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ENVELOGO is shareware. For more information about SHAREWARE, read "EXPLANATION OF SHAREWARE" below.

IF YOU FIND ENVELOGO USEFUL, and YOU REGISTER:

If you register ENVELOGO, JMP Systems will send you:

1. Latest up-to-date printed Manual. This will include TIPS received from users on running ENVELOGO with different word processors, printers, networks.
2. Latest up-to-date registered copy of ENVELOGO.
3. Details of other products, either available now, or about to be released, from JMP Systems. (Read "A Note About Visual Basic" in the ENVELOGO user manual)
Some JMP Systems products that may interest you are:
 - "THE NAME GAME", which isn't a game at all, but rather is a tool for business owners and marketing managers.
 - "PHONY WORDS", aimed at the same group as above.
 - "ENVELOGO LIST", a utility using the same template technique as ENVELOGO. It allows printing envelopes from a text file mailing list.
 - "ENVELOGO for DOS".
 - "CHECKS-IT", a full-featured checkbook manager.

...and JMP Systems will also send you a FREE BONUS!

A BONUS? Let me explain. One of the features of ENVELOGO is that you can now easily print an envelope with an attractive Logo on it. Perhaps many of you that did not have a Logo before will now want to create one, or others may want to make some improvements now that their Logo will be out there in front of thousands of eyes.

To assist you, we would like to send you a free copy of

"THE LOGO COOKBOOK"

It is aimed squarely at users who are trying to create a logo without assistance from professional graphics designers. It offers:

- various hints, ideas, and suggestions
- examples

- facts about the effectiveness of different approaches
- tips about various software products you can use

Once you commit to your logo, you won't want to change it. So if you find an idea or two in one of the chapters of "THE LOGO COOKBOOK" that can improve your logo design, then it has succeeded in its goal.

To register, an order form is provided in the file REGISTER.TXT.

IF YOU NEED SUPPORT:

You do NOT need to be a registered user to request support. We hope that if the support is satisfactory and the product proves useful to you, you will subsequently register it.

We suggest that you read Section 7.0 ("In Case of Trouble") in the manual. If help is still needed, support is available for ENVELOGO by:

Regular Mail, send to : John M. Pedersen
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EXPLANATION OF SHAREWARE

Shareware is a distribution method, not a type of software. The Shareware system allows you to try before you buy. It has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it. However, if you try a Shareware program and continue using it, you are expected to register.

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Site-License arrangements are available.

Anyone distributing ENVELOGO for any kind of remuneration must first contact JMP Systems at the address below for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering ENVELOGO immediately. However JMP Systems must still be advised so that the distributor can be kept up-to-date with the latest version of ENVELOGO.

You are encouraged to pass a copy of ENVELOGO along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the latest version of ENVELOGO.

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ENVELOGO USER MANUAL

(Rev. 1.3)

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...with tremendous assistance from BILL HINKLE gratefully
acknowledged.

NOTE !!!

JMP Systems would appreciate feedback on:

1. ANY problems.
2. Installation on your system: easy/hard
3. Your system: printer, Word Processor, etc.
4. Your understanding how it works: easy/hard
5. Degree of usefulness to you: very/not very
6. Any other suggestions? Especially welcome are any
 tips that I can pass along to other users.

If you get in touch, and provide info on ANY or ALL of the 6
questions above, it will be much appreciated.

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1.0 Introduction:

With much loading and clicking, PageMaker (or equivalent) teamed with a Laser printer, can produce an excellent addressed envelope with a fancy-logo return address.

But when all you want is to kick out an envelope and put a stamp on it, ENVELOGO starts printing in seconds. Using template files, it lets you select any of your fancy-artwork/logo envelope types (personal, business, spouse...).

The send-to address (destination) to be spliced onto the envelope template can be automatically set up by your word processing program when you type a letter.

Alternatively, it can be transferred via the Windows clipboard. For example, you can set up an address book using the Windows Cardfile program, and easily paste an address into ENVELOGO whenever you need a quick envelope.

The address lines can even be, heaven forbid, typed in by hand.

Your printer will inhale the envelope within a few seconds after you click the "PRINT" button. You don't have to switch the printer into manual mode (so it waits for you if your envelope is not yet inserted), or into landscape mode. This is taken care of in the envelope template that you have previously created. You can just shove in an envelope, print it up, and go right back to writing your next letter. The program will automatically convert itself to an icon at the bottom of the screen when printing is finished, or exit (terminate itself), or sit there waiting to do another envelope; you choose the mode.

The program relies on having a template file on disk that it can quickly dump out to the printer, while just inserting the desired destination address. In the template file, a dummy address, or placeholder, which in fact consists merely of six lines of "aaa", shows ENVELOGO where the address should be inserted. The user can select from a number of templates, so there can be specific envelopes for yourself personally, and for your dog-washing business, your spouse, and so on. A test template called DEMOPRNT.BIN (intended for the LaserJet

Series II printer) is included with this program.

Because of the way it works, the envelope can be any size, and graphics and text can be placed anywhere you want on the template.

ENVELOGO runs under Windows 3, and needs VBRUN100.DLL. One place to obtain the VBRUN100.DLL file is on CompuServe, in the MSBASIC forum, Library 5, where it is found under the name VBRUN.ZIP.

2.0 Installing ENVELOGO

2.1 Packing List (Files contained in the ZIP file)

1. ENVELOGO.EXE
Executable file (needs VBRUN100.DLL in Windows directory).
2. ENVELOGO.HLP
Windows-style help file.
3. ENVDEMO.BIN
Example envelope template file for LaserJet II printer.
4. DEMOLETR.DOT
WinWord Example Document Template File with fixed AUTONEW MACRO.
5. ENVELOGO.SMM
Ami Pro 2 Macro.
6. AP_ICON.BMP
BMP Icon graphic to be used as a SmartIcon by Ami Pro 2.
7. RESET.BIN
A Printer Reset Code sequence.
8. ENVELOGO.WRI
Documentation.
9. REGISTER.TXT
Form for ENVELOGO Registration
10. README.TXT

2.2 A Note About Visual Basic

Visual Basic uses a DLL (Dynamic Link Library) which you must copy into your Windows directory. This is both GOOD news and BAD news. The bad news is that the DLL is a large file.

Here's the good news: The DLL allows sophisticated and user friendly applications to occupy relatively small amounts of memory. Now here's the IMPORTANT part. If you find that ENVELOGO, or some other program based on Visual Basic is useful to you, keep your eyes open for other Visual Basic applications that might also be useful to you. You see, only one copy of the DLL is required in memory in your system, no matter how many Visual Basic applications are running. They all share the same DLL code. Therefore, if you were running, for example, ENVELOGO, a Visual Basic cardfile application, a Visual Basic time organizer, and a Visual Basic checkbook manager, all at the same time, you would be making VERY EFFICIENT use of your computer's resources, because only a single copy of the Visual Basic DLL would be required to support all of these applications, and each application would probably take about one quarter to one third of the memory that would be required by a stand-alone EXE file that did not use a DLL. One place to obtain the VBRUN100.DLL file is on CompuServe, the MSBASIC forum, Library 5, where it is found under the name VBRUN.ZIP.

2.3 Installation

Make sure that VBRUN100.DLL, as explained above, is in your Windows directory.

Then create a directory for ENVELOGO on your disk. Copy the zipped file, ENVLGO.ZIP, to this directory. Use PKUNZIP to expand the zipped file into its basic file components. PKZIP/PKUNZIP is shareware by PKWARE, Inc. of Glendale, WI.

If you use program manager:

- a) put up the program manager window, and select (click on) the group that you will want ENVELOGO to be in.
- b) Select "File" from the top menu bar, and select "New" from the submenu.
- c) A "New Program Item" dialog box will appear. Make sure that "Program Item" is selected, and press the "OK" button.
- d) A "Program Item Properties" dialog box will appear. Type "Envelogo" on the Description line, and enter the full path name of the ENVELOGO.EXE file on the Command line. Then click the "OK" button.

e) The ENVELOGO icon will now be in the group you selected. You may have to open (maximize) the group window and re-arrange your icons.

Note: If you have been using a version of ENVELOGO earlier than Revision 1.2, you should delete the file ENV.INI or ENVELOGO.INI in your Windows directory, and go through the setup procedure again after installing ENVELOGO.

3.0 Getting Started

3.1 Notes about ENVELOGO

- a) The program expects the envelope template filenames to end with a ".BIN" extension.
- b) The program expects the macro output filename to end with a ".TXT" extension.
- c) The program places an ENVELOGO.INI file in your Windows directory.
- d) The printer is expected to be connected to, and is accessed by dumping a binary file directly to, LPT1, LPT2, LPT3, or LPT4.

3.2 Starting up ENVELOGO

The first time you start up ENVELOGO (for instance, by double-clicking on its icon in Program Manager), it will fail to find its initialization file (ENVELOGO.INI) in the Windows directory, and it will ask if it should create one. You should reply YES.

Then, the next order of business is to tell ENVELOGO where it can find at least one envelope template file. If you have a LaserJet II printer, or compatible, you can try the file ENVDEMO.BIN which was included in the ZIPPED file package.

Otherwise, you must now create a template file for your printer, in the manner described in Section 4.0 below. You may then come back and follow the procedure below to print your first envelope.

Printing your first envelope:

Having started ENVELOGO, and being at the main window, select "FILE" from the menu bar, and "Change Setup" from the submenu. This gives the Files Setup window. Select "Envelope Type" from the menu bar, and "Add New Type" from the submenu. Now you will get a screen to allow you to enter a name for this envelope type, such as "Stupid Demo Envelope", and you will be able to select the drive, directory, and file name of the template file (eg. ENVDEMO.BIN). Return to the main window, and check that the correct Printer Port is selected. If you change your printer port and want ENVELOGO to remember this setting

for future sessions, select "File" and "Save Changes" from the menu bar. You should be able to type in an address, and print your first envelope.

3.3 Command Line Parameters

When the ENVELOGO program is launched, command line parameters can be added to alter the action of the program. For instance, if the command line that invokes the program is "ENVELOGO /C", then the program will start up and print an envelope without further user intervention. It will use the default envelope style and the destination address found in the clipboard. The command line parameters are as follows:

The following two parameters are mutually exclusive; that is, you can use either one of them, but it wouldn't make sense to use both:

- /C Use default envelope style, and find destination address in clipboard.
- /F Use default envelope style, and find destination address in macro output file.

An additional command line parameter can be added to the above, or used alone:

- /E After printing an envelope, automatically exit (ie. terminate the program.)

Another command line parameter allows you to start ENVELOGO in the minimized or Iconized mode:

- /I Load program as an icon.

3.4 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.

4.0 The Template(s)

4.1 What is Required

The template is the factor that makes ENVELOGO very quick, because no manipulation of graphics is required--the entire template file is sitting there, ready to go. However, you DO have to get this file in place to begin with.

Basically, before using ENVELOGO, it is necessary that you SOME HOW, SOME WAY, ONE TIME, be able to print an envelope from some desktop publishing or word processing program. There are dozens of programs that will do this.

In fact, the Windows 3.0 package contains everything you need to create an envelope template file. You can draw a logo with Paintbrush, import it via the clipboard into a Windows Write document, add some text lines, and you're there. If you happen to have other high-power graphics programs or desktop publishing programs that you can use, that's fine too. There are a hundred ways to skin this cat.

The envelope you design for a template will be an exact copy of the envelope you eventually want to use, with one exception. In the location on the envelope where you will want the destination address to print, you must put a dummy address, or a placeholder. The dummy address that ENVELOGO is expecting is 6 lines, with each line consisting only of three lower case letter a's.

NOTE, that these 6 lines must be ASCII characters, as they would be when you use a word processing or desktop publishing program, and NOT pictures of "aaa"'s, as they would be if you enter text in an ordinary paint program.

The procedure therefore involves setting paper size, selecting landscape mode, placing graphics, entering the dummy address, etc., in accordance with the instructions for your word processing or desktop publishing program.

When everything is satisfactory, and you are pleased with the appearance of your printed envelope, you are ready for the last step. You must print the envelope one more time, except that this time, instead of directing the

output to the printer port, you must send the output to a file on disk.

4.2 Using the Windows Printer Drivers

To create an envelope design and make a template, one need not necessarily use Windows-based programs. However, if you do use these types of programs to perform the steps involved, you will probably find it most convenient to temporarily add another copy of your printer driver. This is very easy to do.

In other words, one could change the printer driver configuration to select LPT1 while you are experimenting with your envelope design, and FILE to create the actual template. But the alternative (and if you wish to use "Permanent" soft fonts this is NECESSARY; see section on Fonts below) is to simply create and configure another printer driver, and select between them. You can easily remove the extra driver when you are done.

Adding the printer driver is done as follows:

Select the Windows "Control Panel" (from Program Manager, if you are using it), then, from the screen that results, select (double-click) "Printers".

Now a "Printers" window appears. The printer you have been using will already be the selected active printer.

Click on "Add Printer >>". Select your printer from the list of printers and click "Install". On the dialog box that asks if you want to use the currently installed driver, click on "Current". The printer will be added to the Installed Printers list. Its status will be Inactive.

Click on "Configure". A "Printers-Configure" dialog window appears. First, change the port to "FILE:" by scrolling down the "Ports" list box until you can select "FILE:" (ie. the line FILE: will now be in reverse print).

Then click on "Setup". Set up your printer correctly, with landscape mode, and manual feed paper source (If that is appropriate for your application).

Click on "OK" to return to the "Printers-Configure"

dialog box. Click on "OK" again to return to the "Printers" dialog box, and change the status of this new printer to "Active".

You should now configure your other printer (the original one) with the same settings (landscape, manual, etc.), going through the "Configure", "Setup" sequence.

When finished, you will return to the "Printers" window, where you must click the "OK" button again, to record the changes.

Don't forget, when you are finished with making envelope templates, to use the Windows Control Panel to remove the extra printer driver, and to change the configuration of the original printer driver back to your normal operating setup.

4.3 Printing an Envelope Template to a File

To create an envelope template for ENVELOGO, use a printer driver which goes to "FILE:". Make sure it is set for "Landscape" mode, and "Manual Feed" or whatever is appropriate for your situation.

Now, when you print the envelope once again, you will be prompted to supply a destination file name. Make sure the file name you specify ends with the extension ".BIN".

The output will go, not to the normal printer port, but to a binary file having the filename that you specified.

When you first use ENVELOGO, you will have to tell it the name of the file (using the Files Setup procedure), and that's it.

4.4 An Example Envelope Template with PageMaker

This example is for PageMaker, outputting to an HP LaserJet II, but other combinations can be handled in a similar manner. Even with the same combination of hardware and software, there are probably many ways to accomplish the same results, but the following works well. In this instance, an envelope size of 9.5" x

4.125" is desired.

1. Start by setting up your printer drivers as outlined above.
2. Then start up PageMaker. For page setup, use a custom paper size of 9.5" x 4.125", with orientation set to "Wide". Import a logo created with CorelDRAW, Designer, or whatever, and get it looking the way you want.
3. On the envelope, put a destination address of 6 lines, each line being "aaa" (no quotes, just the three lowercase letters). Make sure that the font is one which is built into the printer (eg. Courier 12).
4. Print it out on the LaserJet, to make sure it is exactly what you want. Remember, on the Printer Setup, have the "Paper Source" as "Manual", and the "Orientation" as "Landscape".
5. After you make sure that it prints out exactly the way you want, select your "other printer" (the one on FILE) and print again. You will have to specify a file name to print to. Make sure the file name ends with the extension ".BIN". If you previously elected not to set up another printer driver, you will have to go back to the Control Panel in the Windows Program Manager, and change the printer connection from LPT1: to FILE:, make sure that your configuration is correct, and then print to the file.

4.5 An Example Envelope Template with Word for Windows

This example is for Word for Windows, or WinWord, outputting to an HP LaserJet II, but other combinations can be handled in a similar manner. Even with the same combination of hardware and software, there are probably many ways to accomplish the same results, but the following works well. In this instance, an envelope size of 9.5" x 4.125" is desired.

1. Start by setting up your printer drivers as outlined above.
2. After you have Word for Windows running, use the menu

to create a "New" document. Choose "Format Document" and set the paper size. Set the width to 9.5". Word for Windows wants to print at the left hand edge of the printer, while the manual feed slot of a LaserJet II is centered, so set the height to 6.38", and set the top margin to 2.5". Set your left margin to .75."

3. Now use the menu "Insert"/"Picture...", to place your graphic (eg. a TIFF file) in the top left corner.
4. A few lines down, type 6 lines of "aaa" (without the quotes, of course). Use "Format"/"Paragraph" to indent these lines 5". Use "Format"/"Character" to make sure these characters are Courier 12, or some other font that is resident in the printer.
5. When you use "Print Preview" or do the actual printing, Word for Windows keeps reminding you that your document size and printer page size are different. You can ignore these messages.
6. Print it out on the LaserJet, to make sure it is exactly what you want. After you have selected "File"/"Print...", click on ">>Options" in the following dialog box, to set Manual Feed.
7. After you make sure that it prints out exactly the way you want, select your "other printer" (the one on FILE) and print again. You will have to specify a file name to print to. Make sure the file name ends with the extension ".BIN". If you previously elected not to set up another printer driver, you will have to go back to the Control Panel in the Windows Program Manager, and change the printer connection from LPT1: to FILE:, make sure that your configuration is correct, and then print to the file.

4.6 An Example Envelope Template with Windows Write

This example is for Windows Write, outputting to an HP LaserJet II, but other combinations can be handled in a similar manner. Even with the same combination of hardware and software, there are probably many ways to accomplish the same results, but the following works well. In this instance, an envelope size of 9.5" x 4.125" is desired.

1. Start by setting up your printer drivers as outlined above.
2. After you have Windows Write running, use the menu to create a "New" document. Windows Write gives you less control over paper size than the previous two examples, but it is not a serious problem. Choose "Document"/"Page Layout". Windows Write wants to print at the left hand edge of the printer, while the manual feed slot of a LaserJet II is centered, so set the top margin to 2.5". Set your left margin to 1.75."
3. Get your logo graphic into the clipboard. Perhaps you created a logo with the Paintbrush program that came with Windows, or perhaps you created a logo in some other way. In any case, having gotten it into the clipboard, use the Windows Write menu "Edit"/"Paste", to place your graphic in the top left corner.
4. A few lines down, type 6 lines of "aaa" (without the quotes, of course). Use "Paragraph"/"Indents..." to indent these lines 5". Use "Character"/"Fonts..." to make sure these characters are Courier 12, or some other font that is resident in the printer.
5. Print it out on the LaserJet, to make sure it is exactly what you want.
7. After you make sure that it prints out exactly the way you want, use "File"/"Printer Setup..." to select your "other printer" (the one on FILE) and print again. You will have to specify a file name to print to. Make sure the file name ends with the extension ".BIN".

4.7 Starting with a Printer Reset

It is desirable that the .BIN template file contain a Printer Reset code imbedded in the beginning of it. Most printing software, such as PageMaker, does this automatically, and you don't need to worry about it. However, if you find that ENVELOGO behaves differently from one time to the next, depending on what you may have been printing previously, then suspect a missing printer

reset code. There is some further information about printer resets in Section 7.0 ("In Case of Trouble"), and the following details how to set up a printer reset with WordPerfect.

4.8 A Printer Reset with WordPerfect

WordPerfect can be used to create an envelope template. However, when you issue the print command, there is an option box that lets you initialize the printer. Selecting this box sends the appropriate printer initialization code to the printer, or in this case, to the .BIN template file. After doing this, simply print the entire envelope template to the same file. It will be appended to the printer reset code already there.

4.9 Destination Address Fonts and Soft Fonts

The fonts selected for the destination address must be either resident in the printer, or in a cartridge, or downloaded ahead of time. Printer fonts that are generated by a font manager in the computer and sent to the printer as graphic images will not work. Note, however, that some on-the-fly font managers CAN generate a set of fonts, which CAN subsequently be loaded into the printer as "permanent" soft fonts, as described below.

The following notes are oriented to laser printers compatible with the HP LaserJet. Where landscape mode fonts are mentioned, you should remember that HP LJIII and up are able to rotate fonts.

"Permanent" Soft Fonts

In your laser printer, you may wish to use a font other than a font that is resident in the printer, or is provided by cartridge (ie. hardware fonts). In that case, you must use what is termed a "Permanent" Soft Font. In other words, the font will be in your printer's memory at all times, ready for use, and whenever your system is powered up this font is automatically installed.

In order to implement this, begin by having two copies of your printer driver, as described above in "Using the

Windows Printer Drivers". You MUST use this method, because if you try to use the method of simply changing the configuration of a single printer driver, you will run into a problem. Here is the catch: when using a permanently installed soft font, you know that the soft font is in fact installed in the memory of your printer. However, as soon as you change your printer to send to FILE: instead of LPT1: the driver will promptly forget that the printer has a soft font installed in its memory!

Now we can break the task into two components. First, we have to alter the system so that the desired font is always available on the printer. Then we have to create the envelope template.

Modifying Your System:

Use the Windows Control Panel, and select Printers. Make sure your printer is selected (ie. appears in reverse print), and active, and click on "Configure".

A "Printers - Configure" dialog box appears, and you should click on "Setup..." On the screen that follows, click on "Fonts".

A "Print Font Installer" box appears, and the left hand list box shows you the fonts that the printer driver knows about. If the font that you wish to make into a "Permanent" Soft Font is not in this list, it must first be added. This procedure is covered in your system documentation, and is also described below, under "Creating the Envelope Template".

Select the font (it will be a landscape font) in the leftmost list box. Below the list box, select "Permanent". Now click on "Exit". On the "Download Options" dialog box, select both "Download now" and "Download at startup". Now click "OK", and keep clicking "OK" back through all the dialog boxes until you get rid of them all.

A line will have been added to your AUTOEXEC.BAT file in your root directory. The line is intended to invoke a batch file which does the soft font installation each time your system is turned on. However, the line(s) are commented with "Rem", so you will have to edit the AUTOEXEC.BAT file to remove the

rem from the line with the batch file command.

Now your system is configured so that it can print the destination address on your envelope in the soft font you have selected.

Creating the Envelope Template

The LAST STEP is to set up an envelope template file that takes advantage of the desired soft font. Unfortunately, we have to select the "FILE:" printer driver and install again the soft font that you intend to use. Use the Windows Control Panel, and select Printers. Select the "FILE:" printer (ie. it appears in reverse print), and click on "Configure". A "Printers - Configure" dialog box appears, and you should click on "Setup..." On the screen that follows, click on "Fonts".

A "Print Font Installer" box appears. Click on "Add Fonts...". In the text box that appears, enter the directory where your fonts are to be found.

A list of fonts will appear in the right-hand box. Select the desired font, and click on "Add...". The font will be added to the left-hand list box. Select it, and click on "Permanent", and "Exit". This time, select neither option on the "Download Options" dialog box. Just click "OK" until you have worked your way back through all the dialog boxes.

Now create your envelope, along the lines described in the examples above. Specify that the destination address, which will appear as 6 lines of "aaa", is in the font that you have selected. Print it using the printer on LPT1 and make sure the layout is exactly right. Now switch printers to the printer on FILE, and print again. You will be asked to specify a file name. ENVELOGO requires that this name end with ".BIN."

Basically that is all that there is to it. When you are finished, you can use the Windows Control Panel to remove the extra "printer".

5.0 Using a Word Processor Macro

5.1 A Macro That Creates a Text File

To obtain the destination address to print on an envelope, ENVELOGO has the ability to import the contents of a designated simple text (ASCII) file (whose name must end in .TXT). ENVELOGO doesn't care how the text in the file got there; it just expects to find a few address lines and nothing else.

This simple method of importing an address is provided to allow an uncomplicated interface, for those who wish to implement it, to a number of word processors, or other programs.

An Example Macro with WinWord:

This section is about setting up a macro with WinWord, to write into a "macro output file". No doubt there are many ways, and many word-processing programs that can do the same thing.

Although we refer to a WinWord Macro output file (ie a file created by a macro that is set up in Word for Windows), in fact ENVELOGO will just print whatever address it finds in a certain file, and doesn't care how it got there.

It is very handy to create a macro such that every time you write a letter, using a .DOT document template that puts the date and your logo on the letterhead, etc., that the address is automatically written into a certain file, replacing whatever was there previously. This will be the address you can choose to import into the Envelogo program. You don't need to print your envelope right away, or while your word processor is running. The address information will remain until you write another letter.

The following will give you an idea on how this macro is set up in WinWord. You open your template file (.DOT extension, MS provides examples with WinWord), presumably in the TEMPLATES directory. From the menu, select Macro/Edit, then select Template (not Global), and then select AutoNew from the choices presented. Assuming you use input boxes to get the address from the user, just

add a few lines of Basic (WordBasic) to open a file for output, and print the address lines to the file.

The file DEMOLETR.DOT, in the ZIPPED package, is an example WinWord Document Template. It is simply an altered copy of an example document template that is provided with WinWord. A few lines have been added in the AUTONEW macro to output the address lines to a text file.

If you put this DEMOLETR.DOT file in your Winword /TMPLATES directory, you can try it, by selecting File/New in WinWord, and specifying this template. You can also take a look at the lines added to the macro, by selecting File/Open in WinWord, and selecting DEMOLETR.DOT as the file to edit. Then select Macro/Edit, and look at the Document macro called AUTONEW.

5.2 A Macro That Uses the Clipboard

The file ENVELOGO.SMM is an Ami Pro 2 macro which assists ENVELOGO in printing an envelope. It asks you to select the text of the address to which the envelope will be mailed, or uses a pre-selected text range.

It then invokes ENVELOGO directly, and causes it to load the selected address text from the clipboard. The envelope is then ready to print, via the ENVELOGO "Print" button.

Caution: This macro wipes out the current clipboard contents.

Note: You must adjust the "Exec" function parameter in the macro to point to the disk location of ENVELOGO.EXE on your system.

Just open the macro file using File/Open, as an Ami Pro 2 Macro file type, then edit that line, and File/Save.

Note: You can place the included AP_ICON.BMP file, a version of the ENVELOGO icon, into the Ami Pro program directory; it will then be considered a SmartIcon. You can attach this macro to that SmartIcon, and then place that icon in your SmartIcon palette. You may want to rename the AP_ICON.BMP file before installing it as a

SmartIcon.

See: Tools/SmartIcons/Customize.

Ami Pro Macro, and description by: Bill Hinkle,

CompuServe, 75300,2050

6.0 Using ENVELOGO

The routine use of ENVELOGO is fairly obvious and intuitive. A Windows-style help system is included, which should provide any details that may not be obvious.

6.1 A Note for Novell Networks

On Novell networks, AUTO ENDCAP should be enabled.

6.2 PostScript Printers:

Note that although this manual repeatedly refers to LaserJet family printers, ENVELOGO works with PostScript as well.

6.3 Reverse Landscape for Print Quality

If you have a printer that can print in Reverse Landscape mode, you should set up your template this way. The return address portion of the envelope will then go through the printer first. The last part of the envelope to go through, which is sometimes subject to slight printing problems due to flutter, will not require any printing on it.

6.4 Other Print Quality Improvements

Sometimes print quality can also be improved, depending on the type of envelope stock you are using, by inserting a thin sheet of mylar, cut to fit your envelope size, into the envelope before feeding into the printer. Experiment carefully, since you may well be exceeding the official specifications of the printer. In spite of this, a significant improvement is often possible. If there is an optional exit path out the back of the printer, its use can sometimes improve print quality.

6.5 An Exception to Windows Protocol

If you type in the destination address in the text fields on the main ENVELOGO screen, it is permissible to end

each line of text entry with the "Enter" key on your keyboard. This is a little different than the normal Windows convention of ending a text entry field with a "Tab", but the exception was made in order to be a little more like typing an address on a typewriter. The "Tab" key still works in the conventional Windows manner.

6.6 So Get To It

Now that you have the hang of it, go ahead and create some templates. Your "Envelope Type:" list, on the ENVELOGO main window, should be filled with entries like "MyCompany", "Susan's Decorating Co.", "My Personal Env", and so on. And don't stop there. You can create variations on your standard envelopes. "My Company/Air Mail" might be the same as your standard envelope, with the addition of a big "AIR MAIL - RUSH!" centered in a box. Happy ENVELOGOing.

7.0 In Case of Trouble

A Quick Test for the Template file:

The first priority is to check your template ".BIN" file. Fortunately this is relatively easy to do. It is best to check your .BIN file from DOS. (That is, with Windows not running, or by selecting "DOS Prompt" from the Windows Program Manager). Simply copy your template file to the printer port, thus:

```
C:>copy filename LPT1
```

where C:> is the prompt provided by your system, *filename* is the full path filename of your template file, and LPT1 is your printer port. It might end up like this:

```
C:> copy c:\mydir\envtmp.bin LPT1
```

This should cause your printer to print an envelope in exactly the way that you want ENVELOGO to print your envelope. The destination address must be 6 lines of "aaa" (do not include the quotation marks). If the printer is on-line and working properly, but this envelope does not print, then your template file has not been created correctly.

Problems from On-The-Fly Font Generators

One source of trouble, which causes the template envelope to be unusable, is if the destination address characters (the 6 "aaa" lines) are created by a Windows On-The-Fly Font Generator, such as ATM. These 6 lines must be in the template file as ASCII characters. If these 6 lines are not in the template file as ASCII characters, ENVELOGO will report that it could not find these lines, when you try to print an envelope.

You must therefore either turn off the font generator completely when generating the template, or somehow ensure that these particular characters are not generated as bit-map characters.

Putting a Reset at the Start of the Template File

Most printing software that you might use to generate your envelope template, such as PageMaker, etc., send a printer reset at the beginning of their output. This means that the printer reset will be included in your template file, and you don't have to worry about it.

However, you may suspect that you don't have a printer reset in the beginning of your template file. Perhaps you have noticed that your envelope prints correctly sometimes and not other times, depending on what the printer was doing previously. If you have a printer which uses the same reset code as the HP LaserJet family, there is a solution. Try adding a printer reset to the beginning of your template file as follows:

In DOS (That is, with Windows not running, or by selecting "DOS Prompt" from the Windows Program Manager), make a new template file thus:

```
C:>Copy /b ResetFile+YourFile NewFile
```

where:

C:> is the prompt provided by your system.

Copy /b is typed by you to tell DOS to copy binary files.

ResetFile is the full path filename of the small reset file included with the ENVELOGO package (eg. c:\somedir\reset.bin).

YourFile is the full path name of your template file (eg. c:\somedir\yourfile.bin).

NewFile is a full path name for the file you would like to create (eg. c:\somedir\yournew.bin).

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