

# PostMaster v1.3

**Tropical Software**

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## **Mailing List Window**

The Mailing list window allows you to set up different lists, containing multiple address files to make printing large amounts of envelopes easy. The controls in the mailing list window are fairly straight forward.

### **Add**

Opens up the 'Open' window for you to select an address to add to your mailing list. You build your mailing list by adding any number of addresses. Once you select the address it will be displayed in the mailing list box as the file name.

### **Remove**

Allows you to remove addresses from the current mailing list you are working on. After you remove an address file name from the list, you will have to add it back if you make a mistake, as PostMaster will not prompt you before removing it.

### **Open**

Brings up the open dialog box for you to select a Mailing List file to begin working with. Mailing list files will have the extension '.LST'. Once you select a Mailing List file to work with PostMaster will open it and you will see all the address filenames in the Mailing List box.

### **Save**

Allows you to save a Mailing list after you have built it, or made changes to an already saved mailing list. Be careful as PostMaster will not prompt you that your list has changed.

### **Print**

This button will begin printing of your envelopes. An envelope will be printed for all the addresses you have in your mailing list. PostMaster will take the return address and font information as well as any message you have in the message box, from the main PostMaster window. The return address is displayed in the Mailing List window only as a convenience, and cannot be altered from the Mailing List window.

### **Close**

This will close the Mailing List window. Any changes you have made to a Mailing List file MUST be saved before closing the mailing list window.

## Credits and History

This really cool, totally rad program was written by Mark Jesiel. It was designed as a quick simple envelope printing program for windows. After some help from a friend, it grew to what it is now. Future editions will include even more features, that will make it even more useful. We must include credit to George Toft who helped in some aspects of the developement.

Planned additions to PostMaster:

- Add the option to place your own Logo in the upper left corner of the envelope

- Any other useful addition thought by you, and brought to our attention

**What is a friend?**

Someone who keeps telling you your program isn't good enough.

**George Toft**

The man We pulled from the dark depths of DOS Programming, to the light of Windows.

**Mark Jesiel**

Thats me!! The Programmer of this cool utility!

## Overview

### What is PostMaster v1.3?

PostMaster is a simple, really cool envelope addressing program. You really need it if you print alot of envelopes on your computer. PostMaster supports Business size (default), Personal size, and has an option for custom size envelopes. You can have postmaster run in the background and shift to it to print an envelope. It is fast and simple, with very few commands to use, all the buttons are readily available for quick access.

**Custom size envelopes.**

Envelopes come in many different sizes. Like all those cards you buy for your special someone. PostMaster is the first utility to allow you to print to a custom size envelope just by telling it the height and width of the envelope. PostMaster will do the calculations to place the addresses in the proper place on the envelope.



## Operation

To run PostMaster, double click on the PostMaster icon in Program Manager. If you haven't set up an icon for PostMaster in Program Manager, see the Windows user guide for how to do that. If you installed PostMaster using the included setup program, than setup already made a program manager group and Icon for PostMaster.

The PostMaster window has several buttons which control the program.

Select one of the following items to learn more:

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## **Return Address**

Your last used return address is automatically loaded into the return address box in the envelope upon startup. To change this just click in the return address box and type in your new return address. Or click on the Options button and select open return address. This will open a dialog box exactly like the Open dialog for the main address. You may choose any address you have on file for your new return address. As with the address Open dialog, whichever address file you have selected, postmaster will display the address in a window for you so you do not have to remember all those short DOS filenames. The address that is displayed in the open dialog is the address that will be placed in the return address window when you press 'OK'.

## **Business Button**

Sets up PostMaster to print on a standard size 4 1/8" by 9 1/2" envelope. This size is commonly referred to as a 'Business' envelope. For laser printers, you should feed the envelope into the printer centered, and with the right edge as the leading edge. For dot matrix printers, butt the envelope up to the upper left corner of the carriage.

## **Personal Button**

Sets up PostMaster to print on a standard size 3 5/8" by 6 1/2" envelope. This We refer to as a Personal size envelope. For laser printers, center the envelope with the right edge as the leading edge. For dot matrix printers butt the envelope to the upper left corner of the carriage.

### **Custom Button**

Lets you enter the size for a custom envelope. You must enter the dimensions in inches. Do not enter an identifier, just the numeric value (ie. 5.5). This allows you to print on those odd size envelopes that come with all those cards you buy for that special someone. If you enter either number as a 0 or leave it blank PostMaster will ignore the whole thing and not change the current settings. Some trial and error may be required to get 'perfect' results.

## **Open Button**

Opens a file which is a saved Address. These files will have the .env extension. This will allow you to print envelopes out rapidly without having to enter addresses over and over. The currently selected address will be displayed in a window below the 'OK' and 'Cancel' buttons. Which ever address is in the window, that is the address that will be placed in the address box on the envelope when you press 'OK'. You may also 'Double-click' the address file name in the file box and that will do the same as clicking the 'OK' button. This is a very helpful feature that is unique to PostMaster. This prevents you from having to remember all those short 8 letter DOS filenames. As long as the address you want is in the window, you're set. Press 'OK' and it'll be copied to the address workspace in the main PostMaster window.

## **DOS**

That archaic character based operating system based on the old PC's of yore. Unfortunately, Windows relies on DOS for file access. Normal DOS filenames are limited to eight characters, plus a three character extension. This severely limits your choices once you start accumulating many '.ENV' files, in so much as coming up with descriptive eight character names.

## **.env**

The extension for envelope files used by PostMaster. When you 'Open' an address file, only the files with '.ENV' extensions will be displayed.



### **Save Button**

Lets you save an Address to disk for future use. This keeps you from having to retype or remember an address. This automatically will save the address with the extension '.ENV' so you don't have to type the extension.

### **Note!**

Currently, PostMaster will only prompt you before overwriting an existing file if you **include the extension**. So to ensure maximum safety and prevent from overwriting files, add the .ENV extension yourself.

**Help Button**

Brings on-line Help for PostMaster.

## **About Button**

Brings up the 'About' screen. This gives me credit, and lets you know what version you are using. For those of you who are peekers and pokers there is a hidden message in the About box. In fact there is a hidden message in the main PostMaster window as well.

## **Quit Button**

This button will quit postmaster without having to choose close from the control box in the upper left corner. Alternate way to quit is to use the universal windows close key combination 'ALT-F4'.

**Registration.**

PostMaster v1.3 is considered Shareware. With shareware, you as the user are given the important opportunity to try before you buy. You may use PostMaster on your computer, try it out and see how it fulfills your needs. We also encourage you to give copies to friends to try out. After 30 days you are obligated to register PostMaster by sending in the small registration fee. If you do not desire to register PostMaster, than you are obligated to remove the software from your computer. All this is on an honor system, Please respect the efforts of others. To register PostMaster please leave me E-Mail on Compuserve. Then send in your registration fee to the address below.

To register or for further information, you can contact me via Compuserve mail at address: 71554,3102

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**Thanks for trying PostMaster v1.3**

### **Giving copies of PostMaster to friends**

You may freely distribute PostMaster to friends and associates. In fact we encourage it. The only requirement is that PostMaster must be distributed with all associated files.

## **Printing with PostMaster**

When you click the print button in the main postmaster window, your envelope will be printed to the default printer. If you are using a Laser Printer, and have chosen that under the printer setup option, then PostMaster will automatically shift your laser printer to landscape mode to print the envelope and then back to portrait mode when it is done printing. To change the printer type select "printer setup" from the options button. You may then choose whichever printer you will be using, and PostMaster will always remember your printer type selection for next time you use PostMaster.

### **Note**

Prior to printing your first envelope, select "PrinterSetup" from the options button, and choose the type of printer you will be using with PostMaster. The default is to use Laser printer, with a Center feed position.

### **Laser Printers**

When using a laser printer, follow these simple steps:

1. Insert envelopes using manual feed. You set the position, either left center, or right using Printer Setup from the options menu.
2. Print.

### **Dot Matrix Printers**

When using a Dot Matrix Printer, follow these simple steps:

1. Insert the envelope into the printer butted up to the upper left edge of the carriage.
2. Print, selecting Dot Matrix from the option box.

Note: When you print your first envelope, use a normal sheet of paper for the first attempt. As all Dot Matrix printers are slightly different you may need to make slight adjustments to get perfect results.

## **Clear & Paste**

The Clear and Paste buttons provided with the address and return address windows, provide a couple useful functions.

The Clear button will clear the current address in its associated window. The Paste button will paste an address you have copied to the clipboard from another application, (say, Word Processor), to its associated address window.



## Options Button

The Options button provides for five important, yet seldom used functions.

### Change return address font.

This allows you to change the font the return address is displayed and printed in. We are limiting the display size to 14 point, so as to fit the whole address in the window. Also, you can't display a printer font on the screen, so postmaster will not change the displayed font if you choose a printer font, yet the printed output will reflect the change.

### Change address font.

This does the same for the address window as changing the return address font does for the return address.

### Open return address.

This option allows you to open a new file for use as the return address. You may use the same .env files as for addresses, so your selection of return addresses is unlimited.

### Save return address.

This option allows you to save a current return address to disk for future use, either as a return address or main address. Please note: postmaster will only prompt you before writing over an existing file if **you add the extension** .ENV yourself.

### Printer setup.

This option brings up a dialog box that allows you to set up PostMaster for use with either a Laser or Dot Matrix printer. You only need to set this option once, and PostMaster will remember your Printer setup the next time you run PostMaster.

If you set PostMaster up for Laser, you will also have to make a choice for feed position. The selections are Left, Center, or Right feed. The default is Center feed. The choice you make will be stored, and used next time you run PostMaster, so you only need to setup your Printer options one time.

### Register!

It allows you to register PostMaster by entering the registration number you get from us at Tropical Software. Entering the registration number will change the program to a registered version. It will disable the shareware messages. You may register this Software by contacting us via Compuserve or U.S. Mail and send in \$10.00 for full registration. We will send you your own personal registration number via compuserve or U.S. Mail, whichever is fastest. As a side note. For all registered users of PostMaster v1.3, We will send them registered copies of the next future upgrade to PostMaster free of charge.

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Compuserve: 71554,3102



