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## Setting Reminder Text

On the main window form, at the top, there is a text box which is available for the user to enter a note as a reminder of envelope orientation for the particular printer in use. After changing this text field, select "Save Changes" from the "File" menu on the menu bar.

## Selecting Auto Iconize

On the main window form, just to the right of the Print command button, there is a checkbox. This is a control by which the user can either select (click on it so an X appears in the box) or disable (no X in the box) the auto iconize feature. Normally this feature is enabled so that after printing an envelope, the program automatically transforms itself into an icon, ready to be recalled when needed. However, when one is doing a batch of envelopes one after another, it will be more convenient to turn off this feature.

## Main Window: File Menu

The following menu selections are available:

Change Setup - This allows the user to set up envelope templates, and to specify the location of the macro output file.

Save Changes - This allows the user to save any changes that have been made, if they were not saved immediately after the change. The changes are written to the ENV.INI file in the Windows Directory.

Exit - This brings the program to an end.

## Files Setup Window: Envelope Type

The following menu selections are available:

Add New Type - This adds another envelope style, linked to a template file. If you add more envelope styles than the list box on the main form will apparently hold, this is not a problem; vertical scroll bars will automatically appear to let you scroll through the list and make a selection.

Set Selected as Default Type - This sets the selected envelope type as the default selection.

Delete Selected Type - This deletes the selected envelope type from the list available to the user.

Finished - This causes the program to return to the main form.

Files Setup Window: WP Macro!

The user is prompted to enter the name of the file which will be used as a macro output file. The exclamation mark alerts the user that the selected menu action will be performed immediately; there is no sub-menu.

## Specifying a File Name

There are two instances when the user needs to input a file name to the program: an envelope template file, or a word processor macro output file. In both cases the procedure is essentially the same. The screen presents a number of list boxes: a drive list box, a directory list box, and a file list box. The user can select a drive, maneuver through the directories by simply double-clicking to open directories, and then select a file. Only filenames with the appropriate extension are shown in the file list box. The user can make a selection and click on the OK button, or can double-click on the desired file.

## Entering Address for Envelope

There are three ways of filling in the six lines which comprise the destination address fields.

1. Simply type in each field, or text box.
2. Click on the Get Clipboard Text button.
3. Click on the Get WP Text button.



## Selecting Envelope Style

Before printing the envelope, select from the Envelope Style list box which of the available envelope styles (ie. which return address and logo) you wish to print. If there are more styles of envelope than will fit into the list box, vertical scroll bars will automatically appear to let you scroll up and down and make a selection.

## Making an Envelope Template

It is necessary, before using Envelogo to make an envelope, to create one or more envelope template files. These can be created by a desktop publishing program such as PageMaker™, as follows:

- compose the envelope with the desired return address/logo.
- put a destination address of six lines of "aaa".
- set up to print parameters for the appropriate size of paper, landscape mode.
- set the printer for manual paper feed.
- when all details are to your satisfaction, print to a file on disk.
- File name extension must be ".BIN".

(See also file "README.TXT")

## The Making of the Macro Output File

This refers to a file created by a macro that you set up in your word processor (eg. Word for Windows<sup>TM</sup>) No doubt there are many ways, and many WP programs that can do this. It is very handy to create a macro such that every time you write a letter, with macro procedures that put on the date and so on, to have the address automatically written into a certain file, simply over-writing whatever had been there previously. This address can then be used by the Envelogo program.

Basically, Envelogo will just print whatever address it finds in a certain file that you specify, and it doesn't care how the address got there.

(See also file "README.TXT")

## Get Clipboard Text

Clicking this button will import the contents of the clipboard into the address fields. It is assumed that the user has previously used a "Copy" command in another application to load some selected text (ie. an address) into the clipboard.

## Get WP Text Button

Clicking this button simply loads the address fields from the text found in a certain file previously specified by the user. It is assumed that the file will contain a copy of the address from the last letter generated by the user on a word processor such as Word for Windows™. In order for the address to be written to this file, it is necessary for the user to insert a macro into the word processor procedure.

## Clear Text Lines Button

Clicking on this button simply clears all the address fields, and discards any text that was previously in these text fields.

## Envelope Type Button

The type of envelope selected as the default type will normally be shown in this box. To select another type, click the downward facing arrow at the right-hand end of the box. If there are alternate envelope types available, they will be presented in a drop-down box. Select from one of the alternates by either clicking the desired envelope, or by using the up and down cursor keys, and then hitting the TAB key.

## Print

Clicking this button starts the printing process. The data file is sent directly to the printer, through computer parallel port LPT1. When the printing is completed, the printer is sent a reset command. If the Auto Iconize feature is selected, Evelogo will automatically iconize itself and wait until it is needed again.





## **Glossary**

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Check box

Clipboard

Default Envelope

Directory List Box

Drive List Box

Drop-down List Box

Extension

Envelope Style

File List Box

Iconize

Macro Output File

Reminder

Template

Text Box

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## Reminder

On the main window form, at the top, there is a text box which is available for the user to enter a note as a reminder of envelope orientation for the particular printer in use. After changing this text field, select "Save Changes" from the "File" menu on the menu bar.

WP

This is the abbreviation for Word Processor. In this case, we require a word processor that is smart enough that it can be taught to write, while you compose your letter, a copy of the destination address into a little file that you specify.

## Check Box

A check box offers an option you can turn on or off. When a check box option is selected it contains an X; otherwise it is empty.

## Iconize

This is to change the applications window on the screen into an icon at the bottom of the screen. In the case of this application, this will commonly done so that the program is ready at all times to print an envelope, but is not taking up space on the screen.

## File Name Extension

This refers to the last 3 letters of the file name, following the period, in the DOS file naming convention. Template files must end with the extension ".BIN" and macro output files with ".TXT".

## Envelope Style

Each differently designed envelope, is defined as a separate style, and needs to have its own template file. An envelope style differs from another in return address, and/or size of envelope, and/or logo. These styles may arise to satisfy:

- different individuals within a company, or within a family
- different companies that you own or manage
- different envelope sizes for various requirements



## Directory List Box

When selecting a filename, the Directory List Box shows the directory tree structure. By double-clicking on a directory name, the user can open that directory and the appropriate files will be shown in the File List Box.

## Drive List Box

When selecting a filename, the Drive List Box allows the user to select the appropriate disk drive on the system.

## File List Box

When selecting a filename, the File List Box shows all the relevant files in the selected directory. In the case where a macro output file is being selected, only filenames ending with ".TXT" are shown, and for template files, only ".BIN" files are shown.

## Application

A computer program used to perform a certain type of operation, such as communication, drawing, or word processing.

## Drop-down List Box

A single line list box that opens to display a list of choices. If there are more choices than can fit in the expanded list box, vertical scroll bars appear along the right hand edge of the box to allow scrolling the contents of the box up and down.

Text Box

A box where you type information required by the program.

## Clipboard

The Windows clipboard allows data to be transported from one application to another. In this case, one might "copy" an address from the Windows Cardfile application, and use the button "Get Clipboard Text" to paste the text into the destination address fields.

## Envelope Template File

This is a file which is an exact image of the characters sent to your printer when you are printing an envelope. The destination address, however, is 6 lines of "aaa". The file was originally created by a desktop publishing, or word processing, program. The file name **MUST** have the extension ".BIN". Selecting from a choice of these templates determines which envelope style is printed.



## Default Envelope

This is the envelope style that you use most frequently. You set the default using the "Files Setup" form, and then save the changes. Henceforth, that envelope style will normally be on the top of the main form list box. You may override the default type simply by opening the list box and selecting an alternate style.

## Macro Output File

This is the file which is written into by a macro routine in your word processor program. It simply consists of the lines of destination address text, in plain ASCII code. If you use this system, the file will always contain the destination address of the letter you wrote last. The file name **MUST** end with the extension ".TXT".