



Tropical Software

PostMaster 1.3

Introduction

Thank you for trying PostMaster. I hope that you find it useful in your everyday work. This version of PostMaster is my first attempt at programming in Windows, so I invite all comments which will help me improve both PostMaster, and my programming skills.

Installation

Since you are reading this, I am assuming that you have unzipped the archive file 'PSTMST.ZIP'. To prepare PostMaster for use, there are a few steps that need to be accomplished. First and foremost is that PostMaster is a Visual Basic program, and as such requires the file VBRUN300.DLL, which you may also download from Compuserve. If you down loaded the file postvb.zip, than you already have the file VBRUN300.DLL. You may unzip the PostMaster files into a temporary directory or to a floppy disk for installation. The following is a list of the files associated with PostMaster, and to which subdirectories you should copy them.

PPORIENT.DLL	C:\WINDOWS\SYSTEM
VBRUN300.DLL	C:\WINDOWS\SYSTEM
THREED.VBX	C:\WINDOWS\SYSTEM
CMDIALOG.VBX	C:\WINDOWS\SYSTEM
COMMDDL.DLL	C:\WINDOWS\SYSTEM
POST.HLP	C:\POSTMSTR (OR YOUR CHOICE)
POSTMSTR.EXE	C:\POSTMSTR (OR YOUR CHOICE)
POSTMAST.WRI	C:\POSTMSTR (OR YOUR CHOICE)
TROPICAL.ENV	C:\POSTMSTR (OR YOUR CHOICE)
README.TXT	C:\POSTMSTR (OR YOUR CHOICE)

After copying the files to the appropriate subdirectory, you may set up an icon in Program Manager by:

- select new from the 'file' menu in Program Manager
- click 'OK' for program item
- type in c:\postmstr\postmstr.exe (or the equivalent if you changed the subdirectory)
- click 'OK'

you should now have an icon for PostMaster. Double click the icon to run PostMaster.

Using PostMaster

PostMaster is designed as a simple envelope printing utility. So as such it is very simple and straight forward to use. Double clicking on the PostMaster icon will bring up PostMaster. You will first see the Opening screen telling you about PostMaster. Clicking on the OK button will clear the about window and open the main envelope addressing window. The functions of the buttons on the button bar are as follows.

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 I refer to as a Personal size envelope. For laser printers, center the envelope with the left edge as the leading edge. For dot matrix printers butt the envelope to the upper left corner of the carriage.

Custom Button:

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.

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.

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. Currently postmaster will not ask for verification before writing over a previously saved file. So be sure you do not reuse file names.

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.

Help button:

Brings up the PostMaster Help system. This help file will give you on-line help in using the program. Most of what's in this write file is in the on-line help as well. This aids you in using PostMaster, in that you don't have to learn allot of functions, or do you have to study a lengthy document just to use the program. You may read the topics in order, or search for a specific item.

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'.

Print:

When you click the print button in the main postmaster window you will see an option box with two options. Your options are 'Laser' and 'Dot Matrix' Printers. The default is to use Laser Printer. You may change the type of printer used either by clicking on the printer you want, or using 'Tab' to select the option buttons, then use the arrow keys to select which printer you want to use. If you chose 'Laser' you will also be given the option of choosing the feed position for your envelopes. As some Laser printers are different, you may choose Left, Center, or Right feed positions. Center is the default selection. PostMaster will always use the default printer as selected in the printers section of control panel. PostMaster will also automatically shift your laser printer to landscape mode to print the envelopes, then back to portrait mode when all envelopes have been printed.

Laser Printers

When using a laser printer, you must do these simple steps:

1. Insert envelopes using manual feed, centered with the right edge of the envelope the leading edge.
2. Print.

Dot Matrix Printers

When using a Dot Matrix Printer, you must do 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.

Options Button

Opens up a popup menu of various options.

- Change Address font
- Change Return Address font
- Open a Return Address file from disk
- Save a Return Address to disk
- Printer Setup
- Mailing List
- Register

Shareware

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. I also strongly 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, then you are obligated to remove the software from your computer. All this is on an honor system, Please respect the efforts of others.

Registration:

Registration is where you as the user, remit to the programmer, or owner of the software a small fee for use of the program. This fee gives you full right to use the software for an indefinite amount of time. It is a moral decision on your part whether you choose to register the software or not. Hopefully you will make the right decision. In addition to just doing the right thing, registering gives you some benefits.

1. Registered copy of PostMaster. I will send you a registered copy of PostMaster v1.3 when you register. This copy will exclude the starting 'About' screen and the closing reminder to register PostMaster.
2. Full support for the software. I can be reached on Compuserve, or via the U.S. Mail. There is an address included in the zip file named 'tropical.env'. This is my current

mailing address, and you can even use postmaster to print out the envelope.

3. Notification of upgrades. I will contact all registered users of PostMaster v1.3 when new improved versions are developed. They will have the option of purchasing the new version, or sampling an unregistered copy. Either case, I will mail them the new version.

Contact:

You may contact me via Compuserve or U.S. Mail. I will respond to any questions or comments in as timely manner as possible. Obviously Compuserve E-Mail will be the fastest, however regular US Mail is also accepted.

Again, Thank You for trying PostMaster v1.3. I hope it fills your needs.

Mark Jesiel
3137 Nautilus Court
Orlando, FL 32827

Compuserve address: 71554,3102

Registration Form

PostMaster v1.3

Name: _____

Street address: _____

City: _____

State: _____ Zip: _____

Compuserve Address: _____

Phone:(Optional) _____

Copies of PostMaster _____ X \$10.00US = _____

Shipping and Handling + \$2.00

TOTAL _____

Mail to:

Tropical Software
3137 Nautilus Court
Orlando, FL 32827

THANK YOU FOR REGISTERING!