Contents for Winvelope Help

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

Introduction

An Overview of Winvelope

How to...

Configure Winvelope for your Printer

Use an Existing Envelope File

Create a New Envelope File

Create a Return Address File

Address an Envelope

Select Fonts and Attributes

Change the Print Margins

Use Graphic Files for Return Address Logos

Print the Envelope

Print with Mail Merge from Windows Cardfile

Print with POSTNET Bar Codes

Register Winvelope

Get Product Support

Upgrade to the latest version of Winvelope

Find Other Good Windows Shareware Programs

Commands

Toolbar Icon Button Functions

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.

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

Statement of Disclaimer

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 See also...

Register Winvelope

Configuring Winvelope for your Printer

Default Printer Orientation

Prior to trying to print from Winvelope, activate the OPTIONS pull-down menu and select PRINTING DEFAULTS.   From this screen, select whether your printer prints envelopes in the portrait or landscape orientation.   After this selection is made and saved, Winvelope will automatically print the envelope in the correct orientation without having to access Printer Setup.   If landscape orientation is chosen, Winvelope will return the printer to portrait mode after the envelope is printed.

Bar Code Intensity

This control adjusts the print density (light/dark) of the POSTNET bar code.   Leave the setting on 'Normal' for 300 dpi laser printers, deskjets, inkjets, and most 24 pin dot matrix printers.   Change to 'Darker' for 600 dpi laser printers such as the HP Laserjet 4. Change to 'Lighter' for low resolution dot matrix printers.   When in doubt, set to most closely match the bar code image found on mail that you have received.

Default Paper Bin (Tray)

This option, also found in the PRINTING DEFAULTS setup routine, is primarily for laser printers.   This setting will control which paper source will be accessed when the print job is sent to the printer.   This setting is particularly important to Hewlett Packard IIP, IIIP, and other similar type laser printers which will not feed an envelope from the manual feed tray when the lower paper cassette is installed without a direct call from the software.   Owners of these printers will want to select BIN 0 (UPPER TRAY), or BIN 2 (MANUAL FEED), if the lower paper cassette is installed.   This will allow you to have the lower cassette as the primary paper source and Winvelope will print the envelope from the upper tray.

If you have a high capacity envelope feeder (tray) and find that none of the BIN settings causes it to feed, select the 'Use Windows Printer Setup Dialog Instead' option.   With this setting, you will click the Printer Setup button and set the paper source prior to each print job.

Owners of other types of laser printers may use this setting to choose whether or not a manual feed prompt is desired when Winvelope prints an envelope.   This may be desirable if the printer is located a distance from the user or if the printer is being shared and there is potential for someone else's printjob ending up on your envelope!   A little trial and error may be necessary here to get the desired effect, as a particular BIN number may produce different effects on different brands and models of printers.

If you are using a non-HP compatible laser or dot-matrix printer AND are getting garbled printouts or extra page ejects, you should disable Winvelope's printing defaults.

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 icon buttons along the left side of the screen.

 The active envelope file will remain the default until a new selection is made and will display as part of Winvelope's window caption.

 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 approximate print margins for each item (these can be adjusted later as needed).

 It is sometimes helpful to print a new envelope the first time on a full 8.5x11 inch sheet of semi-transparent paper.   You can then place the actual envelope underneath the paper in the position that matches your printer's feed path and use a ruler to measure the amount of adjustment needed.

 The envelope file can now be selected by either using the 'FILE, Open Envelope...' menu command, or by clicking the 'Other' envelope icon button located at the bottom left of the Winvelope screen.

 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 acomplished 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 clicking Winvelope's Cardfile button 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.

 You may adjust font sizes between 6 and 28 pts.   In order to conserve screen space, fonts 18 pt. and larger will be displayed on screen as 18 pt., but will print in the correct size.

 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.   If adjustment is necessary, it may be easier to print to an 8-1/2" x 11" sheet of paper first and then measure approximately how far margins need to be adjusted to hit the envelope. Margins are measured from the extent of the printer's print range rather than from the edge of the envelope.

 See the Winvelope documentation for suggested print margins for some of the more common envelope sizes.

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 and 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.

Printing Envelopes

 To print an envelope, select 'Print' from Winvelope's FILE menu, or click on the 'Print' icon button.   For most HP compatible laser printers, it is not necessary to use 'Printer Setup' to change to landscape orientation.   The landscape setting in Winvelope's 'Printing Defaults...' will cause the envelope to be printed landscape and then automatically return the printer setting to portrait.

 A 'Printer Setup' button is provided for those whose printer and/or printer driver does not support this automatic switching to landscape and paper bin selection provided by Winvelope's 'Printing Defaults' settings.   The current variety of CANON and ATECH Publisher's Powerpak printer drivers are known not to support this feature.   HP Deskjet users may need to use 'Printer Setup' to select ENVELOPE as the paper size prior to printing, depending on the version of printer driver installed.

 If you have access to more than one printer, you may also use 'Printer Setup' to select from a list of Windows installed printers.   The active printer and port will display at the bottom of the screen.   Printers selected in this manner become the default Windows printer.

 See also...

Configure Winvelope for your Printer

Print with Mail Merge from Windows Cardfile

 Mail merge operations may be performed from databases setup in Windows Cardfile. Begin by selecting 'Print with mail merge...' under Winvelope's FILE menu.   Click the 'Select file' button and choose a valid Windows Cardfile file for the merge operation.

 To print ALL the addresses contained in the Cardfile file, click the 'Print' button WITHOUT checking the 'Verify each address for printing' checkbox.

 To print only selected addresses from a Cardfile file, check the 'Verify each address for printing' checkbox prior to printing.   This causes each address to display with a PRINT, SKIP, or CANCEL option dialog.   This option only works well with smaller Cardfile databases.   If the database is large, it will become too cumbersome to 'skip' through each address to find some near the end.

 You may need to change the BIN setting in Winvelope's Printing Defaults to cause a MANUAL FEED prompt or remove the paper from the tray, else the printer may try to feed a sheet of paper before you can place the next envelope.   If you are using a dedicated envelope tray and none of the BIN settings cause the tray to feed, then check the 'Disable...' checkbox in Winvelope's Printing Defaults and setup the print job using the 'Printer Setup' button.

 The address information in Cardfile must be formatted correctly in order for the mail merge feature to work properly.   There are two correct formats for storing the address information in Cardfile.   One is to begin the address on the first line of the card and then leave a blank line between the address and any phone/fax numbers or other information.   The other is to have the phone number on the first line, the second line blank, begin the address on the third line, and then leave a blank line between the address and any additional information. The second format option allows the Auto-dial feature in Cardfile to work.   DO NOT use a Cardfile database that contains graphics!   The sample Cardfile database supplied with Winvelope v4.2 or later demonstrates the correct format options.   The sample Cardfile database supplied with Winvelope versions prior to v4.2 are NOT correct, as they contain a graphic logo!

 See also...

Configure Winvelope for your Printer

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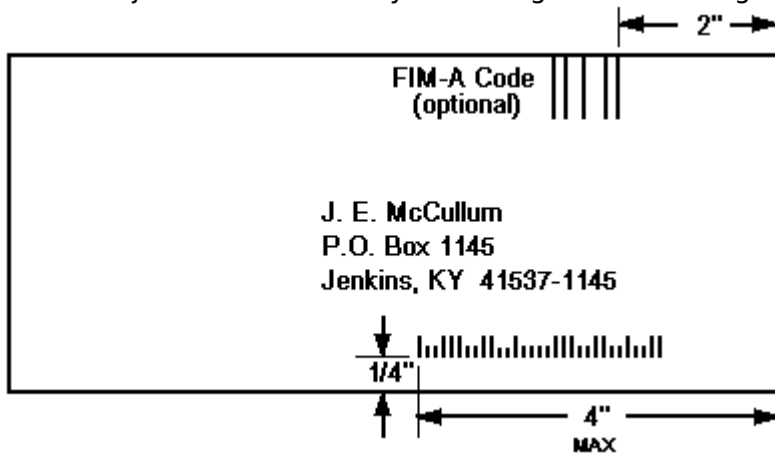
 The FIM code should be printed no more than 2 inches from the right edge of the envelope and as close to the top edge as possible.

 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.

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.

Fax: (606) 832-2493

BBS: (606) 832-4029

Compuserve: ID 71620,24

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

 The latest editions for both the shareware and registered versions of Winvelope may be downloaded via modem from the Winvelope Support BBS. The phone number for the Winvelope Support BBS is (606) 832-4029, 24 hrs. Baud rates of 1,200-14,400 are supported at N/8/1.   If line noise prevents a good connect at the higher baud rates, you may need to drop to a lower rate for reliable communications.

 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 6 month 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.   Your security will be upgraded for access to the Winvelope Registered File Area upon receipt of your check for $5.00.   Please allow 10 working days for your check to arrive before expecting your security upgrade.

 If for some reason you prefer not to upgrade by modem, you may make arrangements to be upgraded by diskette by contacting the author.   The fee for a diskette upgrade is $5.00. 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...

<u>Register Winvelope</u>

<u>Product Support</u>

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 (modem settings: 1200-9600 baud, N,8,1)

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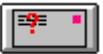
This icon button activates a file open dialog box for the user to select a return address file to import to the active envelope.   This return address will then remain the default until another is chosen.   You must have previously created and saved at least one return address file or the file listbox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

BIN nos.

BIN nos. correspond to the paper trays available to laser printers.   By varying this number, you can instruct your laser printer to prompt for MANUAL FEED and choose from the available paper trays.   This number is generic and produces different results on different model printers.   Trial and error will be necessary to achieve the desired effect.

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.

mail merge

Mail merge function allows the printing of multiple addresses from Windows Cardfile without having to copy and paste.