

Template Menu

The Template Menu allows you to Save, Load or Reset the envelope formatting and recurring information (e.g. Sender Text). Once the format has been saved, it will be remembered the next time the program is used.

Save

Use this command to retain the current envelope size, return address and message placement, all fonts, and any illustration used in the envelope layout. The recipient address is not part of the saved information.

Revert to Saved

If you have made changes to the envelope layout, "Revert to Saved" allows the previously saved format to be recalled. This allows you to experiment with different template styles prior to committing any changes.

Reset

To return to the envelope layout that is shipped with Poste, use the "Reset" menu. Reset does not make changes permanent. To remember the reset format the next time the program is used, refer to the "Save" menu.

Size

The "Size" menu quickly sets the appropriate dimensions for standard envelopes. Currently two presets are supported: 9.2 x 16.5 cm, and 10.6 x 24.1 cm. These are the common US letter large and compact envelopes.

Hide/Show Sender Text

Use this option to display the sender field or make it invisible. An appropriate occasion to hide the sender text would be when the address is part of a graphic logo. The Post Office does encourage the presence of a return (or sender) address. Poste will remember if the sender text should be displayed when the template is saved.

Hide/Show Message Text

Use this option to display the message field or make it invisible. The message field may be used to communicate special information to the recipient. Poste will remember if the message text should be displayed when the template is saved.

Load Image

"Load Image" is provided include a single TIFF or EPS image on the envelope. You many use one of many graphics programs that support these formats to create a suitable

illustration. An illustration can also be loaded by dragging it from the Workspace. The image is saved as part of the envelope layout. If an image already exists on the envelope, "Load Image" will replace the old one.

Clear Image

To remove an image from the envelope, use the "Clear Image" menu. If no image exists on the envelope this command is ignored.

See Also...

Field Positions