Postcard Printer – POSTCD.DOC

Eileen Wharmby has asked me for a postcard printer for so long that I'm embarrassed! 'Specially after all the nice things she did for Enveloper. So here ya go.

This is a postcard printer that works on my machine. It isn't fancy WOPRStuff. No auto install macros. Nothing like that. But it works.

The basic idea:

You have a "merge document" called POSTCARD.DOC that's all set up to print postcards four-up on 8.5 by 11-inch paper. (I use Scott Index stock, 110 pound, but be forewarned that 110 pound stock is out of spec for your printer. Use it at your own risk!)

You have a "data document" called POSTCARD.DAT (imaginative name, no?). It's all set up right now, too. You need to go in and wipe out the existing data, and add your own. It's set up as a table. Might be instructive if you've never done a print/merge before – a table really is the easiest way to set up data for a print/merge.

To print postcards, you open up POSTCARD.DOC, click on File then Print/Merge, then OK a coupla times. That's it.

Customizing:

Assuming you don't want the Pinecliffe International logo printed on your cards, you'll have to go in and do a little editing. No sweat.

Do a File Open on POSTCARD.DOC. Click on View and make sure Field Codes is check-marked. You'll find the "guts of the beast". Here are some details you might find useful:

The {data } statement tells WinWord where to find the data that will be merged with this document to form postcards.

The {IMPORT} field brings in the Pinecliffe International logo. If you have your own logo that you'd like printed, put a fully qualified file name here, with doubled-up backslashes, like, say, {IMPORT C:\\ PICTURES\\MYLOGO.TIF * mergeformat}.

If you want to just print a return address, delete the whole {IMPORT} field and type in whatever you like, just as you would in any other WinWord document. Format it any way you like.

Repeat your changes for each of the four postcards.

Next comes the addresses. Pretty simple, huh? Well, appearances can be a bit deceiving. That {quote} field in there is to let you format the addresses. It's currently formatted as Univers font, 14 point, bold, because I like my addresses to print that way. If you want a different font, size, or treatment, select the word "quote" and format it however you want your addresses to appear. (That's actually a lie; you only need to format the "q" of "quote" – that's what * charformat is looking at to pick up formatting for the entire address.)

The little {if} flippity-thing for Address2 is there so you don't print a blank line if there's no address2.

The cards are set up to print with cutting marks; you can get rid of 'em by doing a Format Table and playing with the boundaries.

Printing:

Once you've got it set up, printing is a snap.

Click on File then Printer Setup then Setup. Set your printer for landscape printing, and manual feed (unless you really want to feed those thick suckers through your tray). Click OK back out.

Make sure POSTCARD.DOC is "active" by clicking once anywhere inside the document. Click on File then Print/Merge. Tell WinWord that you want to print, and specify the number of copies. Click OK and get ready to feed the postcards through the printer.

Support:

Drop a line on CompuServe, MSAPP forum, section 12 (the WinWord forum) if you have any questions. I'm not gonna promise heavy-duty support, but I'd be happy to give a few pointers here and there.

If you're curious about print/merge, take a close look at POSTCARD.DOC and POSTCARD.DAT. It's a non-trivial example of print/merge that you might find instructive.

Have fun!

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