PostMaster v1.4

by
Tropical Software

Copyright©Mark Jesiel, 1993, 1994

Contents

Mailing List Window

The Mailing list window allows you to set up different lists, containing   multiple address files to make printing large amounts of envelopes easy.   The controls in the mailing list window are fairly straight forward.

Add

Opens up the 'Open' window for you to select an address to add to your   mailing list.   You build your mailing list by adding any number of   addresses.   Once you select the address it will be displayed in the mailing list box as the file name.

Remove

Allows you to remove addresses from the current mailing list you are   working on.   After you remove an address file name from the list, you   will have to add it back if you make a mistake, as PostMaster will not prompt you before removing it.

Open

Brings up the open dialog box for you to select a Mailing List file   to begin working with.   Mailing list files will have the extension '.LST'.   Once you select a Mailing List file to work with PostMaster will open it and you will see all the address filenames in the Mailing List box.

Save

Allows you to save a Mailing list after you have built it, or made changes   to an already saved mailing list. Be careful as PostMaster will not prompt   you that your list has changed.

Labels
This button **Prints** your list onto labels instead of envelopes.   The   <u>mailing label</u> choices are given in a pop-up menu that you choose the   style label you want to print on.   For more information click on the words   mailing label.

Print

This button will begin printing of your envelopes.   An envelope will   be printed for all the addresses you have in your mailing list.   PostMaster   will take the return address and font information as well as any message you   have in the message box, from the main PostMaster window.   The return address   is displayed in the Mailing List window only as a convenience, and cannot be   altered from the Mailing List window.

Close

This will close the Mailing List window.   If you made changes to your mailing list   PostMaster will prompt you to save the changes before closing the mailing list   Window.

Credits and History

This really cool, totally rad program was written by <u>Mark Jesiel</u>. It was designed as a quick simple envelope printing program for windows.   After some help from a <u>friend</u>, it grew to what it is now.   Future editions will include even more features, that will make it even more   useful.   We must include credit to <u>George Toft</u> who helped in some   aspects of the developement.

Additions to version 1.4

Added Graphic Logo printing capability.

Added automatic printing of USPS Postnet Barcodes.

Added address label printing option in Mailing List Window

Can now shift back to main Window from the Mailing List window to change   return address or fonts.

PostMaster now prompts to save changes to mailing list before exiting Mailing List   Window.

What is a friend?

Someone who keeps telling you your program isn't good enough.

George Toft

The man We pulled from the dark depths of DOS Programming, to the light of Windows.

Mark Jesiel

Thats me!!   The Programmer of this cool utility!

Overview

What is PostMaster v1.4?

PostMaster is a simple, really cool envelope addressing program.   You really need it if you print alot of envelopes on your computer.   PostMaster supports Business size (default), Personal size, and has an option   for <u>custom</u> size envelopes.   You can have postmaster run in the   background and shift to it to print an envelope.   It is fast and simple, with   very few commands to use, all the buttons are readily available for quick   access.

PostMaster v1.4 allows you not only to print envelopes on at a time, with   or without <u>Postnet Barcodes</u>, but it allows you to print groups   of envelopes with the Mailing List feature.   Build a list or lists of addresses   that you commonly send letters to, (such as christmas cards, club mailings,   business contacts, etc..), and save that list.   Then you can print the entire   list full of envelopes with the click of a button.

Want to print a Logo on your envelope?   No problem!   PostMaster allows you   to print a graphic in the upper left corner as your personal/company Logo.   Logos   can be fun and visually powerful.   Nothing will get your mail noticed faster   than a sharp logo.   PostMaster even will print the logo on all the envelopes you are printing from the Mailing list window.

PostMaster now also allows you to print your Mailing lists onto address labels   with the same ease as envelopes.   Just select the style label you want, four   popular style of Avery labels are supported, and PostMaster will print your   mailing list onto the <u>address labels</u> instead of envelopes.   This works   equally well for both Laser Printer Users, and Dot Matrix Printer users.   If you   use a Dot Matrix Printer, just set your printer up for single sheet feed, and   go for it.   The single sheet labels are more economical than tractor feed labels   and give you much greater variety of choices.   Look for more label styles   supported in the future.   If you have a particular label size that you commonly   print to that is not in PostMasters label list, contact me, and I'll be happy   to add it to PostMasters support.

Custom size envelopes.

Envelopes come in many different sizes.   Like all those cards you buy for your   special someone. PostMaster is the first utility to allow you to print to a   custom size envelope just by telling it the height and width of the envelope.   PostMaster will do the calculations to place the addresses in the proper place on the envelope.   The custom size you enter will also be saved for future use by PostMaster.   The next time you run PostMaster, it will start up with the exact envelope configuration you had last time you used it.   Even the custom size you last entered.

Operation

To run PostMaster, double click on the PostMaster icon in Program Manager.   If you haven't set up an icon for PostMaster in Program Manager, see the   Windows user guide for how to do that.   If you installed PostMaster using   the included setup program, than setup already made a program manager group   and Icon for PostMaster.

The PostMaster window has several buttons which control the program.

Select one of the following items to learn more:

>   Return Address
>   Business Button
>   Personal Button
>   Custom Button
>   Open Button
>   Save Button
>   Help Button
>   About Button
>   Print
>   Clear & Paste
>   Options
>   Mailing List Window
>   Label Printing
>   Postnet Barcode Printing
>   Printing a Logo
>   Quit

Return Address

Your last used return address is automatically loaded into   the return address box in the envelope upon startup.   To change this   just click in the return address box and type in your   new return address.   Or click on the Options button and select open   return address.   This will open a dialog box exactly like the Open dialog   for the main address.   You may choose any address you have on file for your   new return address.   As with the address Open dialog, whichever address file   you have selected, postmaster will display the address in a window for you   so you do not have to remember all those short <u>DOS</u> filenames. The address that is displayed in the open dialog is the address that will be   placed in the return address window when you press 'OK'.

Business Button

Sets up PostMaster to print on a standard size 4 1/8" by 9 1/2" envelope.   This size is commonly referred to as a 'Business' envelope.   For laser   printers, you should feed the envelope into the printer centered, and with   the right edge as the leading edge.   For dot matrix printers, butt the   envelope up to the upper left corner of the carriage.

Personal Button

Sets up PostMaster to print on a standard size 3 5/8" by 6 1/2" envelope.   This We refer to as a Personal size envelope.   For laser printers, center the   envelope with the right edge as the leading edge.   For dot matrix printers   butt the envelope to the upper left corner of the carraige.

Custom Button

Lets you enter the size for a custom envelope.   You must enter the   dimensions in inches.   Do not enter an identifier, just the numeric   value (ie. 5.5).   This allows you to print on those odd size envelopes that come with all those cards you buy for that special someone.   If you enter   either number as a 0 or leave it blank PostMaster will ignore the whole   thing and not change the current settings.   Some trial and error may be   required to get 'perfect' results.

Note
If you are using the 'Print Postnet Barcodes' feature of   PostMaster it is essential that you enter the **EXACT** dimensions of the   envelope you will be printing on.

Open Button

Opens a file which is a saved Address.   These files will have the   .env extension.   This will allow you to print envelopes out   rapidly without having to enter addresses over and over.   The currently   selected address will be displayed in a window below the 'OK' and 'Cancel'   buttons.   Which ever address is in the window, that is the address that   will be placed in the address box on the envelope when you press 'OK'.   You may also 'Double-click'the address file name in the file box and that   will do the same as clicking the 'OK' button.   This is a very helpful feature that is unique to PostMaster.   This prevents you from having to remember all those short 8 letter DOS filenames.   As long as the address you want is in the window, you're set.   Press 'OK' and it'll be copied to the address workspace in the main PostMaster window.

DOS

That archaic character based operating system based on the old PC's of yore.   Unfortunately, Windows relies on DOS for file access. Normal DOS filenames   are limited to eight characters, plus a three character extension.   This   severely limits your choices once you start accumulating many '.ENV' files, in so much as coming up with descriptive eight character names.

.env

The extension for envelope files used by PostMaster.   When you 'Open' an   address file, only the files with '.ENV' extensions will be displayed.

Save Button

Lets you save an Address to disk for future use.   This keeps you from   having to retype or remember an address.   This automatically will save the   address with the extension '.ENV' so you don't have to type the extension.

Note!

Currently, PostMaster will only prompt you before overwriting an existing   file if you **include the extension**.   So to ensure maximum safety and   prevent from overwriting files, add the .ENV extension yourself.

Help Button

Brings on-line Help for PostMaster.

About Button

Brings up the 'About' screen. This gives me credit, and lets you   know what version you are using.   For those of you who are peekers and pokers   there is a hidden message in the About box.   In fact there is a hidden   message in the main PostMaster window as well.

Quit Button

This button will quit postmaster without having to choose close from the   control box in the upper left corner.   Alternate way to quit is to use the   universal windows close key combination 'ALT-F4'.   When you quit PostMaster   the configuration you have, for printer setup, envelope configuration, and addresses, will be saved, and PostMaster will start up next time with the   exact same configuration. This even includes the custom envelope sttings.

Registration.

PostMaster v1.4 is considered Shareware. With shareware, you as the user are   given the important opportunity to try before you buy.   You may use PostMaster   on your computer, try it out and see how it fulfills your needs.   We also   encourage you to <u>give</u> copies to friends to try out.   After 30 days   you are obligated to register PostMaster by sending in the small registration   fee.   If you do not desire to register PostMaster, than you are obligated to   remove the software from your computer.   All this is on an honor system, Please   respect the efforts of others. To register PostMaster please leave me E-Mail on Compuserve, or America On-Line.   Then send in your registration fee to the address below.

Please Make checks payable to Mark Jesiel.   Thank You!!

To register or for further information, you can contact me via Compuserve mail at address: 71554,3102, or America On-Line at Address: TropSoft

Tropical Software
3137 Nautilus Court
Orlando, FL 32827

Thanks for trying PostMaster v1.4

Giving copies of PostMaster to friends

You may freely distribute PostMaster to friends and associates.   In fact we   encourage it. The only requirement is that PostMaster must be distributed   with all associated files.

Printing with PostMaster

When you click the print button in the main postmaster window, your envelope will be printed to the default printer.   If you are using a Laser Printer, and have chosen that under the printer setup option, then PostMaster will automatically shift your laser printer to landscape mode to print the envelope and then back to portrait mode when it is done printing.   To change the printer   type select "printer setup" from the options button.   You may then choose whichever printer you will be using, and PostMaster will always remember your printer type selection for next time you use PostMaster.

Note

Prior to printing your first envelope, select "PrinterSetup" from the options button, and choose the type of printer you will be using with PostMaster.   The default is to use Laser printer, with a Center feed position.

Laser Printers

When using a laser printer, follow these simple steps:
1.   Insert envelopes using manual feed.   You set the position, either left   center, or right using Printer Setup from the options menu.
2.   Print.

Dot Matrix Printers

When using a Dot Matrix Printer, follow these simple steps:

1.   Insert the envelope into the printer butted up to the upper left   edge of the carraige.
2.   Print, selecting Dot Matrix from the option box.

Note: When you print your first envelope, use a normal sheet of paper   for the first attempt.   As all Dot Matrix printers are slightly different   you may need to make slight adjustments to get perfect results.

Clear & Paste

The Clear and Paste buttons provided with the address and return address   windows, provide a couple useful functions.

>   The Clear button will clear the current address in its associated window.   The Paste button will paste an address you have copied to the clipboard   from another application, (say, Word Processor), to its associated   address window.

Options Button

```
┌─────────────────────────────────┐
│ Change Return Address Font      │
│ Change Address Font             │
│ Change Message Font             │
├─────────────────────────────────┤
│ Open Return Address             │
│ Save Return Address             │
├─────────────────────────────────┤
│ √ Print Postnet Barcodes        │
│   Printer setup                 │
│ √ Print Logo                    │
├─────────────────────────────────┤
│ Mailing List                    │
└─────────────────────────────────┘
```

The Options button provides for five important, yet seldom used functions.

Change return address font.
   This allows you to change the font the return address is displayed and   printed in.   We are limiting the display size to 14 point, so as to fit   the whole address in the window.   Also, you can't display a printer   font on the screen, so postmaster will not change the displayed font   if you choose a printer font, yet the printed output will reflect   the change.

Change address font.
   This does the same for the address window as changing the return   address font does for the return address.

Change message box font
   To change the font of the message box in the lower left corner of the   main PostMaster Window.

Open return address.
   This option allows you to open a new file for use as the return   address.   You may use the same .env files as for addresses, so your   selection of return addresses is unlimited.

Save return address.
   This option allows you to save a current return address to   disk for future use, either as a return address or main address.   Please note: postmaster will only prompt you before writing over an existing file   if **you add the extension** .ENV yourself.

Print Postnet Barcodes.
   This option turns Postnet Barcoding on and off.

Printer setup.
   This option brings up a dialog box that allows you to set up PostMaster for use with either a Laser or Dot Matrix printer.   You only need to set this option once, and PostMaster will remember your Printer setup the next time you run PostMaster.

   If you set PostMaster up for Laser, you will also have to make a choice for feed position.   The selections are Left, Center, or Right feed.   The   default is Center feed.   The choice you make will be stored, and used   next time you run PostMaster, so you only need to setup your Printer   options one time.

Print Logo.
   This option turns Logo printing on and off.   It will be checked   if Logo printing is on, and unchecked if Logo printing is off.   This   selection will automatically be checked if you double click the Logo box to select a Logo.   If you Uncheck it to turn Logo printing off   your Logo will be cleared from the

Logo box.   Then if you select it   again to check it and turn it on, the last used Logo will automatically   be loaded into the Logo box, ready to print.

Mailing List.
This selection opens up the Mailing List window.   In the mailing list   window you can set up lists of addresses you commonly send letters to.   This will speed up your envelope printing by then allowing you to print   a whole group of envelopes with the click of a button.   Of course   envelopes printed from the mailing list window will support the   <u>Postnet Barcode</u> feature.   You can also print your lists   onto <u>mailing labels</u> instead of envelopes if you so desire.

Register!
It allows you to register   PostMaster by entering the registration number you get from us at Tropical Software.   Entering the registration number will change the   program to a registered version.   It will disable the shareware   messages.   You may   register this Software by contacting us via Compuserve,   America On-Line, or U.S. Mail   and send in $10.00 for full registration.   We will send you your own   personal registration number via E-Mail or U.S. Mail, whichever   is fastest. As a side note.   For all registered users of PostMaster   v1.4, We will send them registered copies of the next future upgrade   to PostMaster free of charge.
Please make checks payable to Mark Jesiel.   Thank You!

U.S. Mail: Tropical Software
             3137 Nautilus Court
             Orlando, FL 32827

Compuserve: 71554,3102
America On-Line: TropSoft

What is a Postnet Barcode??

IlIlllllllllllllllllllllllllllllllll

A Postnet Barcode is placed in the lower right edge of the envelope and aids   in high speed sorting of mail.   As the letters pass through a high speed   optical reader, if it has a barcode pre-printed, it gets automatically routed   to the correct Post Office.   Much faster than sorting by hand.

PostMaster v1.4 prints Postnet barcodes for 5 and 9 digit zipcodes that   have been verified by the U.S. Post Office to meet requirements for Postnet   Barcodes.   Although the U.S. Post Office does not endorse PostMaster or any   other computer software, PostMaster meets the standards for Postnet Barcode   printing on envelopes.

Important Notes about Postnet Barcoding

You've made your envelopes look 'Pretty' up to this point.   Now let the US   Postal Service work for you. With all the horror stories about lost mail   and mail that takes weeks to arrive, we need a way to speed up our mail   delivery.   Thats exactly what printing your envelopes with USPS Postnet   Barcodes will do. The US Post Office scans it's mail with Barcode reader   machines, and any envelopes preprinted with Postnet Barcodes will go that   much faster.   In many cases the business person who prints Postnet Barcodes   on his Bulk mailings will recieve lower rates for his effort.   PostMaster   makes this effort free. PostMaster v1.4 will automatically read the zip   code from the address and convert it to Postnet Barcode form, and place it   in the exact position required by the US Post Office.   Placement of the   barcode is essential.   For this reason, if you plan to use the barcode feature   and use the <u>Custom size envelope feature</u>, it is very imperative   that you enter the **EXACT** dimensions of the envelope that you will be printing on.   Otherwise the Barcode will not be in the proper position   and that is as bad as not having on at all, maybe worse.

One last word about PostNet Barcodes.   PostMaster looks for the zip code in   **last** 14 characters of the address.   It is important to ensure that your   zip codes are at the **end** of the **last** line.   Any other information you   want to place in the address block (ATTN:.., Company Name, etc...) should   go at the top of the address, or in the message box.   If PostMaster can not   find the zipcode where it is supposed to be, it will leave out the Postnet   Barcode.   You will not see it displayed in the PostMaster window, and it will   not be printed on the envelope.   This is to avoid bigger problems by printing   the wrong Barcode.

Of course, Postnet barcode printing works from the Mailing List window   also.   You will not see the Barcodes displayed, yet they will be properly   printed on every envelope that the Mailing List prints. Unless   of course PostMaster does not find the zip code in the correct spto, then it will   not print the barcode on that particular envelope.
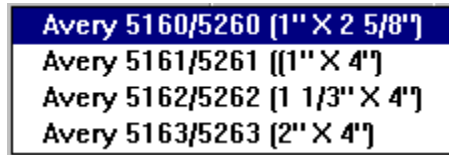
For more information on Postnet barcodes you can get Publication 25, and   it's accompanying template Notice 67 from your local US Post Office.

Note for Dot Matrix printer users

Since the exact placement of the envelope in a Dot Matrix printer can not be   predicted, you must be careful and print a few trial envelopes.   PostMaster   will properly place the Barcode only if you properly place the envelope in   the printer.   For checking your trial envelopes measure the placement of   the barcode.   The left edge of the barcode should be no more than 4 inches   and no less than 3.75 inches from the right edge of the envelope.   The   bottom of the barcode should be no more than 1/4 inch and no less than 3/16 inch   from the bottom edge.   The top of the barcode should be no more than 7/16 inch from the bottom edge.   These measurements should help you in properly   placing your envelopes in the printer so as to get properly printed barcodes.

Mailing Labels

PostMaster will print your mailing lists onto mailing labels if you so   desire.   Clicking on the 'Labels' button will give you a Pop-up menu for you   to choose the label style or size you wish to print on.

Avery 5160/5260 (1" X 2 5/8")
Avery 5161/5261 ((1" X 4")
Avery 5162/5262 (1 1/3" X 4")
Avery 5163/5263 (2" X 4")

From this menu, click on the style label you have in your printer, and PostMaster   will start printing your list on that style label.   It is important to note   that as soon as you select the label style, PostMaster starts printing, so have   your label sheet loaded in your printer ready to go, PostMaster doesn't take long to print.

Printing a Logo on your Envelopes

Double click the Logo box to select your logo.   This will automatically check   the Print Logo selection in the 'Options' menu, and allow you to open a Graphic   file for your Logo.   If you wish to turn off the Print Logo feature, click   on the 'Options' button and click the 'Print Logo' selection to uncheck it   and your Logo will be cleared from the Logo box.   To again enable Logo   Printing click the 'Options' button, and click the 'Print Logo' selection   to turn it back on and check the selection, and PostMaster will automatically   open the last Logo file you had used.   Double click the Logo box to change   your Logo selection.

PostMaster will also allow you to print a Logo in the upper left corner of the   envelope next to the return address.   The Logo must be in Bitmap (BMP), Windows   Metafile (WMF), or Icon (ICO) format and the size is very important.   If you are using a Laser printer and wish for   your logo to appear as 1 inch X 1 inch, then draw your logo to a size of   300 X 300 pixels.   This size is independent of whether you are printing at   300 DPI, or 150 DPI.   So your logo may be any size, so long as it fits on   the envelope you are printing it to.   I recommend going no greater than   1 inch wide, but you may go as tall as you like.

If you are using a Dot Matrix Printer, the size is even more   important.   You must size your Logo Picture to be no more than 1 inch wide.   So if   your Dot Matrix printer is printing at 180 X 180 DPI, size your Picture to be no   wider than 180 pixels.   The height may be whatever you desire so long as it   will fit on the envelope.   Remember to multiply the inches you desire by   the resolutuin of your printer.   So at 360 DPI resolution, your logo will have   to be no wider than 360 pixels.   PostMaster will automatically leave you 1 inch   for the logo.   If your logo is greater than 1 inch wide, it will print over   the return address.

PostMaster will automatically shrink your logo to fit into the 1 inch wide   by up to 3 inch tall   logo box in the main PostMaster window.   So your Logo may look distorted   or out of shape if it is not actually square.   Don't let this alarm you   be assured the logo will still print properly, so long as you followed the few simple   rules applicable to the type of Printer you are using.

Logos can be both fun and useful.   Nothing gets Mail noticed faster than a sharp   Logo on the front.   Be creative, but keep in mind very complex graphics may   not print out very well at a small size.   In other words what looks   great on your screen in PaintBrush, may now look so hot printed out as   a 1 inch square.   Experiment, and find what works for you, especially   if you are using a Dot Matrix printer. Once you have designed your Logo   and are Happy with it, keep it, use it consistently, and it will be identified with you.   Your mail will automatically be associated with you   at first glance, without reading the return address.   Logos have a great   visual power if used properly.