

Winvelope™

Version 5.0

The envelope printing utility for Windows

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Winvelope
P.O.

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The single user registration fee for Winvelope is \$20.00 U.S. (add \$4.00 for shipping outside the U.S.). A convenient printable registration/order form is provided under Winvelope's Help menu of the shareware version. Orders for registered copies of Winvelope may be placed by any of the following methods:

MAIL: Send registration/order form with payment to:

Winvelope Software
P.O. Box 1145
Jenkins, KY 41537-1145

FAX: Fax order with credit card (Mastercard or Visa) information to:

FAX Number: (606) 832-2493

E-MAIL: E-mail order and credit card (Mastercard or Visa) information to one of the following addresses:

CompuServe: 71620,24
Internet: 71620,24@compuserve.com

BBS: You may call the Winvelope Support BBS (available 24 hrs. a day) and place an order on-line, using your Mastercard or Visa.. Use your modem to dial the BBS number and select [O] rder Dept. from the main menu screen.

Winvelope Support BBS Number: (606) 832-4029

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1.0 Introduction

Winvelope is a utility program that simplifies the printing of envelopes from the Windows environment. It is designed to work with most any printer that is supported by Windows. Winvelope includes an Address Manager database for storing and retrieving addresses, or the user can paste addresses onto an envelope from other Windows applications..

Features:

- ☒ Windows Copy n' Paste support for importing addresses from any document via the Windows Clipboard.
- ☒ Address Manager Database for storing and retrieving addresses.
- ☒ One time printer setup for 'full-auto' operation.
- ☒ Print multiple selected addresses from the Address Manager..
- ☒ Create and save any size envelope files. (some printers can only print envelope sizes provided by the manufacturer's printer driver)
- ☒ Maintain multiple return address files.
- ☒ Use a graphic logo file as the return address
- ☒ Fully adjustable print positions.
- ☒ Support for Windows installed fonts and attributes.
- ☒ Prints 5 digit and 11 digit (point of delivery) POSTNET bar codes.
- ☒ User friendly interface with generous use of quick action icon buttons for most commands.

2.0 System Requirements

Winvelope requires the following minimum hardware/software configuration:

- ☒ Computer with a 386sx or greater CPU and at least 4 meg RAM.
- ☒ Windows 3.x or later software installed in either "standard" or "386" mode.
- ☒ DOS SHARE.EXE loaded on your system.
Please add <PATH>SHARE.EXE /L:500 to your AUTOEXEC.BAT file, where <PATH> is the drive and directory where the DOS SHARE.EXE resides. SHARE.EXE is usually located in your DOS directory.
- ☒ Printer supported by Windows and capable of feeding envelopes.

3.0 Installation

To install Winvelope, insert the program disk in your disk drive a: and from Windows Program Manager, choose Run from the File menu.

Type a:setup and press Enter.

The setup program will prompt for the subdirectory name you want Winvelope installed to and then will proceed to copy the Winvelope files to your harddisk. When finished copying, setup will install the Winvelope icon into a program group for Program Manager.

To have Winvelope load automatically with Windows, copy the Winvelope icon to your 'Start up' program group or modify the "load=" statement in the [Windows] section of the WIN.INI file to include WNVEL50.EXE.

```
[Windows]
load=[d:][path]WNVEL50.EXE
```


Refer to your Windows Manual for more detailed information on this procedure.

4.0 Configuring Winvelope for your Printer

To configure Winvelope for your printer choose Printer Setup from the FILE menu and make the appropriate settings from the following:

Winvelope Default Printer

Choose from the list of installed drivers, the printer you want Winvelope to print to. This printer will then remain the default Winvelope printer and will not be affected by printer setup changes made from other Windows applications. Likewise, the printer settings made in Winvelope will not affect the printer settings of other Windows applications.

Graphics Print Resolution:

Choose the range that represents the correct print resolution of your printer. Refer to your printer documentation if you do not know your printer's resolution.

Envelope Feed Option:

Select the option that describes your type printer and method of feeding envelopes. Make sure you select the 'Dot Matrix or Inkjet' option if you are using a dot matrix printer, Canon BJ, HP Deskjet, or other inkjet printer. **If you select 'left side feed' and the envelope prints blank, try changing to 'right side feed', as some printers feed envelopes face up and some face down.**

When these settings are made, click the 'Printer Settings' button to access the printer driver's setup dialog. Some or all of the following options may be provided depending on the printer driver in use. Some printer drivers may provide graphical icon selections.

Paper Size: (Please read carefully!)

It is very important to select the proper paper size setting for the type printer you are using.

1. If you are using a laser printer that feeds envelopes through the manual feed paper tray, set the Paper Size to LETTER - 8.5 x 11. This situation gives you the maximum flexibility of designing any size envelope and not being restricted to the envelope sizes supplied by your printer driver. There are a few laser printers on the market that will not feed an envelope properly unless the Paper Size is set to an ENVELOPE size provided by the driver. If you find that

your laser printer leaves the envelope in the tray and prints on a sheet of paper, you may have to select one of the ENVELOPE sizes for this setting.

2. If you are using a laser printer with a dedicated envelope tray or feeder, you should select the proper ENVELOPE size from the list available. (refer to your printer documentation)
3. If you are using an inkjet printer, try using the LETTER - 8.5 x 11 setting if possible. If you find that the envelope does not feed, then select an ENVELOPE size. If you are using any **HP Deskjet** printer, you will need to select an ENVELOPE size from the list available.
4. If you are using any dotmatrix type printer, select an appropriate ENVELOPE size from the list available. If your printer driver does not provide an ENVELOPE size, you must select a USER size and define the dimensions to that of the envelope size you will be using.

Paper Source:

If you have selected LETTER - 8.5 x 11 as the Paper Size, leave at the default tray setting or select MANUAL FEED. DO NOT select MANUAL ENVELOPE FEED.

If you have a dedicated envelope tray or feeder, select the appropriate ENVELOPE feed option from the list.

If you have selected an ENVELOPE size as the Paper Size, select ENVELOPE FEED or ENVELOPE MANUAL FEED.

Orientation:

Choose LANDSCAPE or PORTRAIT orientation depending upon your printer's method of feeding envelopes. If the wide edge of the envelope enters the printer first, select PORTRAIT. If the narrow edge of the envelope enters first, select LANDSCAPE.

Copies:

If your printer driver supplies this option, it should be set to '1' for normal printing.

5.0 Creating, Saving, and Using Envelope Files

Winvelope comes with (4) four standard envelope files already created. These include Business (#10), Executive (#9), Monarch (#7-3/4), and Catalog (6x9 inch).

IMPORTANT: If your printer requires that the Paper Size be set to an ENVELOPE size as explained in Section 4.0, you will only be able to use the envelope file that matches the ENVELOPE size selected in Printer Setup.

5.1 Using Supplied Envelope Files

To use one of the four supplied envelope files, click on the corresponding icon button along the left edge of the screen. Selections may also be made by choosing Open Envelope under the File menu or clicking the 'Open Envelope' button. The status bar at the lower left of the screen will display the currently active envelope file as 'filename.ENV'. As you make choices of return address printing, font selections, bar code printing, etc., these preferences will automatically be saved to the corresponding envelope file.

5.2 Creating New Envelope Files

To create a new envelope file, choose New Envelope under the File menu. Next, enter values for the width and height of the envelope being designed. Top and left margins for the Return Address, Addressee, Message, FIM code, and POSTNET bar code will be automatically calculated from the dimensions entered for the envelope size. You can return to this dialog later if you wish to adjust the margins to your own taste.. Save the envelope using a descriptive filename that can be easily recognized. Envelope files use the filename extender '.ENV'. Later, as you select return address files, choose fonts, enable bar code printing, etc., these preferences will be automatically saved to the corresponding envelope files. Envelope files that you have created and saved may be recalled by choosing Open Envelope under the File menu or by clicking the [Open Envelope] button at the bottom left of the screen. If the new envelope is one that you plan to use often, you may want to edit the button toolbar to retrieve this envelope. The button toolbar can be customized to display and load the .ENV files of your choice. This is done by selecting Modify Envelope Toolbar under the OPTIONS menu.

6.0 Creating, Saving and Using Return Address Files

A return address may be printed if desired. To create a return address file, choose Create New Return Address under the File menu. Enter the return address text as you wish it to appear on the envelope and save using a descriptive filename that can be recognized later. You can create and save as many return address files as needed. After one or more return address files have been stored, you can select, enable, or disable return address printing as desired by clicking the appropriate icon button.

7.0 Using a Graphic Logo for the Return Address

To print a graphic logo as a return address, choose Select Graphic Logo under the Options menu and select a graphic file. Click on the icon button representing an envelope with a logo and the selected graphic will print as the return address. Print position is controlled by the margin settings for the return address. The screen image of the graphic is not to scale and the actual print scale will depend on the pixel size of the graphic file. A printed graphic requires 300 pixels per printed inch. If you wish to print a graphic 2" x 1", the graphic image should be 600 x 100 pixels. Use a program such as Paintbrush and set the image attributes to pixel units and size as described above. Use all of the work area to create or edit your image. If you wish to incorporate a return address with the logo, use the text tools of the paint program to create this text. Save the image as a monochrome (saves disk space) graphic file.

These instruction will produce acceptable images printed at 300 dpi. Higher printer resolutions will require creating larger images (ie, 600 pixels per printed inch for 600 dpi)

8.0 Addressing the Envelope

8.1 Methods for Addressing the Envelope

With Winvelope, there are several methods for addressing an envelope:

1. You can simply type an address onto the address area of the screen envelope. If you have difficulty reading the characters being typed onto a small envelope, use the ZOOM VIEW option and type directly into the zoom window.
2. You can print selected addresses to the active envelope directly from Winvelope's Address Manager.
3. Capture an address from another Windows document by copying it to the Windows Clipboard. Activate Winvelope and use the PASTE ADDRESS button to paste the address on the envelope.
4. From Winvelope, activate the CARDFILE menu item, which will launch Windows Cardfile and the file ADBOOK.CRD. Copy a selected address to the Clipboard and PASTE as in method 3. To use alternate Cardfile files as the address book, choose Set Default Cardfile Data File from the Cardfile menu. Refer to the Windows manual for more information on the use of Cardfile.

8.2 Printing a list of addresses from Winvelope's Address Manager

You can print single or multiple address selections from the Address Manager. To print a single address, make it the current record in 'Form View' or click on the row containing the desired address in 'Table View' and then click the Print Env button. To print multiple addresses, select multiple rows in 'Table View' by moving the mouse cursor to the left edge of the Last Name column, where you will notice that the **cursor changes to a check mark**. While the cursor is in check mark mode, you can select multiple rows in the table for printing. You can also use the 'Select All Records' option under the Records menu to select all the address records in the database file or 'search' group for printing.

Here's a tip for building your database...

By placing key words in the NOTES field of the database, you can SEARCH for addresses that you wish to be printed together. For instance, by typing 'Christmas card' in the NOTES field of all the address records that make up your Christmas card mailing list, you can SEARCH for 'Christmas card' and find all the address records in the database that match this key word. After the SEARCH has produced a group of matching address records, change to '**Table View**' and use the 'Select All Records' menu command to select

all the matching addresses for printing. Other key words for the NOTES field might be 'monthly bill', 'client', 'club member', etc.

8.3 Printing a Message Line

If you wish, you may select a message such as VIA AIRMAIL, from the listbox shown in the lower left corner of the Winvelope screen for printing along with the address. You may also type a message directly into the listbox or modify the listbox to include your own custom message by choosing Edit Message Text List from the Options menu. Scroll to the bottom of the listbox edit dialog and enter as many message lines as desired.

9.0 Font Selection

9.1 Choosing Fonts

Windows installed fonts are available for selection when printing envelopes. Individual selections can be made for the return address, addressee, and message text by choosing Fonts under the Text menu or clicking the 'Fonts' button and accessing the font menu dialog box. Every time you change a font or attribute setting, the new value is saved with the corresponding envelope file to the WINVELOP.INI file in the Windows subdirectory. When you switch between different size envelopes, your last settings used for each will be retrieved from this file.

9.2 Changing Font Attributes

Bold and/or italic type and font sizes for the return address, addressee, and message text may be selected from the Font dialog box. Fonts may be sized between 8 and 28 pt. If you have a color printer, you can also change the color of the font to be printed.

9.3 Converting Addressee Text to All Caps

The Postal Service now recommends using all capital letters when addressing mail. Winvelope allows you to convert a pasted-in address to all caps by making the selection in the Text menu.

10. Printing POSTNET Bar Codes

POSTNET barcodes and the FIM-A code may be printed if desired by making the selections in the Options menu or clicking the appropriate icon button. Print position adjustment is made in the Print Margin routine under the File menu.

The FIM-A code indicates to postal scanning equipment that the piece of mail contains a ZIP+4 zipcode and should be sorted for Courtesy Reply Mail. The FIM code should be approximately 2" from the right edge of the envelope and as close to the top edge as possible.

The beginning of the POSTNET barcode can be no more than 4 inches from the right edge of the envelope and approximately 1/4 inch from the bottom edge.

See the diagram in the section titled 'Print with POSTNET bar codes' in the Winvelope online help program (Winvelope pulldown Help Menu).

11.0 Adjusting Print Margins

Winvelope has a very flexible adjustment for address print positions. Adjustment down to a tenth of an inch can be made to the top and left print margins for all printable items. These adjustments are made by accessing the Print Margins dialog under the File menu. If you want Winvelope to calculate the margins for you, turn on the 'Auto-Margins' feature and re-enter the dimensions of the envelope. To customize with your own margin adjustments, leave 'Auto-Margins' turned off.

12.0 Address Manager

12.1 Overview of Address Manager

Winvelope's Address Manager provides a simple but powerful database for storing and printing addresses. Address Manager's data files are Microsoft Access compatible, however MS Access is not required for operation. The user can choose from 'Form View' or 'Table View' as the

method of accessing the address records.

In Form View, the addresses are displayed one at a time with all the information for a particular record visible. Form View is the preferred view for Adding new addresses, as it is easy to [Tab] from field to field, typing in the information.

Table View present in the address records in tabular (spreadsheet) format. This view displays as many address records as will fit in the viewing window and can be scrolled up/down and left/right. This view is handy for selecting multiple address records by clicking the mouse.

12.2 Address Manager Commands

Pull-Down Menus:

File...New	Creates a new database file in Microsoft Access file format.
File...Open	Opens an existing Address Manager data file.
File...Save As	Saves selected records as a different filename. ONLY saves address records that have been selected by using the multi-select (checkmark cursor) or by using the menu item 'Records...Select All'. (not available in Form View)
File...Print Envelope(s)	Prints the currently selected address record(s) directly from Address Manager.
File...Exit	Closes Address Manager and returns to Winvelope.
Records...Select All	Selects all the address records in the database for printing. (not available in Form View)
Records...DeSelect All	Deselects all records currently selected. (not available in Form View)
Records...Sort Order	Sorts the database records according to selected field name.
Help...Contents	Opens Winvelope Help Program to Address Manager section.

Command Buttons:

Add	Prepares a blank form or row for adding a new address record.
Delete	Deletes the current selected address record(s).
Search	Searches the database for address records matching the

	specified text.
Print Env.	Prints the selected address record(s) to the envelope size and format currently open in Winvelope.
Form/Table View	Changes the viewing method of the address records.
Exit	Closes Address Manager and returns to Winvelope.

13.0 When You Need Help...

13.1 Winvelope Onscreen Help System

By activating the HELP pull-down menu or pressing F1, you can access the Winvelope onscreen help file with topic search. This help system includes most of the information contained in this document. Choose Using Help under the Help menu to get detailed instructions on using the Windows Help System.

13.2 Product Support

Product support can be obtained for Winvelope by any of the following means:

- ☒ Telephone: (606) 832-2493 **(Mon. - Fri., evening hours only)**
Please restrict phone calls from 6:00 pm - 9:00 pm eastern on Mon.-Fri. only. During other hours and on weekends, send a fax, e-mail message, or call the Winvelope Support BBS. The author regrets that he cannot return phone calls to non-registered users.
- ☒ Fax: (606) 832-2493 (7:00 am - 11:00 pm eastern time)
- ☒ BBS: (606) 832-4029 (Available 24 hrs.)
- ☒ Mail: Winvelope Software
P.O. Box 1145
Jenkins, KY 41537-1145
- ☒ E-mail:
CompuServe ID: 71620,24
Internet: 71620,24@compuserve.com

14.0 Sources for Windows Shareware Programs

14.1 Shareware Distributors (Call and request a catalog)

The Software Labs.....(800) 359-9998

The Public Software Library (PsL).....(800) 242-4775

CWI.....(800) 777-5636

14.2 Public BBS's

(Modem settings: N, 8, 1)

Winvelope Support BBS.....(606) 832-4029 Jenkins, KY

Atlanta Windows BBS.....(404) 516-0048 Woodstock, GA