

Winvelope™

Version 4.3

The envelope printing utility for Windows

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REGISTRATION INFORMATION

The single user registration fee for Winvelope is \$20.00 U.S. (add \$4.00 for shipping outside the U.S.). A convenient printable online registration/order form is provided under Winvelope's Help menu. To order by mail, send a check or money order for the correct amount to:

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To order by phone using any major credit card, call the Public Software Library (PsL) at (800) 242-4775 and ask for Winvelope, product #10401. This toll free number is for registering only! Direct all calls concerning product support or information to the author at (606) 832-2493, 6:00-9:00 pm Eastern Time Zone.

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1.0 Introduction

Winvelope is a utility program that simplifies the printing of envelopes from the Windows environment. Winvelope accomplishes this task in just a few quick keystrokes and adds a host of convenient features in the process. Now instead of having to re-type the address, the user can copy it from a Windows document via the Clipboard and paste it directly to an envelope.

Winvelope can be loaded and minimized to an icon when starting Windows so that it is always just a "mouse click" away. A handy direct access to Windows Cardfile is also included for storing and retrieving frequently used addresses.

Features:

- ☒ Windows Copy n' Paste support for importing addresses from any document via the Clipboard.
- ☒ Automatically prints in landscape orientation for most printers that require it.
- ☒ Print with mail merge from Windows Cardfile.
- ☒ Create and save any size envelope files.
- ☒ Maintain as many return address files as needed.
- ☒ Use a graphic logo file as the return address
- ☒ Fully adjustable print positions.
- ☒ Support for Windows installed printer fonts and attributes.
- ☒ Prints 5 digit and 9 digit (ZIP+4) 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.
- ☒ Windows 3.x software installed in either "standard" or "386" mode.
- ☒ Windows CARDFILE.EXE installed in the Windows subdirectory.
- ☒ 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 WNVEL43.EXE.

```
[Windows]
load=[d:][path]WNVEL43.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 Printing Defaults from the Options menu and make selections for the following settings:

4.1 Default Print Orientation

Select whether your printer prints envelopes in the portrait or landscape orientation. After this selection is made and saved, Winvelope will automatically print the envelope in the correct orientation for most printers without having to access Printer Setup. If landscape orientation is chosen, Winvelope will return the printer to portrait mode after the envelope is printed. Some printers and/or printer drivers including Canon and Atech Publisher's Powerpak do not support this feature. If you are using a non-HP compatible laser printer and find that selection of landscape here does not change the orientation at print time, you will need to use the Winvelope Printer Setup button to change orientation before printing.

4.2 Bar Code Intensity

This control adjusts the print density (light/dark) of the POSTNET bar code. Leave the setting on 'Normal' for 300 dpi laser printers, deskjets, inkjets, and most 24 pin dot matrix printers. Change to 'Darker' for 600 dpi laser printers such as the HP Laserjet 4. Change to 'Lighter' for low resolution dot matrix printers. When in doubt, set to most closely match the bar code image found on mail that you have received.

4.3 Default Paper Bin Selection

This option, also found in the Printing Defaults dialog, is primarily for laser printers. This setting will control which paper source will be accessed when the print job is sent to the printer. This setting is particularly important to Hewlett Packard IIP, IIIP, and other similar type laser printers which will not feed an envelope from the manual feed tray when the lower paper cassette is installed without a direct call from the software. Owners of these printers will want to select BIN 0 (UPPER TRAY), or BIN 2 (MANUAL FEED), if the lower paper cassette is installed. This will allow you to have the lower cassette as the primary paper source and Winvelope will print the envelope from the upper tray.

Owners of other types of laser printers may use this setting to choose whether or not a

manual feed prompt is desired when Winvelope prints an envelope. This may be desirable if the printer is located a distance from the user or if the printer is being shared and there is potential for someone else's printjob ending up on your envelope! A little trial and error

may be necessary here to get the desired effect, as a particular BIN number may produce different effects on different brands and models of printers. If you opt for manual feed, it is suggested that you select a BIN number that prompts for MANUAL FEED LETTER not MANUAL FEED COM10.

The following chart shows the paper bin number assignments for some popular laser printers:

<u>PRINTER MODEL</u>	<u>Bin 0</u>	<u>Bin 1</u>	<u>Bin 2</u>	<u>Bin 3</u>
HP Laserjet 4*		MP Tray		
HP Laserjet II	UpperTray	ManualFeed	COM10	N/A
HP Laserjet IID	UpperTray	LowerTray	ManualFeed	
HP Laserjet IIIP	MP Tray	LowerTray	ManualFeed	
Epson EPL6000	UpperTray	LowerTray	ManualFeed	
Oki Laserline6	UpperTray	ManualFeed	N/A	

If after installing Winvelope you find the envelope won't feed or the address prints on a page from the wrong paper source, try different BIN settings until the desired effect is obtained.

If you have a high capacity envelope feeder (tray) and find that none of the BIN settings causes it to feed, select the 'Use Windows Printer Setup Dialog Instead' option. With this setting, you will click the Printer Setup button and set the paper source prior to each print job.

*We suggest trying BIN 1 for the HP LJ4, and setting the MP Tray for CASS (Cassette), and the Control Panel Printer selection set to 'Auto Select'.

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). These envelope files have pre-set print margins for 'center feed' HP Series II, III type laser printers. The print margins will need to be adjusted for 'side feed' HP IIP, IIIP type printers. Print margins may be adjusted for any envelope file to suit the user.

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. The Winvelope window caption at the top of the screen will display the currently active envelope file as 'Winvelope -> 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.

5.1 Creating New Envelope Files

To create a new envelope file, choose New Envelope under the File menu. Next, enter values for the top and left margins for the Return Address, Addressee, Message, FIM code, and POSTNET bar code. 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 [?] icon button at the bottom left of the screen.

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 three methods for addressing an envelope:

1. Capture an address from your Windows document by copying it to the Windows Clipboard. Activate Winvelope and use the PASTE ADDRESS button to paste the address on the envelope.
2. From Winvelope, activate the CARDFILE button which will launch Windows Cardfile and the file ADBOOK.CRD. You may store and retrieve frequently used addresses here as a permanent address book. Copy a selected address to the Clipboard and PASTE as in method 1. To use alternate Cardfile files as the address book, choose Set Default Cardfile Data File from the Options menu. You may want to create several address book files for private and business addresses or Christmas card lists, etc. Refer to the Windows manual for more information on the use of Cardfile.
3. From Winvelope, type an address directly onto the envelope addressee text box.

8.2 Printing with Mail Merge from Windows Cardfile

Mail merge operations may be performed from databases set up in Windows Cardfile. Begin by selecting 'Print with mail merge...' under Winvelope's FILE menu. Click the 'Select file' button and choose a valid Windows Cardfile file for the merge operation.

To print ALL the addresses contained in the Cardfile file, click the 'Print' button WITHOUT checking the 'Verify each address for printing' checkbox.

To print only selected addresses from a Cardfile file, check the 'Verify each address for printing' checkbox prior to printing. This causes each address to display with a PRINT, SKIP, or CANCEL option dialog. This option only works well with smaller Cardfile databases. If the database is large, it will become too cumbersome to 'skip' through each address to find some near the end.

You may need to change the BIN setting in Winvelope's Printing Defaults to cause a MANUAL FEED prompt or remove the paper from the tray, else the printer may try to

feed a sheet of paper before you can place the next envelope. If you are using a dedicated envelope tray and none of the BIN settings cause the tray to feed, then check the 'Use Windows Printer Setup Dialog Instead' option in Winvelope's Printing Defaults and setup the paper source using the 'Printer Setup' button.

The address information in Cardfile must be formatted correctly in order for the mail merge feature to work properly. There are two correct formats for storing the address information in Cardfile. One is to begin the address on the first line of the card and then leave a blank line between the address and any phone/fax numbers or other information. The other is to have the phone number on the first line, the second line blank, begin the address on the third line, and then leave a blank line between the address and any additional information. The second format option allows the Auto-dial feature in Cardfile to work. DO NOT use a Cardfile database that contains graphics! The sample Cardfile database supplied with Winvelope v4.2 or later demonstrates the correct format options. The sample Cardfile database supplied with Winvelope versions prior to v4.2 are NOT correct, as they contain a graphic logo!

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

Printer fonts installed in Windows 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 WNVEL412.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. If Winvelope cannot find a matching Windows screen font for the printer font chosen, a substitution of the HELV screen font will be made for display purposes. The printer however will print the correct font.

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 6 and 28 pt. Changes in font size will be portrayed in the font dialog sample text boxes and on the Winvelope screen, but fonts sized 18-28 pt. will display as 18 pt. in order to conserve screen space. 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 code, (5 vertical lines) only prints with ZIP+4 (9 digit) zip codes. 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

11.1 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 under the File menu. You may find it beneficial to print to an 8-1/2" x 11" sheet of paper first and then measure approximately how far margins need to be adjusted to hit the envelope. Margins are measured from the extent of the printer's print range rather than from the edge of the envelope. The exception to this is if the user selects a paper bin that prompts for a COM 10 envelope. The margins will then be measured from the edge of the envelope.

11.2 Table of Suggested Print Margin Settings

Suggested margin values for HP II/III style, (center feed), and HP IIP/IIIP style, (side feed), laser printers, and other misc. type printers are shown below:

Center feed (HP II/III)	Return Addressee		Message		FIM Code		Bar code			
	Top	Left	Top	Left	Top	Left	Left	Top	Left	
Business (#10)	2.2	1.6	3.8	6.0	5.0	2.2	2.0	8.3	5.7	6.9
Executive (#9)	2.4	2.4	3.8	6.5	4.8	3.0	2.2	8.3	5.4	6.9
Monarch (#7)	2.4	4.6	3.8	7.5	4.8	5.0	2.2	8.3	5.4	6.9
Catalog (6x9)	1.5	2.3	3.8	5.8	6.0	3.0	1.1	8.3	6.5	6.9

Side feed

(HP IIP/IIIP and HP4)

Business (#10)	0.1	1.7	1.6	6.0	3.0	2.2	0.0	8.3	3.5	6.8
Executive (#9)	0.1	2.4	1.6	6.0	2.8	3.0	0.0	8.3	3.2	6.8
Monarch (#7)	0.1	4.7	1.6	7.3	2.6	5.0	0.0	8.3	3.1	6.8
Catalog (6x9)	0.2	1.7	2.8	5.5	5.2	2.0	0.0	8.3	5.8	6.8

Misc.

(Deskjet 500/500c/550c, Canon BJ-x, and various Dot-matrix)

Business (#10)	0.0	0.0	1.8	4.0	3.0	0.0	0.0	6.4	3.5	4.9
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Important!

These values are valid only if you are using a paper bin selection that causes an uninterrupted print or causes the laser printer to prompt for MANUAL FEED LETTER. When using a bin number that prompts for FEED COM10, most laser printers will expect the margin to be measured from the edge of the envelope instead of the maximum print range.

12.0 Getting Help

12.1 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.

12.2 Product Support

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

- ☒ Telephone: (606) 832-2493
Please restrict calls between the hours of 6:00 pm and 9:00 pm Eastern Time Zone. The author regrets that he cannot return phone calls to non-registered users.
- ☒ Fax: (606) 832-2493
- ☒ BBS: (606) 832-4029 (upgrades to Winvelope may be downloaded)
- ☒ Mail: J. E. McCullum
P.O. Box 1145
Jenkins, KY 41537-1145
- ☒ CompuServe ID 71620,24

13.0 Trouble Shooting

Problem: Winvelope doesn't print in landscape mode.

Solutions: Make sure landscape is selected in Printing Defaults under Winvelope's Option menu.

drivers are will to You may have a printer and/or printer driver that does not support this feature. The current variety of Canon and Publisher's Powerpak know not to support Auto-landscape. If you have one of these, you need to use the 'Printer Setup' button that will allow you to switch landscape and/or change paper trays manually.

button HP Deskjet users may need to activate the Winvelope 'Printer Setup' to select ENVELOPE #10 as the paper size prior to printing.

Problem: Winvelope does not print the barcode when selected.

Solution: Winvelope searches the last line of the address for the zipcode. The last line of the address should be CITY, ST ZIP, or the zipcode should be on the last line by itself.

The FIM code (5 verticle lines) does not print with 5 digit zipcodes.

Problem: Winvelope gives error message and won't load.

Solution: Make sure the VBRUN300.DLL file supplied on the Winvelope program diskette is located in the \WINDOWS\SYSTEM subdirectory.

If all else fails, erase the WNVEL43.INI file in the Windows subdirectory and re-install Winvelope from the floppy diskette.

14.0 Sources for Windows Shareware Programs

14.1 Shareware Distributors (Call and request a catalog)

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

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

Software Excitement.....(503) 826-8083

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

14.2 Public BBS's

(Modem settings: 1200-9600 baud, N, 8, 1)

Winvelope Support BBS.....(606) 832-4029	Jenkins, KY
Atlanta Windows BBS.....(404) 516-0048	Woodstock, GA
The Windows BBS.....(607) 722-0177	Binghamton, NY