



Tropical Software

PostMaster 1.4

Introduction

Thank you for trying PostMaster. I hope that you find it useful in your everyday work. This version of PostMaster has some refinements, and some new features. First of all, I've simplified some things by having PostMaster suggest file names, and fixed it so you can see the filename of the address files in the Mailing List window. I've also allowed the Message Box Font to be changed, however PostMaster limits it to 14 pts. Also look for Address Label printing support in the Mailing List Window.

Installation

Since you are reading this, I am assuming that you have unzipped the archive file 'PSTMST.ZIP'. To prepare PostMaster for use, there are a few steps that need to be accomplished. First and foremost is that PostMaster is a Visual Basic program, and as such requires the file VBRUN300.DLL, which you may also download from CompuServe. If you down loaded the file postvb.zip, than you already have the file VBRUN300.DLL. You may unzip the PostMaster files into a temporary directory or to a floppy disk for installation. The following is a list of the files associated with PostMaster, and to which subdirectories you should copy them.

PPRTR.DLL	C:\WINDOWS\SYSTEM
VBRUN300.DLL	C:\WINDOWS\SYSTEM
THREED.VBX	C:\WINDOWS\SYSTEM
CMDIALOG.VBX	C:\WINDOWS\SYSTEM
COMMDLG.DLL	C:\WINDOWS\SYSTEM
POST.HLP	C:\POSTMSTR (OR YOUR CHOICE)
POSTMSTR.EXE	C:\POSTMSTR (OR YOUR CHOICE)
POSTMAST.WRI	C:\POSTMSTR (OR YOUR CHOICE)
TROPICAL.ENV	C:\POSTMSTR (OR YOUR CHOICE)
README.TXT	C:\POSTMSTR (OR YOUR CHOICE)

After copying the files to the appropriate subdirectory, you may set up an icon in Program Manager by:

- select new from the 'file' menu in Program Manager
- click 'OK' for program item
- type in c:\postmstr\postmstr.exe (or the equivalent if you changed the subdirectory)
- click 'OK'

you should now have an icon for PostMaster. Double click the icon to run PostMaster.

Using PostMaster

PostMaster is designed as a simple envelope printing utility. So as such it is very simple and straight forward to use. Double clicking on the PostMaster icon will bring up PostMaster. You will first see the Opening screen telling you about PostMaster. Clicking on the OK button will clear the about window and open the main envelope addressing window. The functions of the buttons on the button bar are as follows.

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 I refer to as a Personal size envelope. For laser printers, center the envelope with the left edge as the leading edge. For dot matrix printers butt the envelope to the upper left corner of the carriage.

Custom Button:

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.

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.

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. Currently postmaster will not ask for verification before writing over a previously saved file. So be sure you do not reuse file names.

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.

Options button:

This button brings up a menu with further choices:

Change Return Address Font: Does just that, allows you to change the Return Address Font. PostMaster will limit the size it is displayed in to 14 pts, but will print in whatever size you select.

Change Address Font: Does as above for the Address.

Change Message Font: Changes the Font that the message box in the lower left corner of the main PostMaster Window is displayed and printed in. PostMaster will limit this size to 14 pt, for both viewing and printing.

Open Return Address: Opens an *.ENV file for placement as Return address.

Save Return Address: Saves the current address in the Return address box to disk for future use as return address or address.

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

Printer Setup: This lets you tell PostMaster to format the envelopes for either Dot Matrix, or Laser printer, and in the case of Laser printers what the printers feed path is.

Print Logo: This selection turns logo printing on or off. Double click the Logo box to select your Logo to be printed. Size of the Logo is very important, see the on-line help for more information and guidance on logo size. Logo must be in BMP format.

Mailing List: This is one of the most powerful features of PostMaster. This opens the Mailing List Window. There you can set up 'Lists' of as many addresses as you wish, and save them for future use. Set up a list for Christmas cards, scout group, etc.. Then from the Mailing List Window, print an envelope or address label for your entire list with the click of one button.

Register: Possibly the most obvious and important feature. If you like PostMaster and wish to continue using it, I urge you to send in the modest registration fee. This will allow me to give you support, notification of updates, and offers for future programs.

Help button:

Brings up the PostMaster Help system. This help file will give you on-line help in using the program. Most of what's in this write file is in the on-line help as well. This aids you in using PostMaster, in that you don't have to learn all of functions, or do you have to study a lengthy document just to use the program. You may read the topics in order, or search for a specific item.

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'.

Print:

When you click the print button in the main postmaster window you will see an option box with two options. Your options are 'Laser' and 'Dot Matrix' Printers. The default is to use Laser Printer. You may change the type of printer used either by clicking on the printer you want, or using 'Tab' to select the option buttons, then use the arrow keys to select which printer you want to use. If you chose 'Laser' you will also be given the option of choosing the feed position for your envelopes. As some Laser printers are different, you may choose Left, Center, or Right feed positions. Center is the default selection. PostMaster will always use the default printer as selected in the printers section of control panel. PostMaster will also automatically shift your laser printer to landscape mode to print the envelopes, then back to portrait mode when all envelopes have been printed.

Laser Printers

When using a laser printer, you must do these simple steps:

1. Insert envelopes using manual feed, centered with the right edge of the envelope the leading edge.
2. Print.

NOTE: Use Printer Setup under the 'Options Button' to setup PostMaster for your Laser Printer.

Dot Matrix Printers

When using a Dot Matrix Printer, you must do these simple steps:

1. Insert the envelope into the printer butted up to the upper left edge of the carriage.
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.

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. That's exactly what printing your envelopes with USPS Postnet Barcodes will do. The US Post Office scans its 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 receive 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 Custom size envelope feature, 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 zip code 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 spot, then it will not print the barcode on that particular envelope.

For more information on Postnet barcodes you can get Publication 25, and its accompanying template Notice 67 from your local US Post Office.

Shareware

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. I also strongly encourage you to give 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, then you are obligated to remove the software from your computer. All this is on an honor system, Please respect the efforts of others.

Registration:

Registration is where you as the user, remit to the programmer, or owner of the software a small fee for use of the program. This fee gives you full right to use the software for an indefinite amount of time. It is a moral decision on your part whether you choose to register the software or not. Hopefully you will make the right decision. In addition to just doing the right thing, registering gives you some benefits.

1. Registered copy of PostMaster. I will send you a registered copy of PostMaster v1.4 when you register. This copy will exclude the starting 'About' screen and the closing reminder to register PostMaster.
2. Full support for the software. I can be reached on Compuserve, or via the U.S. Mail. There is an address included in the zip file named 'tropical.env'. This is my current mailing address, and you can even use postmaster to print out the envelope.
3. Notification of upgrades. I will contact all registered users of PostMaster v1.4 when new improved versions are developed. They will have the option of purchasing the new version, or sampling an unregistered copy. Either case, I will mail them the new version.

Please Make checks or Money orders payable to Mark Jesiel.

Contact:

You may contact me via Compuserve or U.S. Mail. I will respond to any questions or comments in as timely manner as possible. Obviously Compuserve E-Mail will be the fastest, however regular US Mail is also accepted.

Again, Thank You for trying PostMaster v1.4. I hope it fills your needs.

Mark Jesiel
3137 Nautilus Court
Orlando, FL 32827

Compuserve address: 71554,3102
America On-Line address: TropSoft

Registration Form

PostMaster v1.4

Name: _____

Street address: _____

City: _____

State: _____ Zip: _____

Compuserve Address: _____

Phone:(Optional) _____

Copies of PostMaster _____ X \$10.00US = _____

Shipping and Handling + \$2.00

TOTAL _____

Make checks payable to Mark Jesiel

Mail to:
Tropical Software
3137 Nautilus Court
Orlando, FL 32827

THANK YOU FOR REGISTERING!