVELOPES

## **File Exit**

This ends the Q'lope session.

## **Edit Paste Address**

This pastes the address in the clipboard into the address space on the envelope

## **Edit Paste Return Address**

This pastes the address in the clipboard into the return address space on the envelope



## **Address Set Address**

This will set the envelope's address. The address can be up to four lines. The fourth line is for the City, State and Zip. The State is automatically capitalized and limited to two letters. The zip can be up to 10 characters for Zip plus 4. If you leave it blank it will clear the current address.

## **Address Set Return Address**

This will set the envelope's return address. This is optional. The return address can be up to four lines, with the fourth line being for City, State and Zip. The State is automatically capitalized and limited to two letters. The zip can be up to 10 characters for Zip plus 4. If you leave it blank it will clear the current return address.

See

- [Address Use Default Return Address](#)
- [Options Set Default Return Address](#)

## **Address Use Default Return Address**

This pastes the Default Return Address onto the envelope.

See

▪[Options Set Default Return Address](#)

## **Fonts**

This brings up the standard font dialogue box, which allows you to select both fonts and sizes. The default is to limit font size to between 8 and 14 points and to allow on the choice of fonts that support both the printer and the screen (i.e. WYSIWYG). These setting can be changed via the Options Font Setup

## Options Print Adjustment

This should be set for your printer. The default set up is for a Laserjet II or III. The Laserjet IIP set up should be as follows.

Return Address X = 50 Y = 50

Address X = 820 Y = 450

This setting also will work for a dot matrix or Deskjet printer. It will take a couple of envelopes to get it adjusted exactly where you want it to be. The setup for the Laserjet IIP seems to work for dot matrix printers and printers that feed the envelope in horizontally. The Laserjet II and III both feed the envelope in at the middle so you have to adjust accordingly. This information is stored in the Qlope.Ini file that is in your Windows subdirectory. There are four buttons.

**OK** - This uses the displayed settings for the current session

**Set** - This writes the settings to the Qlope.Ini file and are the settings that will be used in the future

**Defaults** - This restores the displayed settings to what are currently in the Qlope.Ini file

**Cancel** - Cancels the operation and the session uses the current settings.

See

**Getting Started**

## **Options Set Default Return Address**

This brings up the address dialogue box. The return address can be up to four lines, with the fourth line being for City, State and Zip. The State is automatically capitalized and limited to two letters. The zip can be up to 10 characters for Zip plus 4. This is saved to your Qlope.INI file in your Windows subdirectory.

See

▪[Address Use Default Return Address](#)

## Options Font Setup

This brings up a dialogue box that allows you to adjust the Fonts. There are two adjustments. The first is the size of the fonts used. The normal setting is from 8 to 14 points. This can be set to whatever your fonts and printer will support. You may have trouble with the visual effect on the 'envelope' window if you make the fonts very large. That does not effect the actual printing, which is done from internally stored address information. The second setting is what fonts are displayed. The default setting is WYSIWYG, or those fonts that are both screen and printer fonts. The other option is to use all the fonts that are available to Windows. Windows will attempt to 'match' a non printer font as closely as possible if you chose one that is screen only. In other words you might not be pleased with what you get because it won't look like what you have on the screen. TrueType Fonts really seem to do a nice job and are recommended. Adobe Type Manager and Bit Stream also are really nice products. Q'lope has been tried with all three and there have been no problems.

**OK** - This uses the displayed settings for the current session

**Set** - This writes the settings to the Qlope.Ini file and are the settings that will be used in the future

**Defaults** - This restores the displayed settings to what are currently in the Qlope.Ini file

**Cancel** - Cancels the operation and the session uses the current settings.

## Procedures

- Getting Started
- Printing Envelopes
- Problems



## Getting Started

Q'lope is designed to make printing envelopes from Windows easy. You can use any printer that Windows recognizes. The really trick is to adjust the setup to your particular printer. This is done from the Options Print Adjustment menu. The default setup is for an HP Laserjet II or III. Both of these printers feed envelopes in the middle of the paper. The setup is

Return Address X = 50 Y = 50  
Address X = 1200 Y = 820

Return Address X = 50 Y = 50

Address X = 820 Y = 450

The Laserjet IIP envelope feed is done by putting the envelope upside down flush against the right paper guide. The setting for that type of printer are:

Return Address X = 50 Y = 50

Address X = 820 Y = 450

This setup also seems to work for most dot matrix printers. Q'lope checks to see if the printer is in landscape mode. If it is the left margin is automatically adjusted 1.5 inches to the right. This is transparent to the user. The reason is that a number 10 envelope is 9.5 inches long and a landscape setup is 11 X 8.5.

In other words the envelope is 1.5 inches shorter. Since the upper right hand corner at feed time becomes the upper left hand corner at print time, unless an adjustment is made the address will not be positioned properly.

Once you get it right be sure to save it as your default!!!

The other potential setup is for Fonts. Options Font Setup allows you to adjust the default settings. The defaults are for WYSIWYG fonts and for font sizes between 8 and 14 points. If you have Windows 3.1 or later there are TrueType Fonts included. These are WYSIWYG fonts and quite nice. Adobe Type Manager (ATM) and Bit Stream also give you this capability. If you don't have any of these change the default setting to 'All'. This will display the fonts shipped with Windows 3.0.

## Printing Envelopes

Printing is initiated through the standard Windows Print Dialogue Routine. Any attached printer can be used not just the default printer. This means you can print over a network to another printer. The key is getting the Q'lope setup correctly so make sure you read **Getting Started** or you may wind up frustrated. Refer to your printers manual on the proper way to print envelopes. The HP products are all pretty straight forward and there are marks on the paper trays on where to put an envelope. Make sure that you put a Laser printer in 'Landscape' mode. You can do this from the print dialogue by choosing setup, or you can use the **File Printer Setup**. The easiest way to do it is to use the printer set up in the normal print dialogue window to put the printer in 'Landscape' . Print the envelope (or envelopes). Then use the File Printer Setup command to reset the printer.

## Problems

Most of the problems resolve around printing. Here's some that I have run into while developing and testing the problem.

▪**HP Laserjet IIP** after you print an envelope it indicates that there is another file ready to print. The print manager says that it is all done. This is a problem with Q'lope and other ways I have printed envelopes before (Word processing Macro's etc.). The solution is to put the envelope on top of some paper. It seems as long as the paper sensor doesn't think it is out of paper it wraps up the job.

▪**HP Laserjet II & III.** The envelope jams. This has nothing to do with Q'lope, it is mechanical. Try putting your hand on the envelope and applying some gentle pressure as it is feed in. If it gets more than half way you are home free.

## Registration

**Q'lope is not free**, it took a bit of work to put it together. While, I enjoy doing this type of thing, just like you I get bills in the mail and have to pay them. I don't have an option to pay the utility company, grocery etc. So, if you find this to be a useful utility **please send \$7.95 to InfoDesign Inc.** If you are a corporate user definitely send in the money and expense it. I will send a receipt to every registered user. I know that corporate departments hate writing a check to a vendor they never heard of for \$7.95. My method on this is to put it through as expense. This makes it much less of a problem for your accounts payable department.

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Q'lope Registration:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CompuServe ID \_\_\_\_\_

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