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## **Gadfly Macros**

To install or demo simply double click on the button below. You will be given a choice to demonstrate the macro, install the macro globally (default) or install to a specified template:

Guy Gallo  
219 East 69th Street  
New York, NY 10021

{Install/Demo}

## **PrintPSEnvelope**

### History

This macro is an adaptation of Harvey Berger's adaptation of my original PrintEnvelope macro which was an adaptation of a macro by James Gleick (clear?)

The original macro (still kicking and still available) was written specifically for the HP Laserjet family of printers. This version should work with all Postscript printers (although it was tested only on an HP Laserjet III with the HP Adobe Postscript cartridge installed).

This version adds several new options: you can tell the macro not to rotate the envelope and you can tell it to feed the envelope from the far right of the manual paper tray. You can print Bar Codes. You can edit the Return Address.

The current version does not support envelope feeder trays.

### Installation

Simply click on the above macro button.

You will be asked where to install the macro -- either globally or into a template -- or if you simply want a demonstration.

After choosing the destination, you will be prompted to set several options:

#### *Use Return Address*

If this option is checked, the envelope will be printed with a return address. Do not check this if you are using pre-printed envelopes.

You will have an option to supply a new return address when the macro is invoked.

#### *Print Note*

PrintPSEnvelope allows you to print a note below the return address. Simply check the box next to "Print note".

The default attention note is "URGENT". You can supply an alternative note by simply typing it into the edit box.

### *Print Bar Codes*

This is a new option. PrintPSEnvelope can now parse the zip code and print bar codes for faster sorting (and some day cheaper postage) by the Post Office.

### *Re-Encode for accents*

This option is only useful if the addressee (or return address) contains foreign accents/diacriticals.

### *Do not rotate envelope*

If you select this option then you must feed the envelope with the flap to the left. By default, PrintPSEnvelope rotates the envelope for better print quality. Some printers require that you don't rotate.

### *Feed right*

The macro was written and tested on an HP LaserJet III with a postscript cartridge. These printers feed envelopes in the center of the manual feed tray. Some PS Printers (and older Laserjets) require that you feed the envelope at the right edge of the manual feed tray. Check this option if you wish to feed the envelope at the far right.

If you allow PrintPSEnvelope to rotate the envelope by 90 degrees, **you must insert the envelope with the flap to the right.**

### *Default return addresses*

Three lines for the default return address.

### *Default font (non OCR)*

This option determines what will be the default font *when you are not printing bar codes.*

When you have Print Bar Codes selected, the font defaults to Helvetica -- which is one of the OCR compatible fonts supported by the Post Office.

The macro supports only the internal fonts (and a subset at that). It could be modified to include various oblique and italic and bold fonts. It does not support downloaded Postscript fonts. The font list is hardcoded within the macro.

### *Default Base point*

The default "base size" is 12 points. PrintPSEnvelope uses this point size for the first line of the Addressee. It uses this size minus 1 point for the rest of the Addressee. It uses this size minus 2 points for the first line of the return address. It uses this size minus 3 points for the rest of the return address.

When you select Print Bar Codes, the point size is hard coded to 11 points.

## Getting the addressee

### *The addressee's address*

PrintPSEnvelope determines the Addressee by first looking for a bookmark called NameAddress (so if this is part of your letter template, you might want to automate the insertion of this bookmark when you insert your Addressee at the top of the letter).

If the macro doesn't find this bookmark, it then checks to see if there is a block of text selected. If so, it assumes you have selected the Addressee.

If nothing is selected, and there is no bookmark NameAddress, the macro will prompt you for the Addressee's address.

## Other Options

### *Size*

PrintPSEnvelope handles the three standard envelope sizes:

Business = 4 1/8 x 9 1/2 inches

Monarch = 3 7/8 x 7 1/2 inches

Personal = 3 1/2 x 6 1/2 inches

### *New Return Address*

This option will display an input box for you to type in a new Return Address. NOTE that after you type in the address the envelope will print immediately. You will not return to the main dialog box for confirmation or setting other options.

Therefore, set other options -- font, note, bar codes etc -- before selecting New Return Address.

## Advanced stuff

### *Adding return address lines*

Note: as written this macro assumes a return address of only three lines. That could be altered by adding another variable directly beneath the above:

```
Address3$= "third line stuff"
```

and then modifying the section of the macro that actually prints the return address:

Look for

```
Print #1, "(" + Name$ + ") S"
```

```
Print #1, Mid$(Str$(Val(dlg.Pt) - 3), 2) + " /" + f$(dlg.Font) + " F"
```

```
Print #1, "(" + Address1$ + ") S"
```

```
Print #1, "(" + Address2$ + ") S"
```

and change to

```
Print #1, "(" + Name$ + ") S"  
Print #1, Mid$(Str$(Val(dlg.Pt) - 3), 2) + "/" + f$(dlg.Font) + " F"  
Print #1, "(" + Address1$ + ") S"  
Print #1, "(" + Address2$ + ") S"  
Print #1, "(" + Address3$ + ") S"
```

### *Changing Addressee indents*

There are six "magic numbers" located at the top of the macro which control the placement of the addressee on the envelope. Look for the following lines:

Com10 envelopes

```
x = 296
```

```
y = 288
```

Monarch envelopes

```
Personalx = 96
```

```
Personaly = 15
```

Personal envelopes

```
Monarchx = 56
```

```
Monarchy = 10
```

You can fiddle with these numbers to fine tune the placement of the address.

### *If the AutoInstall doesn't work*

If, for whatever reason, the installation routine called by clicking on the MacroButton [INSTALL/DEMO] doesn't work, you can manually set your preferences by editing the macro PrintPSEnvelope directly.

The section of the macro to edit looks like:

```
'*****CONSTANTS  
Name$ = "Guy Gallo"  
Address1$ = "219 East 69th Street"  
Address2$ = "New York, NY 10021"  
Return = 1  
Note = 0  
Bar = 0  
Code = 1  
Rotate = 0  
Right = 0  
DefFont = 3  
PointSize$ = "12"  
'*****END CONSTANTS
```

A value of zero turns the option off, a value of 1 turns the option on.

### *Edit Return Address hint:*

If you have more than one possible return address, you can easily create a new one by doing the following:

- 1) Define the most frequently used Return Address using the install procedure.
- 2) Define glossary entries for any alternative return address. (If the macro is attached to a template -- such as a letter.dot template -- these glossary entries should be template specific.
- 3) before running the macro to print an envelope, expand the glossary containing the return address you want to use: for example:  
HomeAddress <f3>
- 4) Cut the inserted return address (Shift-Del) to the clip board. It doesn't matter what format it contains.
- 5) When you invoke PrintPSEnvelope, select Edit new return address.
- 6) When prompted to type new return address, Paste the address from the clip board (Shift-Ins).

NOTE: do not attempt to past into the dialog box if you are not absolutely certain an address is in the clipboard. If you attempt to paste a large string (greater than 254 characters) you will generate a UAE... Caveat Emptor.

### *Paper size*

PrintPSEnvelope does not use the paper size options for envelopes. It measures everything according to a normal 8.5 x 11 page. Which is why you will see Feed Letter and not Feed Envelope when the macro is ready for the manual insertion of the envelope.

## **Registration**

### *Click*

This macro is distributed as ShareWare. If you use (and learn) from the macros contained in this document, please consider a payment comensurate with their utility. For a fee of \$15.00 per macro/installation is suggested.

If you have already registered a previous version of , then a voluntary update fee of \$5.00 is requested, but not mandatory.

Corporate site licenses are available. Please contact the author at the address below and a fee will be negotiated for the specific macro and use involved.

Make checks payable to:

Guy J. Gallo

219 East 69th Street, NYC 10021

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Gadfly Macros Registration -

Guy Gallo 219 East 69th New York, NY 10021

Registration fee:

\$20.0

0

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COMMENTS:

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